

**Way Off Broadway Community Players COVID Procedures  
As of 11/10/2020**

**Cleaning Upgrades**

1. Cleaning services will be provided by a professional cleaner for a deep clean of the theatre. Disinfecting, mopping of all floors and wiping down counters, sink, handles and toilets.
2. Volunteers will have a daily walk through of disinfection before opening any performance. All “high touch” areas will be cleaned and disinfected prior to each event and disinfected afterwards. Those include the following:
  - a. Arms of chairs
  - b. Air Conditioning Switches
  - c. Door handles
  - d. Light switches
  - e. Doors of refrigerators
  - f. Doors of any cabinets
  - g. Drawers
  - h. Toilet handles
  - i. Sinks and faucets
  - j. Soap dispensers
  - k. Paper towel dispensers
  - l. Computer for check in
  - m. Countertops of concessions
  - n. Computers for sound/light boards in tech booth
  - o. Signs for entering the theater
  - p. Backstage televisions
3. Based on the location of the surface, different volunteers are assigned to clean and disinfect it.
  - a. Anything located in the Front of House, including the lobby and bathrooms available for patrons, is for the Front of House volunteers the day of the event.
  - b. Anything located backstage, including the green room, is under the stage manager and director’s purview. During a special event/rental, the contact from the theater is to ensure it is done.
  - c. The auditorium is a joint effort between Front of House and the stage manager/director of the show. This includes cast and crew.
4. The following areas are to be cleaned and disinfected weekly, during the run of a show:
  - a. Floors
  - b. Bathrooms
  - c. These areas will be under the purview of the director/stage manager.
5. Hand sanitizer will be placed strategically throughout the building.
6. Facemasks will be worn by all volunteers in front of the house and will be replaced or washed with every new performance.

7. The actors and theatre volunteers will have their temperatures taken before entering the building with a non touch thermometer or their own personal thermometer. Anyone with a temperature of 100.4 or greater will not be allowed in.

### **Ticket Policies**

1. If patrons are not feeling well they must call the theatre immediately or email [wayoffbroadwaycommunityplayers@gmail.com](mailto:wayoffbroadwaycommunityplayers@gmail.com) for either a refund or transfer to another performance.
2. All tickets must be pre-purchased. No walk-ins are welcome.

### **Volunteers**

1. Theatre volunteers will have their temperatures taken before entering the performance space with a non touch thermometer or their own personal thermometer. Anyone with a temperature of 100.4 or greater will not be allowed in.
2. All volunteers will have masks to wear or be provided one and will wear at all times while in the theatre.
3. Gloves will be worn by box office & concession volunteers.
4. If volunteers do not feel well, they are to leave immediately. If they do not feel well prior to their shift, they are to call the director of the show.
5. The box office and concessions stand tables are open only to 2 volunteers at one time. Only those permitted to work that show will be allowed.

### **Front of House/Box & Concessions**

1. There is a limit of only 2 working volunteers permitted in the concession and box area.
2. There will be no meet & greet with the cast after the show.
3. Ushers and volunteers will have masks on at all times.
4. Volunteers will assure that hand sanitizer is available to all.
5. There will be no programs handed out. You may reference our website for the bios/headshots of the actors as well as our headshot board.
6. The lobby will be open one hour before showtime and patrons will be seated after checking in.
7. No opening night reception will take place.
8. Concession will only serve pre packaged goods.
9. Audiences will be limited.
10. Seating will be limited due to social distancing. The usher will escort patrons to their seats.
11. Audience members have the option of wearing masks, but are encouraged to do so.
12. No gifts will be allowed for the actors, please leave them in your vehicle. (flowers, cards)

## **Production/Backstage**

1. Actors/crew will have their temperatures taken before entering the performance space with a non touch thermometer or their own personal thermometer. Anyone with a temperature of 100.4 or greater will not be allowed in and sent home. This individual must go three days without a 100-degree fever (without the use of fever-reducing medication) before returning to rehearsal/production.
2. If an actor has a fever or is ill, they will be told to stay home. The understudy or alternate will step into the role. They may be holding a script while acting.
3. All actors will be encouraged to come to the performance space prepared (with costumes and makeup on) to limit the amount of need for dressing rooms or restrooms.
4. Actors are to take their costumes home each night to wash them.
5. 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.)
6. During a show:
  - a. All individual props will be sanitized at the end of each performance.
  - b. All furniture sanitized after each rehearsal by the stage crew.
  - c. Limit the use of shared props between cast members when possible.
  - d. In general, limit the number of individuals in contact with each prop.
7. All persons backstage are recommended to wash their hands as soon as they are off-stage, due to the close contact of cast and crew on and off stage. A bottle of hand sanitizer is provided.

## **Tech Booth**

1. The soundboard and light board will be disinfected at the end of each night.
2. Computer mice, keyboards, and monitors will be disinfected at the end of each night.
3. No more than 2 people in the tech booth at any given time.
4. Computers will be sanitized after each use.

We encourage you to continue practicing recommended sanitary standards. As always please wash your hands and stay home if you are feeling ill. Visit [www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html) for more information.

## **References**

Fredericksburg Theater Company. "FTC's Policies and Procedures in Response to COVID-19" <https://www.fredericksburgtheater.org/>, 11 May 2020,

[https://irp-cdn.multiscreensite.com/fa819f3e/files/uploaded/FTC\\_COVID.pdf](https://irp-cdn.multiscreensite.com/fa819f3e/files/uploaded/FTC_COVID.pdf) Accessed 6 June 2020.

“Novel Coronavirus 2019, Wuhan, China.” Cdc.Gov, 2020,  
[www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html). Accessed 6 June 2020.

“Protocols for Fine Arts Performance Halls”, Texas Department of State Health Services. 3 June 2020.