

DCP Theatre

COVID-19 Mitigation Policy & Protocols

(Effective with Main Stage, Family, and Outlet performances scheduled for 2022)
Revised policy approved by the Board of Directors: 8/21/2022

Disclaimer: this is a living document. These guidelines are subject to change at any time based upon Federal (e.g. CDC), State (PA Department of Health), and Local Public Health Policies (Montgomery County Department of Public Health)

Definitions

Fully vaccinated: Defined as more than 2 weeks past both doses of a two dose vaccine or 2 weeks past one dose of a single dose vaccine.

Close contact/Exposure: Defined as within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.

Cast/Crew: The only members/volunteers who would NOT be defined as Cast/Crew would be those who are able to perform their tasks physically distanced and not in contact with Cast and Crew members. Examples would include, but not be limited to: set builders, master carpenters, volunteers who perform tasks like gathering props. It should be noted that the production's Board Advisor is considered a part of the Crew.

Production Team: Defined as the Director, the Producer, and the Stage Manager.

Section 1.1

1. For anyone entering the theatre, masks are recommended but not required.
2. No one should attend any events at DCP if they are feeling sick or exhibiting any symptoms of COVID-19.
3. Hand sanitizer will be available throughout the building. Practicing good personal hygiene is encouraged for all DCP members and volunteers.
4. As of 5/16/22, DCP Theatre is not limiting audience capacity.
5. Board Advisors (who must be fully vaccinated) are taking on the additional responsibility of overseeing the planning and execution of COVID protocols for their designated production, in conjunction with the production's Director and Producer. Everyone involved in a production is responsible for adhering to the policy and protocols. Any concerns, complaints, or questions regarding COVID Policy and Protocols should be directed to the Board Advisor for clarification and proper follow up as needed.
6. CDC signs regarding COVID mitigation protocols will be posted in public areas throughout the building including backstage and in all bathrooms.

Section 1.2 In Person Monthly Member Meetings

1. It is recommended that members attending monthly member meetings (or DCP Committee meetings), when in person meetings resume, wear masks, however, it is not required.
2. All DCP-wide COVID protocols described in section 1.1 apply.
3. No food should be collectively shared at a member meeting. Members are welcome to bring their own water bottles/beverages for individual consumption.

4. A hybrid meeting options will be utilized to allow members to attend a meeting via ZOOM or live broadcast. Members who are uncomfortable attending in-person meetings should be given an option that allows them to virtually attend a meeting in some capacity, particularly if a vote is required from membership. The decision to hold an in-person monthly membership meeting will be determined on a month-by-month basis.
5. All cleaning procedures in Section 5 apply.

Section 2.1 Pre-Production Events

1. Production capabilities (cast entrances, extended stage, actors on the floor) can be changed to meet any significant increase in COVID cases.
2. All persons performing on stage and regular crew must have been fully vaccinated. Wearing a mask during rehearsals is recommended but not required.
3. Only designated crew/DCP Staff should be in the Roost and Light Board Control Room. This area is not to be used for extra member/volunteer seating.
4. Cast/Crew should only use the bathrooms backstage and in the Paint Room. Patrons should only use the main patron bathrooms off the auditorium.
5. The Lobby and House doors must open 45 minutes before curtain time for all performances. This is to ensure Front of House staff have adequate time to seat all patrons and avoid overcrowding in the lobby and other areas.
6. After a performance, cast and crew can meet friends and family in the theatre, but masking is recommended but not required. At any time, DCP can change this policy for the safety of the cast and crew based on any significant increase in COVID cases.

Section 2.2 Auditions (Main Stage, Family Theatre, and Outlet productions)

1. Audition forms must clearly state that proof of vaccination is required to perform.
2. Masks are recommended for auditions but are not required.
3. Cast and Crew must be fully vaccinated.
4. Anyone who intends to audition should be in good health and not attend auditions if ill. Please contact the director as soon as possible so that other arrangements can be made.
5. If cast, auditioners must provide proof of vaccination when other paperwork is completed (usually at Read-Through).
6. Masks are recommended but not required for rehearsals but not performances unless a specific situation has occurred with the cast/crew that would deem wearing a mask (preferably clear if a performance) out of an abundance of caution. (example: People who are fully vaccinated do not need to quarantine after an exposure to another person with COVID-19 if they meet all of the following criteria: They are fully vaccinated AND they have remained asymptomatic since the current COVID-19 exposure. However, in this example, fully vaccinated people should get tested 5 days after a known exposure AND wear a mask in public indoor settings for 10 days or until they receive a negative test result.

