



Department of Theatre

[Policies and procedures to keep our students, patrons
and employees safe]

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Face
Covering



Physical
Distancing



Daily
Self-Assessment

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us. This plan was written with faith in our community to set the example and commit to showing transparency with your health in order to help keep others safe.

Physical distancing, means keeping a safe space between yourself and other people who are not from your household. To practice physical distancing, stay at least 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces.

Cloth face coverings are to be worn whenever possible, your mouth and nose should both be covered.

Universal Policies:

- 1.) Stay six (6) feet apart whenever possible.
- 2.) Wash hands regularly with soap and water for twenty (20) seconds.
- 3.) Wear a face covering whenever possible.
- 4.) If you do not feel well, check your symptoms to determine if you should stay home.

Front of House/Patrons:

Overview:

- Bethel University has increased cleaning and sanitization to keep our students, patrons and employees safe.
- Seats will be socially distanced and sold in groups or two (2). If you have a large group, Call Grace Cole for accommodation options at (574) 807-7747.
- Patrons must have a physical or digital ticket in hand for the performance to gain entry, Will-call is to remain closed. You can pick up your tickets during regular box office hours.
- If you are sick, call the box office prior to the show to receive a certificate to attend another show. Streaming options may also be available.

Sanitation:

- Prior to the house opening for any performance, the venue is to be sanitized.
 - Seating to be sanitized using an approved cleaning solution.
 - All armrests, handrails, and door knobs are to be wiped using an approved cleaning solution.
 - All backstage spaces are to be sanitized using an approved cleaning solution or spray.

Venue access:

- Patrons seeking to attend a performance will be asked to comply with the following:
 - Patrons should be fever and symptom free for 24 hours before the event. Pending royalty approval, a performance may be live streamed for patrons unable to attend in person.
 - Patrons must have a physical or digital ticket in hand for the performance to gain entry, Will-call is to remain closed. You can pick up your tickets during regular box office hours.
 - Patrons must wear a face covering at all times upon entering the building
 - Patrons may be permitted to remove their face covering while seated in the house (this will be part of the pre-show announcement)
 - A post-show announcement will be produced to inform patrons that they must put on their face covering prior to FOH staff opening the house doors.
 - Patrons must abide by physical distancing guidelines (6 feet apart) at all times.
 - Patrons must abide by all posted one-way directional signage.
 - Patrons should sanitize their hands upon entering the venue.
- Hand sanitizer stations will be located in the lobby in accordance with CDC, state, and local guidelines.
- All personnel are encouraged to stay home if they are sick.

Tickets and Seating:

- All tickets will be sold to ensure proper physical distancing between seating groups. The new venue capacity will be 203.
- Tickets will be sold by seating groups of 2. There will be a section reserved for groups.
- When purchasing tickets to a performance the following information will be requested by the box office staff:
 - Number of individuals in your group
 - Desired Row
 - Need for special accommodations (wheel chair or assisted listening)
- Online purchasing and credit/debit card transactions are encouraged rather than cash

- The box office plans
 - Markers will be placed six feet apart for audiences while waiting for entry to ensure physical distancing.
 - Ticket scanners will be used by ushers and staff.
 - Free-standing hand sanitizer stations will be available throughout the building.
- House doors will be established as one way only.
 - Patrons will enter the venue using the House Left doors.
 - Patrons will exit the venue using the House Right doors.
 - All common doors will be propped open while patrons are in the venue.
 - House doors will be closed and opened by FOH Staff before and after a performance to reduce contact exposure.

Additional information:

- Face coverings will be made available for patrons & staff whose personal face covering is inadequate, dirty, or missing. These may be provided at a cost if determined acceptable to the University.
- Use of water fountains and water bottle refill stations is prohibited.
- Stage designs and spacing must allow for proper walkways and appropriate physical distancing.
- Public and employee safety posters will be placed around the facility where appropriate to ensure proper communication.

CHECK FOR THESE SYMPTOMS

- A. Have a temperature of 100.4 or above
- B. Present either new lack of smell/taste or new shortness of breath
- C. Have two or more of the following symptoms: headache, sore throat, or cough

Lack of smell or taste (new onset)
 New shortness of breath
 Headache
 Sore throat
 Cough

AND IF YOU

Please call our Box Office to reschedule your tickets for the safety of fellow patrons, our performers, and staff.



