

Stage Left **THEATRE**

COVID - 19 HEALTH AND SAFETY PLAN

Health, Safety, and Rehearsal Protocols
Prepared By:
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Introduction

Stage Left Theatre is committed to the health and safety of its members, staff, and community. This packet has been prepared in accordance with the VDOE, VDH, CDC, CCS, EdTA, and VHSL Guidelines and Recommendations. The packet is written following the guidance of the Charlottesville City Public Schools District COVID-19 Health and Safety Plan distributed to faculty and staff on March 3, 2021 & April 1, 2021¹. Staff also received their first COVID vaccine (Moderna) on February 27, 2021 and received the second one March 30, 2021.

The plan distributed by the district requires that all faculty and staff undergo a mandatory information session and training. It is this program's understanding that there was a meeting and training session on March 3 & April 1, 2021. The directors of SLT attended this training and/or meeting and will be in compliance with all federal, state, and local guidelines and requirements.

In addition to the submitted proposal to the administration, each parent/family will receive an informational packet outlining the schedule, safety procedures, and graphics on proper handwashing, proper masking, and identifying COVID-19 symptoms. Each student and parent will be made aware that participating in this plan is VOLUNTARY, unless they choose to attend face-to-face. If a student or parent feels rehearsal is not a safe or healthy environment for a student to be in, there are no repercussions to not participating (including but not limited to casting decisions for the upcoming theatre season).

The sponsors of Stage Left Theatre are employees of Charlottesville City Public Schools and have been providing vital constituent services and education related to COVID-19. The sponsors received proper guidance and education in keeping the community safe and healthy. They plan to navigate the rehearsal process with flexibility, thoroughness, professionalism, and seriousness.

¹ Additional meetings will be held again prior to the 2021-2022 opening of schools for the latest guidance to determine any changes to the plan.

Timetable

SLT Stages		Start Dates	Student Capacity
<p><u>Stage 1</u> Rehearsal Virtual</p>	<p><u>Stage 2</u> Rehearsal Small Groups Outdoor</p>	<p><u>Stage 1</u> TBD</p>	<p><u>Group A</u> 8 students</p>
<p><u>Stage 3</u> Rehearsal Small Groups Indoor/Outdoor</p>	<p><u>Stage 4</u> Rehearsal Full Cast Indoor/Outdoor</p>	<p><u>Stage 2</u> TBD</p>	<p><u>Group B</u> 8 students</p>
		<p><u>Stage 3</u> TBD</p>	<p><u>Group C</u> 8 students</p>
		<p><u>Stage 4</u> TBD</p>	<p><u>Full Cast</u> 24 Students Max Plus 2 Staff</p>
		<p>*Dates will be based on guidelines*</p>	





GROUP A
<p><u>Group A</u> <u>Students</u> TBA after auditions</p>



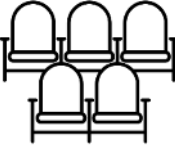


GROUP B
<p><u>Group B</u> <u>Students</u> TBA after auditions</p>

GROUP C
<p><u>Group C</u> <u>Students</u> TBA after auditions</p>

Stage Left Theatre will be using the auditorium during the attached dates from 3:15 pm to 4:30 pm (75 minutes), unless otherwise noted. Each student has already been assigned a group and will rehearse with that group only during Stage 2 & 3 of the opening plan. When Stage 4 is permitted to start, Full Cast will rehearse. Social Distancing and mask wearing will be strictly enforced. The timetable above will be utilized for each theatre group (Walker & Buford) on their separate days.

