

## **Health & Safety Planning Guide to Reopening The Omaha Community Playhouse**

### **12th Draft (updated 9.8.2020)**

The following outlines our thoughts and recommendations in reference to safety measures that should be required for the re-opening of the Omaha Community Playhouse. Our goal is to keep patrons, students, volunteers, and staff members safe when we can open our doors to the public. The following guidelines will be in effect at Omaha Community Playhouse and take into consideration guidance from the Nebraska Governor's office, the Douglas County Health Department, OSHA, and the CDC.

The following information details precautions and provisions for the Omaha Community Playhouse. We are committed to guest safety and have outlined the various steps being taken in response to the COVID-19 pandemic.

### **Cleaning/General Operation**

- All personnel are required to wear a mask when at work except for when working alone in a private space.
- All personnel will wash hands and use sanitizer regularly throughout the day.
- Designated separate drop off for packages.
- All drivers and sub-contractors are required to wear masks upon order. Masks will be available for them at entry points.
- Disinfect items from trucks as they are unloaded.
- Daily cleaning and sterilizing of all used spaces. Lobbies, bathrooms, offices, theaters and all work areas. All public spaces will be cleaned by the Facilities Manager and the maintenance team. All offices and private workspaces will be cleaned by the personnel that occupy that area. All cleaning supplies will be provided by the Facilities Manager.
- Consult HVAC engineer to assess filter effectiveness and alter airflow patterns to turn over the air more frequently. Merv-10 filters have been installed throughout the building.
- Installed sneeze barriers / plexiglass in box office ticket booths.
- Rearrange reception areas to encourage social distancing
- Eliminate all backstage tours – limit access to only essential personnel, volunteers or students

- Add signage to reinforce expected guest behavior (social distancing, hand washing, masks, etc.)
- Stagger vehicle unloading to enforce social distancing
- Train those required to wear PPE on how to do wear it appropriately, as well as safe removal, sanitizing and disposal
- Discourage workers from using other workers' phones, desks, offices or other tools and equipment when possible
- Performance halls, large gathering areas, transported equipment and other large common areas will be cleaned first and then sanitized using electrostatic technology which allows disinfecting solution to adhere to all surfaces, as well as sanitizing wipes for delicate surfaces
- Safety stations containing hand sanitizer, wipes, gloves, masks, and disinfecting solution have been placed in all common and shared workspaces.
- Volunteers coming back will be determined by department heads and based upon volunteer comfort and safety.
- *\*These will be adjusted as requirements change.*

### **Staff Precautions**

- Staff will keep office doors closed while at work.
- All staff will maintain the 6' distancing guidelines whenever possible.
- There will be no treats or shared food amongst staff members.
- Ice machine in 2<sup>nd</sup> floor kitchen has been shut off.
- During regular business hours, staff members must minimize contact among workers, clients and vendors. This may include replacing face-to-face meetings with virtual communications, implementing remote work, if feasible, and/or shifting hours to a day or night option with supervisor approval.
- Employee's children are allowed at the theatre, but must wear a mask if in a shared area if they are over the age of 5. Children must also remain in employee's office or be under parent's supervision.
- All employees are encouraged to properly wash their hands frequently or after sneezing, blowing nose, touching face, etc.
- Employees are encouraged to wipe down their workstation throughout the day using proper sanitizing methods.

- Janitorial staff will clean and disinfect previously mentioned high-use areas at the end of each day using approved methods, chemicals, and PPE, with the exception of employee's personal area.
- Managers will promote employees' ability to eat healthy food, exercise, get enough sleep and find time to unwind.
- Employees are encouraged to talk with people they trust about their concerns and how they are feeling.
- *\*These will be adjusted as requirements change.*

### **HVAC and Plumbing Systems**

- All HVAC systems have been professionally evaluated by Ray Martin Co., NE Air Filter and Mechanical Inc. Improvements have been made where attainable.
- Merv-10 filters have been installed throughout the building.
- Complete filter changes every 2 months.
- All restrooms have been evaluated for touchless fixtures on sinks, toilets and urinals. Replacements have been installed.
- *\*These will be adjusted as requirements change.*

