

Welcome to the ASC SafeStart Guide

The following pages outline the mitigation steps American Shakespeare Center is taking while preparing and executing its plan to reopen for public performances in the late summer and fall of 2020. This plan is labeled as DRAFT. It will remain as such as it is intended to be iterative and flexible to adjust to changing conditions.

These mitigations are designed to protect ASC staff, artists, volunteers, and audiences. ASC is a not-for-profit 501(c)3. All full-time staff, including actors, are provided health insurance

All activity will move forward in accordance with regulations from the Governor of the Commonwealth of Virginia, Virginia Department of Health, and the CDC.

A team of SafeStart advisors including medical experts, Staunton City officials, and community leaders have reviewed and approved this plan. Most notably, Dr. Allison Baroco, infectious disease specialist for Augusta Health, executed an extensive walk-through of the Playhouse. She used her knowledge of infectious disease, the region’s response to Covid-19, and her experience of Playhouse traffic patterns as an avid audience member to help revise and refine the plan. She stands in support of the plan and remains open to further assistance and future review.

ASC has entered into a long-term partnership with Augusta Health. To date, these include ongoing consulting on the SafeStart plan, a PSA to promote public mask-wearing, and concierge connection to a primary care physician.

The success of these protocols depends on each of us deciding to value the health and safety of the person next to us.

This plan was written with faith in our strength as a community as an underlying condition.

SafeStart Spaces

This plan separates our facilities into distinct spaces and work bubbles with specific guidelines for each. Access to spaces previously open to all may be restricted, depending on job function. Those details are laid out in the plans that follow. In addition, the Performance Group will operate inside a bubble with a more restrictive set of guidelines as some of their work cannot be done under full social distancing protocols.

A SafeStart deputy has been identified for each space or bubble. Any questions about SafeStart procedures or observations of protocol violation should be first reported to the corresponding deputy. SafeStart Deputies have been connected to a member of the ASC Board of Trustees to appeal to if safety concerns are not met. Those spaces and deputies are:

Deputies:

- Admin – [REDACTED]
- FOH – [REDACTED]
- Backstage – [REDACTED]
- Performance Group – [REDACTED]

Stay 6 feet apart whenever possible
 Wash hands regularly with soap and water for 20 seconds
 Wear a mask whenever possible

UNIVERSAL POLICIES

This manual breaks down the steps by measures taken within the Performance Group, backstage, in the front of house, and in the administrative offices. However, the basic tenets of individual responsibility remain the same:

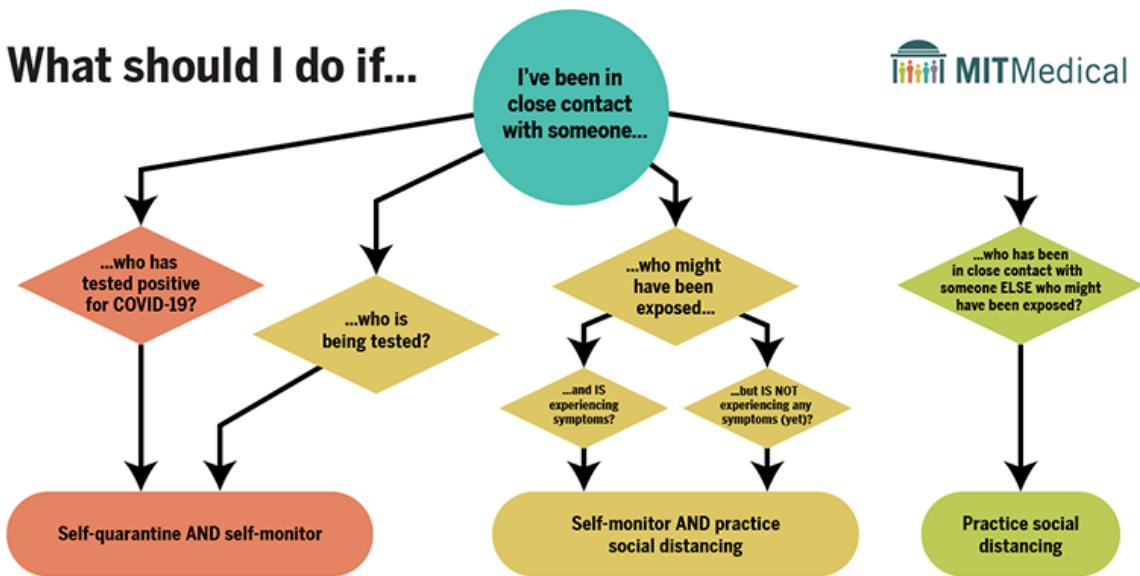
1. **Practice the guidelines** set forth by the CDC, VDH, and Governor of Virginia:
 - a. Maintain a social distance of 6 feet whenever possible.
 - b. Wear a mask.
 - c. Wash hands frequently for at least 20 seconds with soap and water.
 - d. Do not touch your face.