Safety Procedures and Policies for Rehearsals & Performances

Topic	Expectations
<p>General Information</p>	<ul style="list-style-type: none"> • This document is guidance for SLT staff, students, and parents/guardians. We need everyone doing their part to SAVE THE SEASON!!! • The CCS COVID-19 Team will monitor the COVID-19 status of our city and may feel the need to enforce more stringent guidelines, perhaps even cancelling a production. • All rehearsals are voluntary face-to-face. • All participants must submit a completed Assumption of Risk & Waiver of Liability for SLT relating to COVID-19.
<p>Face Coverings</p> 	<ul style="list-style-type: none"> • All staff will wear a face mask at all times. • Students (Performers & Crew) will be required to wear a face mask upon arrival, when sitting, during rehearsal/activities and during departure. The ONLY time they may be removed is during socially distanced mask/water breaks. They are required in all areas of the building (bathrooms, dressing rooms, backstage areas, and outdoors when social distancing can not be achieved. • All audience members attending the production will be required to wear a face covering.
<p>Wellness Screenings</p> 	<p>Screening questions listed below will be posted at each entrance to our rehearsals/productions. Screenings will be done upon arrival for all students, staff and anyone attending a production.</p> <ul style="list-style-type: none"> • In the last 14 days, are you or anyone you live with or have had close contact with: Experiencing symptoms and have pending COVID-19 results? Been diagnosed with COVID-19? • Have you experienced any cold or flu-like symptoms in the last 4 days (fever, cough, shortness of breath, other respiratory problems or lost your sense of taste and smell)? • Temperature screenings will be done upon entry as well. Your temperature must be 100.0 degrees Fahrenheit or less to enter. • Responses to screening questions will be recorded and stored on a separate form for each student, staff member and attending audience member. • Any person with positive symptoms/signs or a temperature above 100.0 degrees Fahrenheit will be sent home to be evaluated by the healthcare provider. • Any student with positive symptoms will need a release note from a healthcare professional before they are able to return to rehearsals.
<p>Social Distancing</p> 	<ul style="list-style-type: none"> • A minimum of 6 feet between students will be required at all times. While rehearsing a 10-foot minimum may be utilized as recommended for singers. • Students will be assigned a seat to sit in when on breaks or not on stage. • Staff will always maintain a 6-foot distance from students. • Audience members attending the performance will be encouraged to maintain social distancing. • Signs and markers will be placed around the rehearsal and performance space reminding everyone of social distancing. • If needed, the stage area will be marked for students with circles to accommodate and help with social distancing.
<p>Arrival/Departure</p> 	<ul style="list-style-type: none"> • Performers, crew, and staff will go through a wellness screening upon their arrival. • Performers, crew, and staff will practice hand hygiene (20 secs) upon arrival and departure to the facility. • Audience members will enter the facility through three separate doors and will not be permitted backstage or other areas where students are located. • Audience and performers will depart the facility when dismissed by the house manager to maintain social distancing guidelines.

<p>Cleaning/Sanitation</p> 	<ul style="list-style-type: none"> • Sanitizing and cleaning schedules will be utilized for the restrooms prior to and after rehearsals and performances. • All products will meet EPA & CDC guidelines for approved disinfectants. • Touch-Free hand sanitizer stations will be accessible throughout the facility. • Spray disinfectant will be available in dressing rooms, green rooms, and backstage areas. • Staff will disinfect all hard surfaces (chairs, set pieces, props, rails, technical hardware, etc.) before rehearsal. • Staff will disinfect (chairs, set pieces, props, rails, technical hardware, etc.) all surfaces at the conclusion of rehearsal. • Technical hardware (microphones, headsets, sound and light boards, spotlights and rigging) will be sanitized before and after rehearsals and productions per manufacture instructions. • All costumes, wigs and accessories will be either laundered or deep cleaned after each rehearsal. • All scripts will be sanitized before and after rehearsals. <p>Custodial staff will disinfect, sanitize, and deep clean all areas used at the conclusion of rehearsals and productions.</p>
<p>Performance Information</p>	<ul style="list-style-type: none"> • Please see General Information area as well.
<p>Tickets</p> 	<ul style="list-style-type: none"> • Tickets will be pre-sale online only with appropriate contact information. • No tickets will be sold at the door. • Parents will be given priority and audiences must practice social distancing in the "house" should the production be in the auditorium/cafeteria/gym. <p>All health rules and expectations will be posted online, social media, emails, online ticketing systems, and signage for audience members to review prior to the production.</p>
<p>Seating Capacity</p> 	<ul style="list-style-type: none"> • Only 120 people total including performers, crew and staff will be permitted into the performance space, provided it seats only 400 people based on current guidelines. • Capacities for any event may not exceed 30% capacity. If an alternative performance space, such as the gym, cafeteria, or outdoor space is used capacity numbers will be adjusted based on recommendations. Outdoor venues will be top priority. • Seating will comply with social distancing guidelines and audience members will be placed in "pod" groups of 1, 2, 3, 4, & 6 chairs. Individual seats will not be sold only group pod tickets.
<p>Audience Information</p> 	<ul style="list-style-type: none"> • Families may sit together if a "pod" ticket is purchased prior to production. • The audience is required to wear face coverings at all time. • Seating capacity guidelines will be strictly enforced. • All audience members will undergo a wellness screening prior to entry into the facility. • Concession items will be pre-sale online only as well. • All concession items will be pre-packaged beverages and food only. • Bathroom occupancy will be designated by the room square footage and signage will be posted. • Touchless water bottle filling stations will be available throughout the school for audience members to use. • Water fountains will be turned off per CDC guidelines. • Disposable cups will be provided at filling stations for the audience and will only be used once.
<p>Pre-Performance Information</p>	<ul style="list-style-type: none"> • Please see General Information as well.
<p>Audition Process</p> 	<ul style="list-style-type: none"> • Everyone will be required to use a face mask if the audition is face to face unless it is a solo audition where facial expressions need to be seen. This will be socially distanced to ensure safety. • Students will be given and encouraged the opportunity to audition virtually. • Students will sign up to audition via slots based on seating capacity of the area being used.

