



Fredericksburg Theater Company
— *Fresh. Unexpected. Outstanding.* —

FTC's Policies and Procedures in Response to COVID-19

May 11, 2020

FTC's Policies and Procedures in Response to COVID-19

These procedures are subject to change based on state and federal guidelines.

Cleaning Upgrades

1. Cleaning services will continue through Jani King on evenings before and after all performances. Jani King will use disinfectant purchased by FTC when mopping floors and wiping down counters, sinks, handles, and toilets.
2. FTC staff will complete a daily walk-through and examine all bathrooms before opening the theater to the public. Staff will use disinfecting wipes on all counters, sinks, handles, and toilets.
3. Sanitizing stations have been purchased and will be positioned in the lobby before each performance.
4. Face masks have been constructed for volunteers and staff to wear while working performances. Masks will be washed and disinfected immediately after use. Volunteers and staff are allowed to bring their own masks.
5. FTC will purchase a no-touch thermometer for the use of staff, production stage managers, cast, crew, and instructors.

Ticket Policies

1. Patrons are encouraged that if they feel unwell, they should **not** attend and contact the Box Office. The Box Office will exchange tickets for another performance.
2. FTC will install a plexiglass guard at the Box Office and Will Call counter. Anyone picking up tickets at the Box Office or Will Call counter must stay behind the guard.
3. FTC encourages and prefers pre-ordering tickets by phone or website rather than purchasing in person.
4. FTC strongly encourages purchases by credit card at the performance or during box office hours.

FTC Staff

1. Employees must self-monitor temperature before arrival at work. Any fever 100 or above and they are to stay home. They must be without a fever for 3 days (without the use of fever-reducing medication) before returning to work.
2. FTC employees are offered masks to wear. Staff does not have to wear it if they are working at a distance over 6'. Anyone walking around the theatre must wear a mask.

3. Gloves will be worn by the Box Office staff and volunteers during any transactions.
4. If a staff member does not feel well, they are to leave immediately and required to consult with a doctor.
5. High touch areas (handles, bathrooms, etc.) will be sanitized multiple times a day.
6. Whenever possible, doors and gates should be propped open during the day to minimize contact by touch.
7. FTC will have hand sanitizer and disinfecting wipes available for any who wants to use them. In all offices, FTC will use wipes on phones, keyboards, and desks daily.
8. FTC will lock down the theater building, box office, and shop to all visitors and patrons.
9. No gatherings or meetings of more than ten people are allowed. All meetings over ten will be done via a Zoom or another online platform.
10. FTC will install temporary maximum occupancy signs on all doors including the theater, shop, bathrooms, and offices.

Front of House/Box Office/Concessions

1. Limit of 3 people at most allowed in the box office. No congregating before house opening.
2. There will be no meet and greets with the cast after the show.
3. Ushers and volunteers will have temperatures taken as soon as they arrive, anyone with a 100-degree fever will be sent home immediately. Individuals must go three days without a 100-degree fever (without the use of fever-reducing medication) before returning to volunteer.
4. Ushers and volunteers will be in masks when in the lobby or audience. This includes cast and crew that are walking through.
5. Staff will ensure that the sanitizing stations are located in the lobby before house opening.
6. Box Office Manager and volunteers located will wear gloves. Programs will not be handed out, but available to pick up by the theater doors.
7. The lobby will be open at least an hour before the curtain time.

8. A volunteer or production staff member will be stationed at the lobby to hold the entrance door open so audience members may enter without touching a door handle.
10. No ushers or volunteers will touch a ticket that audience members have in their possession.
11. Audiences will be greeted with an in-person curtain speech to explain that after the show is over, they will be dismissed one row at a time to help with traffic flow.
12. We are suspending opening night galas with food service.
13. Concessions will only serve coffee, bottled water, can sodas, and wine. Fresh disposable glasses will be used for every order. Patrons will be reminded that they must dispose of their drink on their own.
14. There will be **NO** recycling of programs.
15. Audiences will be limited to 25% of the usual capacity unless otherwise indicated by the governor's guidelines. (25% is 60 audience members maximum.)
16. Seating will be limited to allow for social distancing and adhere to state and federal guidelines. The Box Office Manager will coordinate with our Executive Director and FTC'S ticketing service to arrange new limited seating standards for online ticketing.
17. Audiences will be strongly encouraged to wear masks when attending shows until instructed otherwise by the state governor.
18. No gifts will be allowed in the theatre from audience members (i.e. flowers or candy), they must be kept in cars during the performance.
19. Audiences can expect to see signage posted in the lobby and common areas stating we are following all CDC guidelines.
20. Spike marks will be found on the floor to mark social distancing stations for entrance to the theatre, restrooms, concessions, and Box Office Window.
21. Usher and volunteer name tags will be sterilized before and after each use.

Productions

1. All leads will be understudied. FTC staff or board members may be called upon to walk-on with scripts in-hand.
2. Auditions will utilize social distancing standards and will require auditioning actors to register for a time slot in advance. Dance auditions will be limited to groups no larger than 10 or less and adhere to social distancing standards.