Rehearsal Procedures

Overview:

- The performance group will submit their daily symptoms checks to Stage Management,
- All who are involved in the production will wear a face covering whenever not performing, and commit to wearing a face covering when exposed to anyone outside of their family unit.
- If a performer or crew member is sick, they will not attend rehearsal.

Performance Group:

This group was created because of the need to work without face coverings and physical distancing in and around backstage. Within this group, only the performers will EVER work without face coverings, and that is ONLY when performing and in rehearsal settings by mutual agreement.

- All performers
- Stage managers
- Director

Self-Health Check:

- The performance group will submit their daily symptoms checks to Stage Management, wear a face covering whenever not performing, and commit to wearing a face covering when exposed to anyone outside of their family unit.
- All performers and production personnel should do a self-health check based on Bethel guidelines prior to reporting to work. Self-Health check form can be found on the Bethel app.
- All personnel are encouraged to stay home if they are sick.

Rehearsal access:

- Individuals displaying any signs of illness, fever, or respiratory issues will be sent home.
- Call times are to be staggered to aid in minimizing personnel in the room at any given time.
- All personnel must sanitize their hands upon entering the rehearsal space.
- Individuals must wear face coverings at all times in a performance setting.

General rehearsal regulations:

- Rehearsal space will be sanitized daily.
 - Stage Management is to clean and disinfect high touch areas before rehearsal.
- Modified room capacities have been established by the university.
- All individuals will endeavor to maintain physical distancing of at least 6 feet at all times. Situations that require closer proximity should be limited in duration.
- Rehearsals will be recorded for use by designers and the production team.
- Hand sanitizer stations to be made available.
- Props are to be sanitized/disinfected after use by ASM's, the prop master and crew.
- Scripts and other equipment may not be shared at any time. Performers must have their own scripts, pencils, water bottles, etc.

- All common doors will be propped open to avoid contact exposure.
- To access the restroom, please exit the rehearsal room through main doors rather than the dressing rooms.

Performance Procedures:

Sanitation:

- Prior to the house opening for any performance, the venue is to be sanitized.
 - Seating to be sanitized using an approved cleaning solution and spray method.
 - All armrests, handrails, and door knobs are to be wiped using an approved cleaning solution.
 - All backstage spaces are to be sanitized using an approved cleaning solution or spray.

Venue Access:

- Individuals displaying any signs of illness, fever, or respiratory issues will be sent home.
- Call times are to be staggered to aid in minimizing personnel in the room at any given time.
- All personnel must sanitize their hands upon entering the venue.
- All personnel are encouraged to stay home if they are sick.

Dressing Rooms:

- Dressing room capacity is not to exceed five (5) actors and three (3) crew members in each room at any one time.
 - Call times may be staggered by first appearance onstage.
- Stations are to be established to ensure proper physical distancing and will be set up to suit the production.
- It is the responsibility of the performers as well as the costume and makeup crews to wipe down and clean their station after it is used.
- Physical distancing guidelines should be followed in dressing rooms and green room.
- Dressing room schedules will be strict and you will have a set amount of time to get ready in.

Booth:

- Booth access will be limited to the lead stage manager, board operators, and facility staff.
- It is the responsibility of the individuals to wipe down their station and equipment before and after each show.

Backstage:

- It will be the responsibility of the AMS('s) and props master to oversee the cleaning and sanitization of all props, set pieces and high touch areas between performances.
- Face coverings are to be worn at all times.
- All individuals will endeavor to maintain physical distancing of at least 6 feet at all times. Situations that require closer proximity should be limited in duration.
- All common doors will be propped open to avoid contact exposure.

General

- Face coverings will be made available for patrons & staff whose personal face covering is inadequate, dirty, or missing. These may be provided at a cost if determined acceptable to the University.
- Use of water fountains and water bottle refill stations is prohibited.
- Stage designs and spacing must allow for proper walkways and appropriate physical distancing.
- Use Environmental Protection Agency-approved cleaning chemicals from [List N](#) or that have label claims against the coronavirus.
- Public and employee safety posters will be placed around the facility where appropriate to ensure proper communication.