2. If you present any one of the following conditions or have any concern about exposure, **stay home** and contact your SafeStart Deputy for next steps:
 - a. Have a temperature of 100.4° F/38° C or above. Thermometers will be provided to anyone in the company who needs one.
 - b. Present either new lack of smell/taste or new shortness of breath.
 - c. Have two or more of the following symptoms: headache, sore throat, or cough.

Make a commitment to transparency: In the course of monitoring yourself and your household, report any health concerns to your supervisor or your SafeStart deputy.

The Commonwealth has released tools that include a symptom checker, test locator, and FAQ. Those are accessible here: <https://www.vdh.virginia.gov/coronavirus/covidcheck/>

We also recommend this flowchart released by MIT as a decision-making tool:



The success of these protocols depends on each of us deciding to value the health and safety of the person next to us. This plan was written with faith in our strength as a community as an underlying condition.

IF YOU PRESENT AS SICK

Contact your SafeStart Deputy to trigger the “When a Medical Issue Arises” process.

IF YES, IT IS DETERMINED TO BE A COVID19 RISK

You, and all people who have been in contact with you, self-quarantine. If you are a member of the Performance Group, all in-person rehearsals and/or performances are paused.

IF NO TESTING IS NEEDED

Work activity continues. You may return to your work space when symptoms subside.

IF TEST IS POSITIVE

You, and all people who have been in contact with you, self-quarantine. Anyone who exhibits symptoms is tested. Anyone who has received a positive test can re-enter their work space when they receive a negative test.

IF TEST IS NEGATIVE

Work activity resumes.

If you are a member of the Performance Group: Rehearsals and/or performances pause for two weeks. Rehearsals and/or performances resume after everyone has been tested and the criteria above are met.

A positive case occurred within the 126-member company of a Seoul production of Phantom of the Opera. Through aggressive action, the exposure was limited to one additional person. Please read this NYTimes report on their experience:

<https://www.nytimes.com/2020/06/01/theater/phantom-of-the-opera-seoul-virus.html>

NOTES

- ASC leadership will connect all staff and performers with Augusta Health resources as necessary.
- Covid-19 testing will be covered by ASC-provided insurance.
- Testing sites will be recommended by Augusta Health.
- If you cannot transport yourself to a testing site, ASC will transport you in a sanitized van driven by a masked driver.
- Payroll for the Performance Group will not be disrupted if rehearsals and/or performances are paused due to a positive test.

Wear a mask whenever possible
 Wash hands regularly with soap and water for 20 seconds
 Stay 6 feet apart whenever possible

**UNIVERSAL
POLICIES**

PROCESS WHEN A MEDICAL ISSUE ARISES

Individuals will perform a daily symptom check and report. If a symptom arises, they should immediately notify the SafeStart Deputy for their group. Similarly, if an individual experiences a symptom not in the daily symptom report that leads them to be concerned about the potential of infection, has had or is concerned that they have had an exposure to a CoVid-positive person, they should contact their deputy.

In all of the above cases the deputy should notify, via email and text, the other deputies, and [REDACTED]. Those seven people will, as soon as possible, convene a Zoom conference to evaluate the facts of the situation.

Assessing the facts may require that they contact the reporting individual directly to hear from them their precise symptoms and/or fears of exposure. If this becomes a matter in which personal information of a sensitive nature might be divulged, only ASC leadership will be present on the call.

As soon as an assessment determines the course of action, the appropriate SafeStart protocols will be utilized and the affected division of ASC will be notified by the relevant SafeStart Deputy.

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us.

This plan was written with faith in our strength as a community as an underlying condition.

DEFINITIONS OF SPACES AND WORK GROUPS

Administrative Offices

Located on the third and fourth floor of the Smith Center, primarily accessed by staff members who cannot otherwise telecommute.