### **Face Masks and PPE**

- Audience will be required to wear masks. If an audience member arrives without a mask, they will be offered one free of charge. If audience member refuses to wear a mask, audience member will be asked to leave.
- Masks must be worn properly in accordance with CDC guidelines.
- Excluding the actors onstage, all artists, stagehands, wardrobe, security, stage door, staff, teachers, ushers, volunteers, students, etc. and other contractors must wear masks in a shared space. Some orchestra members will be the exception.
- *\*These will be adjusted as requirements change.*

### **Temperature screening**

- Touchless temperature checks may be administered at all entry points of performers and staff, volunteers, security, contractors and stagehands, at the discretion of managers. CDC recommended symptom screening questions also may be asked at the discretion of managers.

- A cooling off area will be designated for those individuals who have an elevated temperature up to 100.4 degrees due to exposure to heat and humidity while in transit to venue.
- If anyone has a temperature higher than 100.4, they will stand aside and get their temperature taken again 5 minutes later with a disposable, contactless thermometer by the person who oversees the stage door. If they are still running a fever after 5 minutes, they will be sent home.
- *\*These will be adjusted as requirements change.*

### **All Bathrooms**

- All bathrooms will use automatic flush toilets, automatic soap & towel dispensers, automatic faucet sensors and will stay refilled and maintained by the maintenance team.
- Morning and nightly sanitation will be completed daily.
- Sanitation will also occur after show starts and after intermission.
- Encourage designated restroom sections of theatres to control guest movement.
- *\*These will be adjusted as requirements change.*

### **Green room**

- Facility staff assigned to spray down every morning.
- Use Classroom or Dance Studio for extra dressing rooms if needed.
- Use North Studio for extra dressing rooms if needed.
- Close off water fountains.
- Provide visitors with PPE.
- No furniture in the Green Room except for the Wardrobe table.
- Rearrange reception areas to encourage social distancing
- *\*These will be adjusted as requirements change.*

### **Education**

- All areas used for camps and classes will be disinfected after use.
- All students will have temperature checked upon arrival each day.
- Parents will be asked to answer a number of health and safety questions concerning their child as recommended by the CDC.
- Any child experiencing illness will be required to stay home.
- Rooms will be sanitized in 2 ways: (1)mopping & (2)electro-static spray, Lysol or Swiffer

- All spaces will be taped out to help kids keep proper social distance.
- Hand sanitizing stations will be readily available for students and staff.
- Clorox wipes will be available for all camp staff.
- After all meals the staff will wipe down surfaces.
- Many of the camp activities will be held outdoors.
- Students are allowed disposable lunch boxes only and will be socially distanced while eating lunch.
- The students will only have access to the Restrooms located by the dressing rooms on floors 1M and Basement.
- *\*These will be adjusted as requirements change.*

### **Back Stage**

- Everyone arriving at the stage door must wear a mask upon arrival.
- Those arriving at the stage door may be asked for their temperature to be taken at manager's discretion. If anyone has a temperature higher than 100.4, they will stand aside and get their temperature taken again 5 minutes later with a disposable, contactless thermometer by the person who oversees the stage door. If they are still running a fever after 5 minutes, they will be sent home and the appropriate production personnel will be notified. CDC recommended symptom screening questions also may be asked at the discretion of managers.
- No sharing of personal items permitted; sharing of items provided by Wardrobe/Wigs is allowed if items are sanitized by crew in between uses.
- Rooms will be sanitized in 2 ways: (1)mopping & (2)electro-static spray, Lysol or Swiffer
- In addition to standard washing and dry cleaning, costumes and wigs are spritzed with alcohol before or after use.
- At intermission, high-traffic backstage corridors are misted with disinfectant.
- All musicians wear masks except for the wind and brass players and conductor. There will be plexi partitions between the musicians.
- Orchestra mics will be disinfected nightly.
- Crew must wear appropriately determined PPE.
- Disinfect restrooms regularly.
- Eliminate buffet style eating / catering.
- Discontinue shareable lockers.
- Fly rails and locks will be wiped down. Fly rail operators will wear gloves.