3. All participants and production staff members must wear a mask while attending a rehearsal.
4. Vocal rehearsals must be held either in the lobby or onstage so that participants can social distance themselves and remove masks.
5. All participants will have their temperature taken at arrival to the theatre, anyone with over 100-degree fever will be sent home immediately. This individual must go three days without a 100-degree fever (without the use of fever-reducing medication) before returning to rehearsal.
6. Production staff will sanitize all door handles to get into the theater; before rehearsal and after rehearsal.
7. Productions will rehearse in groups of 25 or less until otherwise indicated by the CDC and/or the state or federal government.
8. No sharing of pencils during rehearsal.
9. No sharing of water bottles or snacks.
10. No food or drinks backstage or in the dressing rooms.
11. No cast parties.
12. No backstage/green room guests, prior or after the show.
13. FTC staff will create a rotation of 3 assigned to spray down dressing room counters and doorknobs, tables, kitchen counter and doorknobs, bathroom doorknobs, dressing room doorknobs, every night of tech and during the run of the show.

Props, Sets, and Costumes

1. There will be no prop or costume taken until further notice.
2. The use of any tool from the shop must be wiped down afterward and placed on the table outside of the shop. Day-time staff will then re-disinfect the tool before placing the tool back into the shop.
3. Before new production:
 - a. All props must be sanitized while being pulled for rehearsal.
 - b. Props will **ONLY** be touched by an actor who uses said prop. Props must be preset and checked by the actor **ONLY**. (Stage Managers can double-check but will **NOT** move props before the show.)

4. During a show:
 - a. All individual props sanitized at the end of each night by the stage crew.
 - b. All furniture sanitized after each rehearsal by the stage crew.
 - c. Limit the use of shared props between cast members when possible.
 - d. No edible props allowed.
 - e. Set door handles and handrails sanitized after each rehearsal.
 - f. In general, limit the number of individuals in contact with each prop.

5. After Show Run:
 - a. All props should be sanitized before returning to the prop table

6. Costumes will be sanitized often and as thoroughly as possible.

Tech Booth

1. All mic packs and mics will be wiped down before being returned to bags.
2. The soundboard and light board will be disinfected at the end of each night.
3. Computer mice, keyboards, and monitors will be disinfected at the end of each night.
4. No more than 3 people in the tech booth at any given time.
5. Computer and iPads will be sanitized after each use.
6. FTC staff will disinfect light switches and doorknobs before leaving for the night.

Classes, Camps and Vocal Lessons

1. All participants will have their temperatures taken at arrival at the theatre. Anyone with a 100-degree temperature or above will be sent home immediately.
2. The individual must go three days without a 100-degree fever (without the use of fever-reducing medication) before returning to the theatre.
3. As always, we will continue to encourage parents to be on alert for signs of any illnesses and to keep children home if they are unwell.
4. All staff must wear a mask while attending rehearsals or class. Vocal rehearsals and lessons must be held either in the lobby or stage, so participants can physically social distance themselves and remove masks.
5. Students and instructors who are in a larger space and are distanced over 6 feet may not have to wear a mask.

6. All participants and staff must observe physical social distancing of 6 feet during class and rehearsal time.
7. Signage and designated areas during both learning and break time will be posted to help students and instructors stay on track with physical social distancing guidelines.
8. Instructors may have to assist a student at proximity closer than 6 feet. If this is necessary, the instructor must have a mask on and use hand sanitizer before the assistance particularly if they will be handling materials with a student.
9. Instructors will disinfect all learning areas in use by their students before and after class.
10. Instructors and staff will also be asked to disinfect surfaces, class materials, props, and costumes as needed during class time and after.
11. Staff, instructors, and students will make it routine to wash hands before class time, at snack time, lunch time, and before leaving the theatre.
12. Hand sanitizing stations will also be placed on each floor in use.
13. All students must bring their own water bottle with their name clearly labeled on it.
14. Students may not share food or drinks at any time.
15. Students may not share personal items or class materials/items that are assigned to them. These class materials and items include but are not limited to general classroom materials, art materials, papers, scripts, props, tools, protective wear, and costuming. Personal items include but are not limited to clothing, personal hygiene items, snacks, toys, sensory needs, books, phones, and miscellaneous electronic devices.

We encourage you to continue practicing recommended sanitary standards by the CDC and ask that you only plan to be in attendance if you are feeling in good health. And as always, please wash your hands! If you have not yet we encourage you to visit (<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>) for information on how to best prevent illness.

If you are feeling unwell, please don't hesitate to contact our box office to reschedule your visit for a later performance or a different production. Our box office number is 888-669-7114, and we will happy to exchange your tickets for you. You can also email the theater at fbgtheaterco@verizon.net, as the staff is currently working remotely, and most easily accessible by email.

As the situation evolves, we will continue to keep you informed. If you have any questions about our preparations around this or any other public health issue, please feel free to reach out to us at 888-669-7114.

Resources:

Connecticut's Arts & Culture Industry Guidelines for Operating During COVID-19." Connecticut Department of Economic and Community Development Office of the Arts, 6 May 2020.

"Novel Coronavirus 2019, Wuhan, China." *Cdc.Gov*, 2020, www.cdc.gov/coronavirus/2019-ncov/index.html. Accessed 9 May 2020.

Sponhouse, Seth. "COVID-19 | Community Theatre League - Williamsport PA Plays, Musicals, Concerts, Comedy, Family Entertainment, Student Productions, Children's Theatre, Broadway, Theater." *www.ctlshows.com*, 31 May 2020, www.ctlshows.com/shows-and-events/show~showDetail.aspx?sId=210. Accessed 8 May 2020.