Backstage

Located at the Blackfriars Playhouse, includes all of downstairs, the heavens, the stage, and the auditorium.

Performance Group

This group was created because of the need to work without masks and social distancing in and around Backstage. Within this group, only the performers will EVER work without masks, and that is ONLY when performing and in rehearsal settings by mutual agreement.

- All performers
- Stage managers
- Full-time production assistant
- Wardrobe supervisor

Production Group

This group will affiliate with the Performance Group and follow all of the same public social distance guidelines, daily symptom check, and hygiene protocols but will NEVER be in proximity to the Performance Group without wearing a mask.

- Directors
- Assistant directors
- Part-time production assistants
- Costume Designer
- Design assistant
- Costume shop manager
- Technical director
- Props master
- Production interns
- Costume shop staff

Anyone who needs to transition to the Performance Group will begin Isolation Covenant activities as soon as they are aware of the need, and then receive a negative Covid19 test to join.

The Performance Group and the Production Group will both have cause to be in the Backstage area. The Backstage Deputy is charged with oversight of the Production Group as well and will coordinate with the Performance Group Deputy on necessary overlap.

Front of House

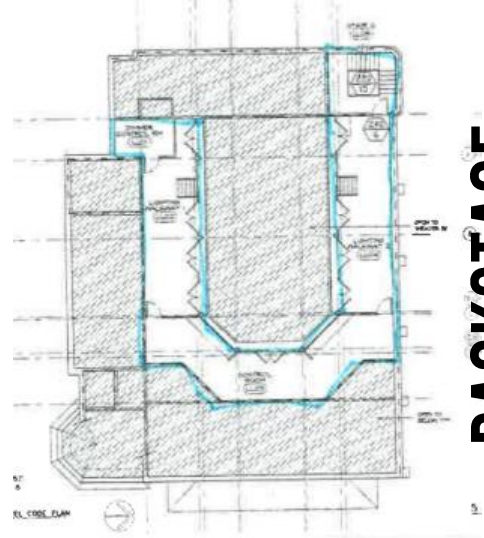
Located at the Blackfriars Playhouse, includes the sidewalk out front, the lobbies, the gift shop, and the restrooms.

Stay 6 feet apart
whenever possible

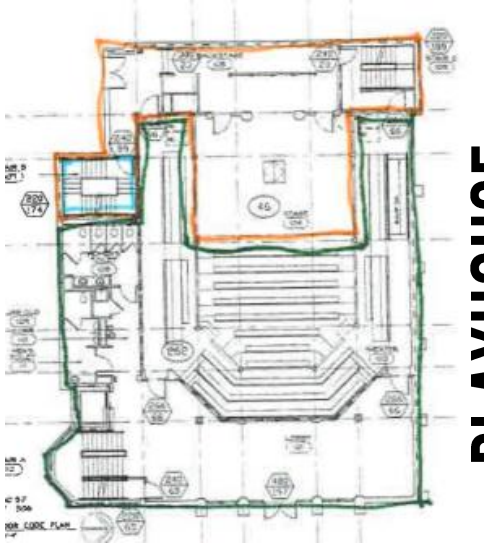
Wash hands regularly with
soap and water for 20
seconds