- *\*These will be adjusted as requirements change.*

### **Lights / Sound**

- SOD/board operator sprays/wipes down light booth, light board, light switches, headsets, and railings in light board area.
- Consoles will have temporary wraps that get replaced nightly.
- SOD/board operator sprays / wipes down sound booth, sound board, light switches, headsets, and railings in sound board area.
- SOD work with operators to encourage actors to put on mics themselves, use gloves, wipe down mics every night, or wrap mic elements & replace every night.
- A 2nd sound assistant will be added.
- *\*These will be adjusted as requirements change.*

### **Props**

- Food prep will be done by crew in masks & gloves
- ASM/Crew - spray/wipe down/wash props, light switches, surfaces, headsets (show specific).
- Any props that cannot be disinfected should be disposable.
- Props will only be used for OCP productions; all outside prop rentals will cease.
- Prop donations will no longer be accepted.
- *\*These will be adjusted as requirements change.*

### **Wardrobe**

- Spray down costumes and wig stations.
- During fittings both the actor and the fitter will wear a face mask.
- Actors and costume crew/staff will wash or sanitize hands before fittings.
- Additional makeup/wig stations. Smaller stations that are spread out to help with social distancing. Mobile partitions would help divide these stations for safety and privacy.
- Plexiglass partitions added in changing rooms and make up areas.
- Standard dressing rooms will only contain 1 to 2 actors, based on size of standard dressing room. Additional spaces will be used for dressing rooms to allow for social distancing between actors.
- Washing machines are only allowed to be used for show laundry.
- Use Classroom or Dance Studio for extra dressing rooms if needed.

- Costume donations will no longer be accepted.
- *\*These will be adjusted as requirements change.*

### **Policies for tickets**

- Ticket refund policy - issue vouchers to be used in the future or issue a refund.
- *\*These will be adjusted as requirements change.*

### **Box Office**

- Contactless credit cards - install Square capabilities.
- If employees handle credit cards, they should sanitize hands after using each card.
- Encourage cash free payments.
- If possible, relocate printers to allow guests to retrieve tickets directly from the printer. Tickets printed on demand.
- Lobby will be closed off to the public during the day.
- Encourage patrons to use electronic tickets.
- Preshow email offering exchanges for anyone with symptoms.
- Electronic version of the program, available online at our website and pdf included on ticket purchase response email.
- Seating chart - incorporated social distancing. For both theaters, patrons will be distanced by 6 feet.
- Email sent out to all ticket holders mandating that a face mask must be worn to attend a show.
- Center window will always be closed to help with social distancing.
- All windows will have Plexi installed to help keep a sanitary barrier between the staff and the public.
- Lanes will be strung to each box office window with social distance marked labeled on the floor.
- Establish Will-Call pick up times to lower the chances of high traffic congregating.
- Box Office employees and volunteers will do regular sanitation and temperature checks.
- *\*These will be adjusted as requirements change.*

### **Front of House**

- Upon arrival at the theatre building, patrons are encouraged to use hand sanitizer from touchless dispenser.
- Audience will be required to wear masks. If an audience member arrives without a mask, they will be offered one free of charge. If audience member refuses to wear a mask, audience member will be asked to leave.
- All volunteers must wear gloves and face masks. Greeters may also wear safety glasses or face shields for extra protection, which will be provided by OCP.
- Hold front doors for patrons so no touching the door.
- End Meet & Greet with actors.
- No flowers or gifts allowed - must be held in cars.
- Touch free sanitizer stations will be throughout the lobbies.
- Curtain speeches will be primarily recorded. If the speech is live, it will be done by a staff member who feels comfortable doing so.
- *\*These will be adjusted as requirements change.*

### **Concessions**

- There will be no events with catering food or beverages for the time being.
- No concessions of any kind will be on sale.
- No interactive lobby displays that may draw people closer together- step and repeats/photo ops.
- Close water fountains in lobby.
- *\*These will be adjusted as requirements change.*

### **Audience**

- Audience will be required to wear masks. If an audience member arrives without a mask, they will be offered one free of charge. If audience member refuses to wear a mask, audience member will be asked to leave.
- Audience members will be required to self-screen for a fever and symptoms of illness prior to arriving.
- Identify and address potential language, cultural and disability barriers associated with communicating COVID-19 information to event staff and participants. Tailor information so that it is easily understood by various audiences and is available in alternative formats and languages.
- Spread out traffic in Lobby,
- Use stanchions/spike marks to direct traffic.