Section 2.3 Rehearsals (applies to rehearsals at DCP Theatre and Off-Site)

1. All production teams need to work with their Board Advisor and the Artistic Director regarding any significant changes to DCP's COVID policies and the ramifications to rehearsals of said change(s).
2. Directors should always consider COVID mitigation strategies when the COVID risk level is raised due to an increase in cases. Such strategies might include: (1) limiting the number of people attending rehearsals; (2) Using social distancing; (3) Limiting the sharing of food and

- drink, if necessary; (4) Consider using ZOOM if there is a lot of illness among the cast and crew.
3. No one should attend a rehearsal if they are feeling unwell. Directors are encouraged to use ZOOM or other virtual formats whenever possible in order to continue rehearsal schedules.
 4. Encourage good personal hygiene practices. Require cast/crew wash their hands or use sanitizer upon their arrival at the theatre and periodically throughout the rehearsal time.
 5. Do not allow guests and/or non-essential people to attend rehearsals or go backstage during any rehearsals or performances.
 6. Standard cleaning procedures are effective. Ensuring common spaces are kept tidy and cleaned/wiped down after each use is a good habit to get into.

Section 3.1 When a Cast/Crew is exposed to someone with COVID-19

If you were exposed to COVID-19, regardless of vaccination status or if you have had a previous infection, start to mitigation immediately.

1. Notify the production's Collecting & Reporting Agent.
2. Wear a mask as soon as you find out you were exposed. Day 0 is the day of the expected exposure. Day 1 is the first full day after the exposure.
3. Be prepared to continue to wear a mask for 10 days after you have been exposed. You can still develop COVID-19 up to 10 days after you have been exposed.
4. Watch for symptoms (fever 100.4 or greater, cough, shortness of breath etc.)
5. Do not go to places where you are unable to wear a mask.
6. Get tested at day 6 (5 full days after exposure). Test even if you do not develop symptoms.
7. If you tested positive for COVID-19 within the last 90 days, several tests may be required to ensure accuracy of test. Visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html#choosing-a-test> for more information.
8. If at day 6 you test:
 - a. POSITIVE – Isolate immediately. Notify the Collecting and Reporting Agent of your production.
 - b. NEGATIVE – Continue to take precautions through day 10 by wearing a high-quality mask indoors. You do not need to isolate or distance yourself.

Section 3.2 When a Cast/Crew Member tests positive for COVID-19:

If you test positive for COVID-19 or have symptoms, regardless of vaccination status, follow the steps below to care for yourself and help protect other people in your home and community.

1. Notify the production's Collecting & Reporting Agent.
2. Stay home for at least 5 days. Isolate from others who live in your home by staying in a specific room of the home. Do not visit public areas and do not go places to where you are unable to wear a mask. Most people with COVID-19 have mild illness and can recover at home without medical care.
3. For more information about mitigating the spread of COVID-19 when you are sick please visit <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
4. A person who has COVID-19 can end their isolation after 5 days if:
5. You are fever-free for 24 hours without the use of fever-reducing medication

6. Your symptoms are improving
7. Regardless of when your isolation ends continue to wear a well-fitting mask through day 11 and don't go anywhere you cannot wear a mask.
8. When can a person discontinue using a mask?
 1. After you have ended isolation, when you are feeling better (no fever without the use of fever-reducing medications and symptoms improving), wear a mask through 11 days.

OR

2. If you have access to antigen tests, you should consider using them. With 2 sequential negative tests 48 hours apart, you may remove your mask sooner than 11 days.
9. After you have ended isolation, if your COVID-19 symptoms recur or worsen, restart isolation at day 0. Talk to your healthcare provider if you have questions about your symptoms or when to end isolation.

**All COVID-19 information can be found on the CDC's website -

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html>

Section 3.3 Set Builds and Work Calls

1. All standard DCP-wide COVID protocols described in 1.1 should be adhered to.
2. Directors or Producers should work with their Board Advisor and the Technical Director regarding any significant changes to DCP's COVID-19 policies. Non-vaccinated members/volunteers may participate in set construction.
3. Anyone who is feeling unwell should not attend set builds or work calls.
4. Food should be consumed based on the personal preference of each participant. Eating outside or social distancing whenever possible is encouraged.
5. Cleaning procedures described in Section 5 apply.

Section 4.1 Performances – (Backstage) Cast/Crew

1. All standard DCP-wide COVID protocols described in section 1.1 should be adhered to.
2. Stage managers and other crew members are responsible for sanitizing props, high touch surfaces and other frequently handled items before and after each performance.
3. Hand sanitizer will be available backstage.
4. There should be no unnecessary visitors backstage. Cast and crew are not permitted to bring family and friends behind the proscenium for any reason before or after a performance.
5. Cleaning procedures in Section 5 apply.

Section 4.2 Front of House and Auditorium

1. All standard DCP-wide protocols described in section 1.1 should be adhered to by all patrons and DCP staff.
2. Audience seating capacity will be considered should there be a significant rise in COVID-19 cases.
3. It is recommended that Front of House and Box Office Staff be masked, but it is not required.

4. The lobby and Auditorium must open 45 minutes prior to the performance time to allow the Front of House staff enough time to seat patrons, keep traffic flowing, and avoid patrons being overcrowded in the lobby for an extended period of time.
5. Opening weekend "Wine and Cheese" events are cancelled until further notice. Only individually wrapped snacks and bottled beverages will be offered to patrons at pre-show and during intermission.
6. Cleaning procedures in Section 5 apply.