Wear a mask
whenever possible

**UNIVERSAL
POLICIES**



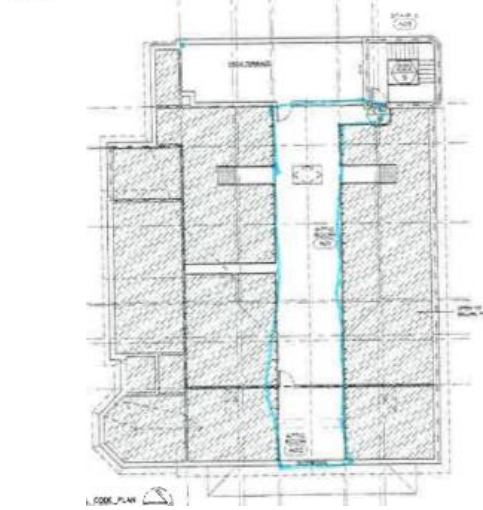
BACKSTAGE



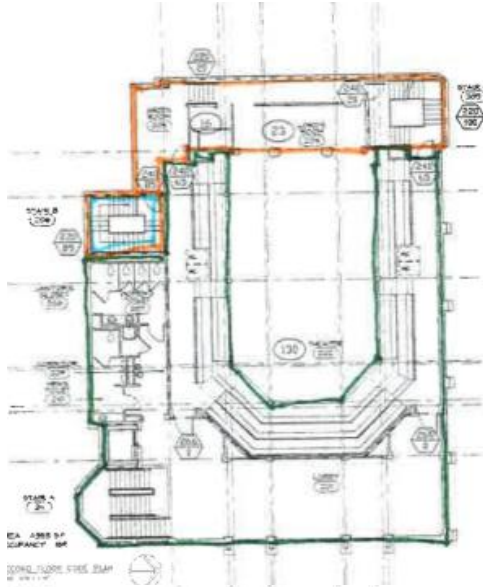
PLAYHOUSE



BACKSTAGE



BACKSTAGE



PLAYHOUSE

CODE

- Green: Front of House and Public Spaces
- Blue: Performance and Production Groups Only
- Orange: Performance Group Only

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us.

This plan was written with faith in our strength as a community as an underlying condition.

PLAN OVERVIEW

ADMINISTRATIVE OFFICES:

- a. Staff will perform daily symptom and temperature checks, follow all CDC, VDH, and Commonwealth of VA guidelines, and practice enhanced personal hygiene.
- b. The administrative offices will be thoroughly cleaned and disinfected regularly.
- c. Staff will telework as often as possible and when onsite at the offices wear masks in the common spaces, meeting rooms, and in enclosed offices when more than one person is present.
- d. Staff will avoid non-socially distanced interaction with the Performance Group and honor restricted access to the Playhouse backstage.

BACKSTAGE:

- a. The Performance Group will submit their daily symptoms checks to Stage Management, wear a mask whenever not performing, commit to a two week period of isolation, follow all CDC, VDH, and Commonwealth of VA guidelines, and practice enhanced personal hygiene.
- b. Rehearsal spaces, props, costumes, and scenic elements will be thoroughly cleaned and disinfected between each use.
- c. These groups will remain isolated from other staff and audiences.

FRONT OF HOUSE:

- a. All areas will be thoroughly cleaned and disinfected on a regular basis. High touch areas will be cleaned more frequently, in line with CDC, VDH, and Commonwealth of VA guidelines.
- b. Public traffic flow will be socially distanced with marked 6-foot intervals. Ticket Scanning will be moved outside.
- c. Person to person contact will be limited- total building capacity will be reduced, available Playhouse capacity will be limited to less than 50%, seats will be spaced further apart, the first two rows and gallant stools will be eliminated, cash will not be accepted, and no concessions will be sold.
- d. High Touch areas will be limited- tickets will be digital, doors will be opened by staff, no physical programs will be distributed.
- e. **All patrons, staff, and volunteers will wear masks at all times.**
- f. Free-standing hand sanitizer stations will be present throughout the building.

UNIVERSAL POLICIES
 Stay 6 feet apart whenever possible
 Wash hands regularly with soap and water for 20 seconds
 Wear a mask whenever possible

PART 1: SYMPTOM CHECK

Administrative staff will perform daily temperature checks and symptom review.

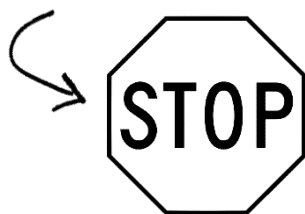
CHECK FOR THESE SYMPTOMS



Lack of smell or taste (new onset)
New shortness of breath
Headache
Sore throat
Cough

- A. Have a temperature of 100.4 or above
- B. Present either new lack of smell/taste or new shortness of breath
- C. Have two or more of the following symptoms: headache, sore throat, or cough

AND IF YOU



Do not report to work. Alert your SafeStart deputy, visit the symptom checker (pg. 2 of this document), check in with your health care provider for further information.

PART 2: AT THE OFFICE

Masks are required (in any group setting).

Enhanced building cleaning will be routinely done.

High touch areas will be cleaned more frequently according to CDC, VDH, and Commonwealth of VA guidelines.

Teleworking is encouraged, when possible.

PART 3: AT THE PLAYHOUSE

Masks are required (at all times).