- Communicate changes via preshow email reminder; Lobby TV; signage; curtain speech.
- Encourage electronic programs - no more recycling programs.
- Dismiss by row/traffic control post show.
- Additional Security may be needed to help enforce the wearing of face masks.
- Establish direct exit route – do not allow congregating in lobby.
- Reconfigure pick up waiting areas to encourage social distancing.
- Provide safe disposal receptacles for contaminated materials (face coverings, PPE, etc.)
- *\*These will be adjusted as requirements change.*

### **On Stage**

- The Howard Drew Theatre will have Plexi around the stage to separate actors from the audience. Plexi will be sanitized with appropriate cleaner as to not cloud or damage the acrylic.
- Hawks Mainstage will have the orchestra pit and front row blocked to separate actors from the audience.
- *\*These will be adjusted as requirements change.*

### **Productions**

- The first few regular season, indoor productions will be 1 or 2 cast members. Other productions will be evaluated as government mandates evolve. All production personnel except for the actor(s) must be masked throughout the rehearsal and production process.
- Directors - cannot block cast member entrances or exits through the audience or incorporate any audience physical participation.
- Orchestra could be spread across the stage to keep social distancing.
- Orchestra should disinfect items after each use.
- Adding sneeze guards to every orchestra member's area.
- Must have reduced orchestra sizes if performing in pit.
- Anyone coming in for auditions must have temperature checked before entry with a no contact thermometer
- No sharing food, bringing treats, or potluck dinners
- Pick up or take out allowed during Tech Sunday, No buffet style meals.

- Facilities staff should spray down surfaces, seats and mop floor of rehearsal hall the morning after rehearsal
- Props department should sanitize all props the morning after a rehearsal or performance.
- Limit cast sizes + keeping rehearsals to smaller groups for longer time
- If a cast/crew member tests positive - we shut down for 2 weeks and go into quarantine
- If a family member of cast/crew/team tests positive, that cast/crew/team must quarantine and be recast
- Auditions
  - Cap # of actors at 15 or number mandated by CDC
  - Auditions will be held by appointment or video submissions will also be accepted.
  - Have 15 sign up, dance audition, then next group. Dance auditions may also be cut and only done at callbacks.
  - Provided seating will be plastic or metal chairs only.
  - Audition space will be sanitized between groups, including chairs.
- *\*These will be adjusted as requirements change.*

### **In case of positive Covid-19 case at the Omaha Community Playhouse**

- The Executive Director, Artistic Director, House Manager, Staff on Duty and Facility Manager are contacted immediately upon discovery of a positive case of Covid-19
- If shows are open the House Manager would give an announcement and have all audience members, cast and crew to calmly and safely leave the building with the help of Staff on Duty, volunteers and any other staff in the building at that time. At that time the building would be shut down.
- To keep everyone safe the building would be closed for 2 days. On the 2nd day the Facility Manager with the help of his staff and any volunteers would complete an entire cleaning/sterilizing of the entire facility, as recommended by CDC guidelines. Proper PPE would be mandatory to everyone assisting in the cleaning process. Per CDC guidelines, if more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- PPE would include; body suit, face mask and chemical safe gloves.
- The building could be re-opened at this time at the discretion of the Executive Director and the Artistic Director.

- Those who were in close contact (as defined by the CDC) with the positive case would be required to self-isolate per CDC guidelines.
- The CDC guidelines for return-to-work timeline and requirements will be adhered to.
- *\*These will be adjusted as requirements change.*

***Designated COVID-19 Point of Contact - Executive Director Katie Broman is the designated administrator to be responsible for responding to COVID-19 concerns.***