Section 4.3 Box Office Policies

1. All performances will be programmed into AudienceView (AVP) for advanced ticket sales/reservations. This includes all Main Stage, Family, and Outlet performances.
2. AVP will be programmed to disclose DCP's COVID Mitigation Policy before and during their online ticketing buying process and advise patrons that masks are required in the theatre before and during the performance. There will also be questions programmed into the ticket purchase process that allows patrons to tell us how many people are in their party if they have any special seating needs.
3. Ticket Refund and Exchange policies will be temporarily relaxed in order to provide greater flexibility for Patrons who may become ill and are unable to attend a performance they purchased tickets for. This flexibility is only in place for cases of illness. Should a Patron simply decide not to come to a performance, or they make other plans, they will not be eligible for a refund.
4. Cleaning procedures described in Section 5 and apply for Box Office Volunteers after working a shift in the Box Office.

Section 4.4 Post Production: Strike, Cast Parties

1. All standard DCP-wide COVID protocols described in section 1.1 should be adhered to.
2. Directors/Producers should work with the Technical Director to plan Strike logistics in advance and determine if any special work calls need to go out.
3. DCP volunteers are encouraged to bring their own equipment/tools to Strike. Shared equipment should be sanitized between users.
4. Cast parties are permitted to include food and drink, but precautions and pre-planning should be taken to ensure as little as possible is shared or handled between many people. Producers/Directors and their Board Advisor should work together to plan out the food logistics in advance. Big potluck style meals are discouraged but not prohibited.
5. Only people directly involved in a production should attend the cast party. Extra family members and friends should be limited.
6. Cleaning procedures described in Section 5 apply.

Section 5.1 Cleaning Procedures

General Cleaning Practices

1. High touch surfaces such as counters, tables, door handles, light switches should be sanitized before and after each performance/event.
2. Bathrooms should be given extra care and cleaning before and after each performance/event.
3. Dishes/shared containers should be thoroughly washed after use.
4. Trash and recyclables should be promptly emptied and taken outside to their appropriate bins.

Special Cleaning Notes

1. Specific cleaning instructions will be posted in common spaces.
2. Deep cleaning of the building will occur on a regular basis and will be coordinated by the Patron Services Director.
3. All cleaning procedure questions should be directed to the Patron Services Director.
4. Requests for purchasing cleaning supplies should be directed to the Patron Services Director.

Section 6 Chain of Command/Communication

1. There needs to be a clear chain of command within each production or chaos will ensue the moment a COVID concern pops up.
2. The Director, Producer and Stage Manager of a production are the top leaders and primary “boots on the ground” at all events related to the production. All three positions should be safe contacts for a cast or crew member to come to with COVID related concerns or questions.
3. In general, the Director is the captain of the ship and needs to set the tone for everyone involved in the production. If the Director is unwilling to abide by established COVID policies, clearly communicate protocols to anyone at any time, or tactfully enforce and correct any non-compliance with the stated policies, the Board should remove that Director.
4. Between the Director, Producer, and Stage Manager, they should be primarily responsible for one of these umbrella categories:
 - a. Communication and Education regarding COVID policies to everyone involved in the production including any updates or adjustments that may come up during the production process. For example, notifying the appropriate parties if a rehearsal is switched to ZOOM; if changes to the masking or food consumption policies are required, etc.
 - b. Establishing a Collecting Agent.
 - c. Collecting any COVID-related paperwork and information such as waivers, health screen forms, COVID test results, proof of vaccinations. All paperwork should be sent to and retained by the Secretary.
 - d. Enforcing the policies including being the primary liaison and communicating with the Board/designated Board Advisor.
 - e. The production team can determine who is best suited to take on each of the above responsibilities based on the individual skills of each production’s Director, Producer and Stage Manager.
5. The Board Advisor does need to take on a larger role and involves more responsibility than previously defined. It is impossible to plan for every possible scenario of how things could go wrong and what solutions would be best for each issue. The Board Advisor will be vital to troubleshooting and should be kept informed of any COVID related development so they can report back to the Board President or the full Board regarding any issues relating to COVID and this policy.
6. No one should be expected to make big, snap decisions alone. For example, if someone involved in the production thinks they were exposed to COVID, that individual is responsible for reporting that information ASAP to the leaders within the production team so they can collectively decide next steps.
7. A decision as big as fully cancelling a production or even cancelling one performance, cannot be made by just one person. Should that situation arise, the Board needs to have an emergency meeting to vote on the issue.

Section 7 - Misc. Items:

- *Clear is Kind.* Clearly communicating Covid policies and expectations up front to anyone considering being involved in a production (actor or otherwise) will help to eliminate surprises down the road.
- Anyone auditioning for a show should completely understand what will be expected of them if they are cast.
- If an actor is being offered a role that requires physical touch and/or kissing, they should have an explicit discussion regarding those moments and what will be expected of them.
- The more information DCP can provide before and during the audition process, the better. We should empower people to make informed choices and decide what is best for them and their families by giving them the COVID policy and protocols document at auditions or prior to their involvement in a production.