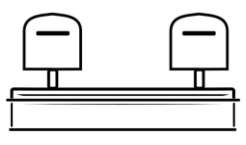
Staff will avoid non-socially distanced interaction with the Performance Group and honor restricted access to the Playhouse backstage.

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us. This plan was written with faith in our strength as a community as an underlying condition.

PART 1: PREPARING THE THEATER



THOROUGH AND REGULAR CLEANING



SOCIALLY DISTANCED SEATING



LESS THAN 50% CAPACITY

PART 2: TICKETING AND WILL CALL



Sidewalk markers will be spaced six feet apart for audiences while waiting for entry. The markers will be coded for different parts of the Playhouse to facilitate timed entrances.

Contact-free ticketing is required, and there will be no paper tickets at the theater. Tickets can be printed-at-home or displayed on personal mobile devices. Ticket scanners will be used by ushers and staff. This scanning will be held outside.

PART 3: INSIDE THE LOBBY



All patrons, staff, and volunteers will be required to wear masks.



Clearly defined, socially distance lines will be marked.



Touchless credit card payments will be accepted, cash payments will be prohibited.



Free-standing hand sanitizer stations will be available throughout the building.



Enhanced building cleaning will be routinely done including sanitizing high-touch areas at frequent intervals according to CDC, VDH, and Commonwealth of VA guidelines. Daily cleanings will be done by Box Office Staff with scheduled deeper cleanings by professional cleaning company.



Gift shop items will be available for contact-less purchase. Patrons can buy merchandise from their seats and pick up at the end of the show.

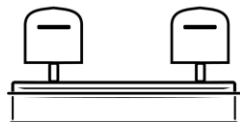
Wear a mask whenever possible
 Wash hands regularly with soap and water for 20 seconds
 Stay 6 feet apart whenever possible

UNIVERSAL POLICIES

PART 4: INSIDE THE THEATER



The Blackfriars Playhouse auditorium will be limited to 105 audience members (less than 50% capacity).



A socially distanced seating plan will be in place which eliminates gallant stools and front two rows of orchestra seating.

PART 5: LIMITING HIGH TOUCH AREAS

No Concessions, either food or drink, will be sold.

Doors will be opened by staff for audiences entering and exiting the theater before and after the show.

No physical programs will be distributed. You can access digital materials on your personal device.

High touch areas will be cleaned more frequently according to CDC, VDH, and Commonwealth of VA guidelines. Daily cleanings will be done by Box Office Staff with scheduled deeper cleanings by Shenandoah Shine, a professional cleaning company.

PART 6: CDC SYMPTOM GUIDELINES FOR AUDIENCES

CHECK FOR THESE SYMPTOMS

- A. Have a temperature of 100.4 or above
- B. Present either new lack of smell/taste or new shortness of breath
- C. Have two or more of the following symptoms: headache, sore throat, or cough

- Lack of smell or taste (new onset)
- New shortness of breath
- Headache
- Sore throat
- Cough

AND IF YOU

Please call our Box Office to reschedule your tickets for the safety of fellow patrons, our performers, and staff. Ticket exchanges will be free if you are ill.

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us. This plan was written with faith in our strength as a community as an underlying condition.

FRONT OF HOUSE IMPLEMENTATION PLAN

Deputy Reporting Procedure

- Box Office Concierge will report directly to the Box Office Manager daily with any concerns or needs.
- Senior House Manager will have a check in with the Box Office Manager on Sundays after the matinee with any concerns or needs that arise from the week's performances. House Assists or other evening box office staff will report any concerns to the Senior House Manager.
- The Box Office Manager will communicate via email a weekly debrief on Tuesday afternoons addressing any concerns or needs from the previous week.

If there is an urgent issue the chain of command will be

Business Day: Immediately contact the Box Office Manager.

Show Day/Night: Brought first to the Senior House Manager, who will contact the Box Office Manager as needed.

