



COVID-19 PROTOCOL

The following rules and procedures are intended to limit the probability of transmission of the novel coronavirus, COVID-19. This protocol must be adhered to at all times by all staff and contracted workers (collectively, "Employees"), and volunteers. Failure to do so may result in dismissal. These are subject to change based on current guidelines and regulations set by the Federal Government and the State of Michigan. In the case that Federal or State regulations do not match the rules set forth in this document, the more stringent regulation will apply.

A mask, cloth face covering, or clear face shield must be worn at all times when inside the building with at least one other person.

As much as possible, social distancing guidelines should be followed (a minimum of 6' between people).

There should be frequent hand washing and use of available sanitizer by all employees & volunteers.

Indoor capacity & gathering limits will be informed by state regulations. As of 9.25.2020 only 10 people are allowed at an indoor gathering. This includes working days and rehearsals.

During scenic build/paint times only the Set Coordinator, Scenic Charge Artist, and one other build or paint assistant (maximum of 3 people) may occupy the workspace at once. Exceptions may be made on a case-by-case basis and only upon approval by the Managing Director.

As much as possible, do not share tools. If the sharing of tools is necessary, they should be sanitized after each user.

There will be no community meals; including, but not limited to: crew lunches, 10-hour tech meal(s), cast/crew "treats" which are not individually wrapped, drinks (including water bottles), personal meals.

Any food and beverage trash must be taken out to the dumpster every day. Marked bins will be available for convenience.

Any reusable dinnerware (plates, flatware, cups, mugs, etc.) must be washed immediately after use.

Any person experiencing any of the following symptoms of COVID-19 or having been in contact within 14 days with anyone diagnosed with COVID-19 or experiencing any of the following symptoms should not come to the theatre under any circumstances.

- Fever/chills
- Fatigue
- Shortness of breath
- Chest tightness
- Sore Throat
- Dry cough
- Muscle/body aches
- Headache
- Sudden loss of taste or smell
- Vomiting/diarrhea
- New discoloration (red/blue) of fingers or toes

The appropriate manager should be notified in advance of the absence.

During rehearsals all care should be taken by the Guest Director (and Assistant Director) to block the production in such a way that social distancing may be adhered to or masks may be worn. Romantic/intimate scenes should be implied, hidden, or otherwise creatively approached.

Should any employee or volunteer be diagnosed with COVID-19 the procedure below will be followed:

1. Employee or volunteer will immediately self-quarantine for no less than 2 weeks following a positive test.
2. Employee or volunteer will inform the Managing Director of all other employees and volunteers with whom they had contact over the 14 days immediately preceding the positive test.
3. The Managing Director will then inform all contacts in an appropriately discreet manner.
4. All contacts will self-quarantine until they are able to produce a negative COVID-19 test result.
5. Under no circumstances will an employee or volunteer be expected to return to work or rehearsal until after they are able to produce a negative test or after completing at least 2 weeks of quarantine following a positive test.
6. Any production in process may be postponed or cancelled upon the sole discretion of the Managing Director.

Upon arrival to the theatre for each rehearsal all cast & crew called shall be subject to a temperature check and asked to sign a symptom disclosure. Refusal to participate in either of these will result in dismissal from that day's rehearsal.

Any person whose body temperature is returned at higher than 98.6°F will be dismissed from that day's rehearsal. At this time, it is recommended that person receive a negative COVID-19 test result before returning to rehearsals.

Upon 2 consecutive high temp checks, a negative COVID test result or physician's note will be *required* in order to return to rehearsals.

There will be no tolerance for attending work or rehearsal when sick with any type or severity of illness.

At any point, the lowest level of risk tolerance among the group of employees or volunteers present will become the limit by which all protocols are measured.

These rules are non-negotiable and Pit & Balcony has a no-tolerance policy for non-compliance. Should any additions, deletions, or changes be made to any of the rules above, all employees & volunteers will be notified in a swift and appropriate manner.

Additional Recommendations

It is recommended that all employees & volunteers regularly get tested for COVID-19 to account for the possibility they are an asymptomatic carrier.

It is recommended that all employees & volunteers receive the flu vaccine.

It is recommended that all employees & volunteers wear masks or face coverings at all times they are in public.

It is recommended that all employees & volunteers avoid large social gatherings including patronizing bars and restaurants.