Scene Shop & Costume Shop

Self-Health Check:

- Individuals displaying any signs of illness, fever, or respiratory issues will be sent home.
- All workers are encouraged to stay home if they are sick.

Sign In/Out:

- Visitors not working regularly scheduled hours are required to sign in/out on a clipboard near the shop entrance. This log will be used for the purposes of tracking contacts in the event an individual contracts COVID-19.

Face Coverings:

- To be worn in all movements in and around the building(s) that are outside of a personal work area and in any face-to-face interactions at distances closer than 6 feet.
- Face coverings do not constitute work place PPE.
 - Face coverings should not be used in place of respirators or dust masks.
 - When cloth face coverings are necessary, due to worker proximity, they must be worn in addition to any regular PPE that would be worn for the task being performed unless doing so producing a more substantial hazard to the worker.

Physical Distancing:

- All individuals will endeavor to maintain physical distancing of at least 6 feet at all times. Situations that require closer proximity should be limited in duration.
- Work teams will be generated based on employee hours to minimize the number of different individual contacts within the shop when physical distancing is not possible.
- Equipment may move to allow for physical distancing.

Surface Contact/Cleaning:

- Individuals should limit touching common surfaces and practice frequent hand washing with soap and water.
- Individuals should personally wipe down used surfaces in common areas after use with cleaning/disinfecting supplies.
- All common surfaces and equipment should be cleaned and disinfected at the end of the shift.
- Gloves should be worn during all cleaning routines.

Breaks:

- Employees will be asked to wash their hands before and after any break.

Work & Tools:

- Each employee will be assigned tools to utilize during their shift and must provide their own tape measure.
- The tool room will be restricted to the TD, ATD, & Shop supervisor.

- Community tools that are needed will be retrieved from the tool room by an authorized individual. Community tools should be kept in the personal work areas for the duration of the project. Upon completion of the project, used community tools should be placed on a “Used tools table” where they will be disinfected and returned to the tool room by an authorized individual.
- All personnel must sanitize their hands upon entering the shop.
- Pneumatic spray nozzles may not be used to remove dust from hair, skin, or clothing. (This is a standard safety regulation that is implemented to avoid accidentally introducing air into the bloodstream; this is additionally mentioned to specifically reduce the potential spread of any airborne or aerosolized viruses).

Outside (Incoming) Events:

- Load in/Load out sanitizing stations, wipes for equipment – workers with gloves and face coverings, wipe equipment boxes in truck before unloading with disinfectant sprays/wipes
- Gloved and masked workers unload equipment while practicing social distancing.
- Sanitizing equipment provided for artists in dressing rooms (hand sanitizer, cleaning wipes, sprays).
- Sanitize all house equipment before load in and again at load out.
- Dressing room to be thoroughly cleaned and disinfected before and following event.

Main Office

- Access to the Main office is to be restricted to individuals whose primary job function requires them to be in the office.
- Anyone seeking to visit an individual must check in with the Office Manager.
- All copying and scanning must be done by office staff (self-service will not be permitted without permission) or stage management.
- The conference room may not be used for meetings with more than 3 people.
 - Meeting attendees are expected to sanitize their space at the end of each meeting.
- Non-office staff must wear a face covering and sanitize hands upon entry.

Managing a sick worker

- Displaying symptoms
 - Workers who displays symptoms including a shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell upon arrival or who become sick during their time on site should immediately be separated from others and sent home.
 - When possible, anyone managing a sick worker must remain at a 6 foot distance.
 - When physical distancing cannot be observed individuals must wear a cloth face covering and other PPE when accessible (i.e. gloves, gown, face covering, etc.).
 - If a worker is confirmed to have COVID-19 (regardless of symptoms), employers should inform anyone they have come into contact with of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - Any tools, equipment, or workstations utilized by the worker are to be disinfected.
- Return to work
 - Bringing back exposed and/or asymptomatic employees to on-site operations should follow recommendations from Human Resources and the CDC.