

# Covid-19 Policies and Procedures for Actor and Production Team Safety

The health and safety of audience members, actors, and the production team are The Footlight Club's highest priority, and we aim to be transparent regarding our plans for rehearsals and performances. While we will not ask actors or production crew to show proof of vaccination or a negative test result, **we expect that all participants in this production who are able will be fully vaccinated (3 doses of Moderna or Pfizer vaccine or 2 doses of Janssen vaccine; this is the initial vaccine series plus 1 booster dose) by the time of the first rehearsal (November 22, 2022).**

This production will deploy certain safety measures to ensure not only the health of the cast and crew, but also their comfort. Please keep in mind that policies and procedures may be different for each production at The Footlight Club this season, ***and are subject to change at any point, as federal and local mandates are updated.***

**Please read and agree to our policies and procedures for Covid safety during this production of *Miss. Holmes*.**

- We expect this production to be performed unmasked and without social distancing measures in place. Masks and distancing procedures will be re-introduced should federal and local mandates require it. Should Covid-19 cases increase unexpectedly, we may be required to cancel performances or use understudies, if available.
- We expect that the audience will also be required to wear masks
- Actors and production staff will be asked to wear masks (surgical, KN95 or N95 only) for the first two weeks of rehearsal, to get to know one another and establish a level of comfort amongst cast and crew. Cloth masks are not permitted. Actors will then be allowed to remove masks as they wish during rehearsals. Actors will be expected to rehearse unmasked during the last 3 weeks of rehearsals. Actors will be asked to supply their own masks, although FLC will have extras if needed.
- Actors and production staff will be required to wash and/or sanitize hands regularly – before rehearsal begins and throughout each rehearsal. There will be access to soap and sinks, and hand sanitizer will be provided by stage management.
- If an actor or crew member is feeling ill at any point during the rehearsal process, they are required to contact stage management and not attend rehearsal. If they begin to feel ill during rehearsal, they are asked to let the stage manager know, and leave rehearsal. We require actors and crew to prioritize *everyone's* health and safety by not attending rehearsals **or performances** if you are ill, and to not return until you are well.
- If an actor or crew member tests positive for Covid-19 at any point during the rehearsal or production process, they are required to immediately notify stage

management, their director, and producer(s). The rehearsal and production process (including performances) will be paused until Footlight Club representatives can determine next steps, such as: proof of a negative covid test, if quarantine and/or testing beyond the impacted individual should be implemented for cast/crew, etc.

- Actors are reminded that The Footlight Club is a historic building without modernized HVAC systems. We will make every attempt to increase airflow in the rehearsal and performance space, including the use of fans and opening windows (weather permitting).
- If, at any time, an actor or production staff member feels uncomfortable with Covid-19 safety protocols, they are asked to reach out to Footlight Club Medical Designees, Stage Management, the Director, or Production Manager, who will discuss their concerns and work to find a solution that is amenable to both actor/crew member and the needs of the production.
- The Footlight Club has assigned two members of the Board of Directors and Trustees as medical designees to help maintain the safety of the production. Should the safety of the production be in question (i.e., a cast member tests positive for Covid-19), designees may ask for additional information in order to ensure everyone's safety. We will make every effort to protect personal health information.

☐ By checking this box I acknowledge that I have read the above policies and procedures regarding Covid-19 safety for The Footlight Club's production of *Miss Holmes*. I agree to comply with these and all other requests regarding actor and production staff safety during this production process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions or Concerns? Please note and we'll respond:

Contact Information for This Production:

Producer: Nicole Dongara (nicoledongara@gmail.com)

Medical Designee #1: Brian Bakofen (Briandoestheater@gmail.com)

Medical Designee #2: Jen Ryan Gelzleichter (frontofhouse@footlight.org)