



1214 Columbus Ave. Bay City, Michigan 48708

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### **COVID-19 Pandemic Plan: Cast & Crew**

#### **1) CAST & CREW– PLEASE READ**

a) Introduction We are committed to your safety! Making sure you are safe and healthy is our highest priority. We know you are anxious and nervous about the COVID-19 emergency, and we will do whatever is necessary to support you during this difficult time.

i) Bay City Players has implemented a COVID-19 Pandemic Plan in response to the COVID-19 outbreak. Below is information about how we will respond to the COVID-19 pandemic. We will keep you updated by email and phone.

#### **b) Prior to Arriving at Theatre**

i) EVERY DAY at home before you leave, please complete the online COVID-19 Screening Questionnaire (This must be completed prior to entering the building with no exceptions):

<https://docs.google.com/forms/d/e/1FAIpQLSdG1DLQJIRhLDVYf8RESgv-gSXFZIdqLaRvbJrD74zQUtSS4Q/viewform>.

(1) If you answer NO to all questions, you have passed the screening and can enter the building.

(2) If you answer YES to any screening questions, or refuse to answer, you failed the screening. Please immediately do not enter the building and consult a health professional.

(3) If you do not pass the screening, please contact the director by phone. The director should assess the situation and contact the Operations Administrator at 989-964-9665 by leaving a detailed message. The director should advise the cast member to stay home until the situation can be evaluated by the Operations Administrator and Executive Committee.

(4) Healthcare workers may be exempt with prior approval from the Operations Administrator.

(5) You will receive an email verifying that you submitted a COVID-19 Screening Questionnaire with a copy of the form.

#### **c) Upon Arriving at Theatre**

i) Cast and crew can enter the building no earlier than 30-minutes prior to the scheduled rehearsal time.

ii) Please use the backdoor to enter and immediately show the COVID-19 Screening Questionnaire email that you received and the attached document to your director or delegated COVID-19 Response Volunteer.

iii) Face coverings or masks must be worn at all times off stage. Once socially distanced blocking is in place, face coverings may be removed for rehearsing scenes and while on stage during performances.

iv) Please review the COVID-19 Production Procedures for more details.

v) Note: No one is permitted on the property until their assessment is complete. No exceptions will be made.

**d) Communication**

- i) We will email or call to let you know of any changes in policies or operations.
- ii) Bay City Players has implemented a COVID-19 Pandemic Plan in response to the COVID-19 outbreak.

**e) Rehearsals**

- i) Rehearsals will be held virtually if possible.
- ii) Rehearsals can take place in-person if less than ten people are in the building utilizing social distancing and wearing face coverings.
- iii) In-person rehearsals are contingent upon current government directives and remaining under 10 new cases per day (7day average) per 100,000 people.

**f) Social Distancing (Crew)**

- i) Please maintain a 6-foot distance between yourself and others.

**g) Social Distancing In-Person Rehearsals (Cast)**

- i) All script read throughs will occur remotely or in person at the Director's discretion.
- ii) During physical rehearsals, please maintain a 6 to 10-foot distance between yourself and others (to account for on-stage movement.)
- iii) Directors and choreographers will do all directions verbally and from at least 6 to 10 feet away (to account for on-stage movement.)

**h) Props and Sets**

- i) Props, sets, and costumes may be used if contained in each actor's 6 to 10 foot space and only touched by the actor assigned.

**i) Basic Hygiene**

- i) Wash Your Hands with soap and water for at least 20 seconds. Use the hand sanitizer when water is not available. Soap and water are preferential if hands are visibly dirty.
- ii) Cast and crew members SHOULD STAY HOME when they are sick.
- iii) Policy on Symptoms of COVID-19: Cast and crew members who have symptoms of acute respiratory illness are recommended to stay home and not come to the theatre until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Cast and crew members should notify the Director and stay home if they are sick.
- iv) If you are determined to be ill, the Director will have the final decision to allow people to stay at the theatre.
- v) Avoid touching eyes, nose, and mouth with unwashed hands.
- vi) Avoid close contact with people who are sick.
- vii) Do not share food and drink.
- viii) Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



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- ix) Clean and disinfect frequently touched objects and surfaces
- x) Watch for symptoms. If a cast or crew member begins to experience illness, immediately send them home to seek medical advice.
  - (1) Cast or crew members who are well but who have a sick family member at home with COVID-19 should notify the Director and stay home. Once home, they should conduct a personal risk assessment.
  - (2) If a cast or crew member is confirmed to have COVID-19, we will inform all employees, cast, crew, and volunteers by phone or email immediately. The infected person's name will not be mentioned, but the confirmation of COVID will be revealed.
  - (3) Note: Bay City Players will follow all applicable federal, state, and local laws and regulations on confidentiality.

**j) COVID-19 Probable Positive Case Response**

- i) Employees and volunteers who are well but who have a sick family member at home with COVID-19 should notify their supervisor or director and stay home. Once home, they should conduct a personal risk assessment and consult a health professional for isolation and testing recommendations. Please notify the Operations Administrator.
- ii) If a volunteer or employee is confirmed to have COVID-19, we will immediately close the building for sanitization and inform anyone possibly exposed by phone and email immediately. The infected person's name will not be mentioned, but the confirmation of COVID will be revealed. Bay City Players will follow all applicable federal, state, and local laws and regulations on confidentiality.
- iii) If a patron is confirmed to have COVID-19, Bay City Players will close the building for sanitization and notify employees and volunteers by phone and email. The local health department will be consulted to assist in notifying patrons that were exposed.
- iv) Bay City Players does not require a note from a healthcare provider for employees who are ill to validate their illness or return to work.