Rehearsal Process



- Students will go through a wellness screening before entering the facility by the directors.
- Face coverings will be required by all attending in person rehearsals.
- Social distancing guidelines will be followed at all times.
- A HEPA air purifier will be placed and running in all areas used by the performers, crew and staff during the rehearsal and production, if indoors.
- Use the Apollo UV-C lamp in each room (which kills virus particles in the air & on surfaces) after every rehearsal.
- Personal water bottles may be used by performers, crew, and staff and will not be shared. All persons are encouraged to mark their bottle with their name.
- Snacks will not be permitted.
- Students will not be permitted to use the water fountains but may use the water bottle filling stations.
- Bathroom breaks will be staggered with only one student in the bathroom at a time.
- Students will not be permitted to share scripts, sheet music, props, costumes, wigs and make-up.
- Scripts will be provided digitally when allowed by copyright restrictions.
- All scripts will be placed in plastic pocket protectors per page in order to sanitize them before and after rehearsal.
- Students will sit in the same assigned seat throughout the entire rehearsal except when on stage.
- There is to be no contact between students and staff (ex: hand-shakes, high-fives, fist bumps, etc.)
- Any choreography will be modified to enforce social distancing.
- A 5-minute mask free/water break will be given after 30 minutes of rehearsal or a 10-minute mask free/water break given after 45 minutes of rehearsal.
- Rehearsals will not last more than 75 minutes before tech week.
- If a student begins feeling unwell during rehearsal, they will be sent to the "isolation" clinical room adjacent to the facility. Parents will be notified to pick up their child immediately and be advised of school guidelines for returning to rehearsals. Contact tracing will be followed by school guidelines.

Dressing Rooms



- Alternative dressing room environments will be utilized to maximize physical distancing.
- Students will not be permitted to share any personal equipment or equipment assigned to them by the directors.
- Safety and sanitation procedures will be utilized within the dressing rooms.

All-Virtual Format



- If school had to revert to an all-virtual format, rehearsals would occur via Zoom.
- If a virtual format were initiated near/during our production week all costumes, props, make-up, etc. would be boxed up and students would be given staggered time to come pick up their materials for our production. Any student not able to make it to the pickup times, the directors would deliver the materials to the student's porch.
- Our production would take place on Zoom.
- The production would be pre-recorded. Students could record their scenes to send to the directors but if they did not have the ability to, the directors would film them from a location of their choice socially distanced to include in the production.

Rehearsal Action Steps and Procedures

1

Staff Disinfects All Surfaces

2

Student Health Screening

3

Student Washes Hands For At Least 20 Seconds

4

Student Sits in Assigned Seat

5

Staff Washes Hands After Student Health Screening

6

Rehearsal Begins

(Ex - Vocal, Blocking, Choreography and Dress Rehearsals, Tech Rehearsals)

7

Students Wear Masks

8

Students Wash Hands

9

Students Depart

10

Staff Disinfects All Surfaces in Auditorium

11

Students and Staff Are Encouraged to Wash Clothing, Mask and Shower When They Arrive Home

Acknowledgement and Enforcement

Each student cast member and parent will receive a digital copy of this plan. They will also receive a family packet with more detailed rehearsal information. In that packet, there will be an acknowledgement page that every parent and student must sign in order to attend rehearsal. This ensures the parents and students fully understand the policies set in place.

When a student completes the health screening and if their temperature is above 100.0 degrees Fahrenheit or they answer "yes" to any question during the questionnaire, the student will be asked to leave the premises and to not return until cleared by their doctor.

If at any point during the rehearsal process a student does not abide by the health and safety policies, the student will be asked to sit in the back of the auditorium while they wait for their parent to come pick them up and will not be able to participate in the rehearsal. If they would like to continue with rehearsals and the performance, the student must have a one-on-one meeting with the directors, so they understand the importance of following safety procedures.

This plan will be updated and shared with administration, families and students should any guidelines change or be updated with regards to COVID-19 procedures and protocols set forth by VDOE, VDH, CCS, EdTA, VHSL, and/or the CDC.