Box Office Manager will report to Admin [REDACTED]

Procedures Implemented

- Capacity is limited and the socially distanced seating chart is in place. The seat backs for unsold seats were removed, cushions will be placed at individual seats to clarify seat location in the orchestra section.
- Daily cleanings of the lobby, restrooms, and gift shop are done by day time box office staff.
- Weekly deep cleanings of these areas are being done by our cleaning company, Shenandoah Shine. Universal masking and restricted areas are being observed by all staff.
- Box Office Staff and Usher training on new procedures and plans.
- Cash transactions are eliminated and concessions are off-sale.
- The gift shop is now set up to accept pickup orders for purchasing at individual seats for post show pick up.
- Audience members will no longer be allowed access to the Blackfriars Stage for photos.
- Free-standing hand sanitizer stations are in place and operational.
- Social distancing decals are placed outside and inside of the Playhouse.
- Signage for audience instruction and information is displayed.
- Digital tickets and programs are available on individual mobile phones.

Procedure for Improperly Masked or Unmasked Patrons

1. The house assists greets patrons at will call with: "Thank you so much for bringing your mask, we ask you to wear it at all times in the building".
2. If an actor sees an unmasked/nose out patron they will alert their Stage Manager.
3. If an usher sees an unmasked/nose out patron they will alert the House Manager.
4. If it was an actor, the Stage Manager will radio the House Manager.
5. The HM will be given as much information as possible (physical description, seat area, etc.) to track down who it is quietly and discreetly.
6. The HM will approach the patrons as unobtrusively as possible and hand them a card. The card text is "Please make sure your mask is covering your nose and mouth or we will have to pause the show".
7. After they receive the message, HM will exit and radio SM that the card has been delivered, with any info on their response/compliance.
7. If they will not comply with the request on the card, then the problem is escalated to the point where a hold is called. If they won't comply and let the HM know immediately (verbally or otherwise), HM will step back and radio SM to have a hold called over the God mic. If they "comply" but then take it off when the HM leaves, the actors are prepared to call hold.

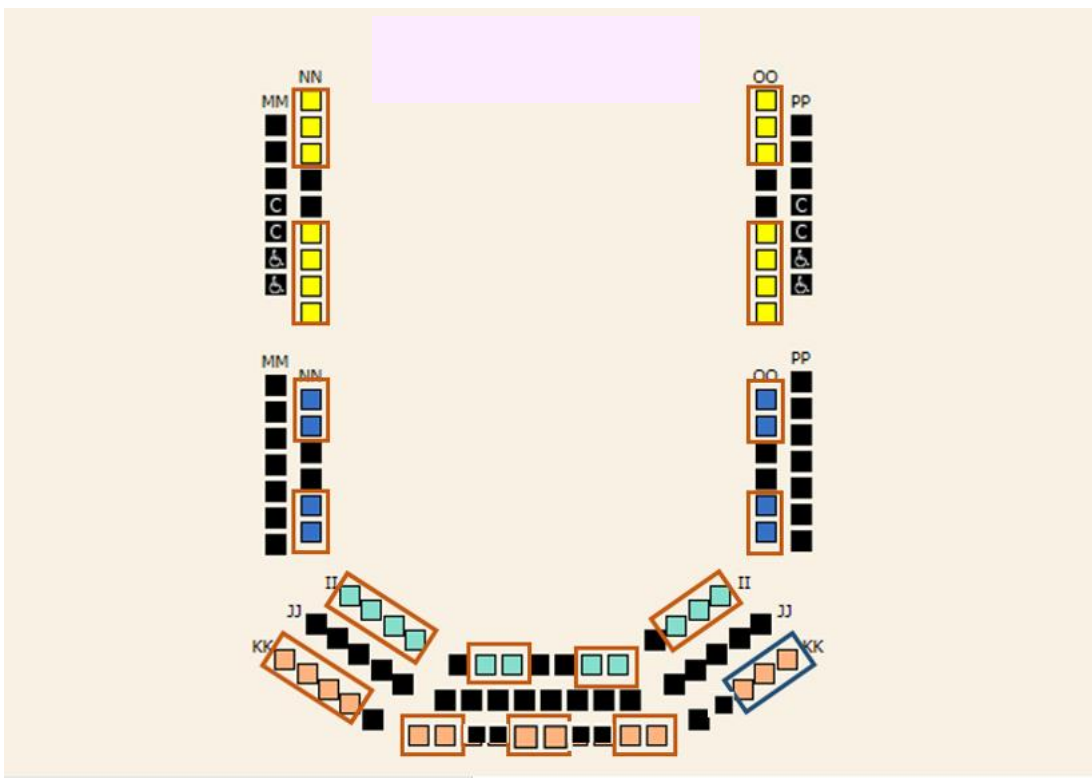
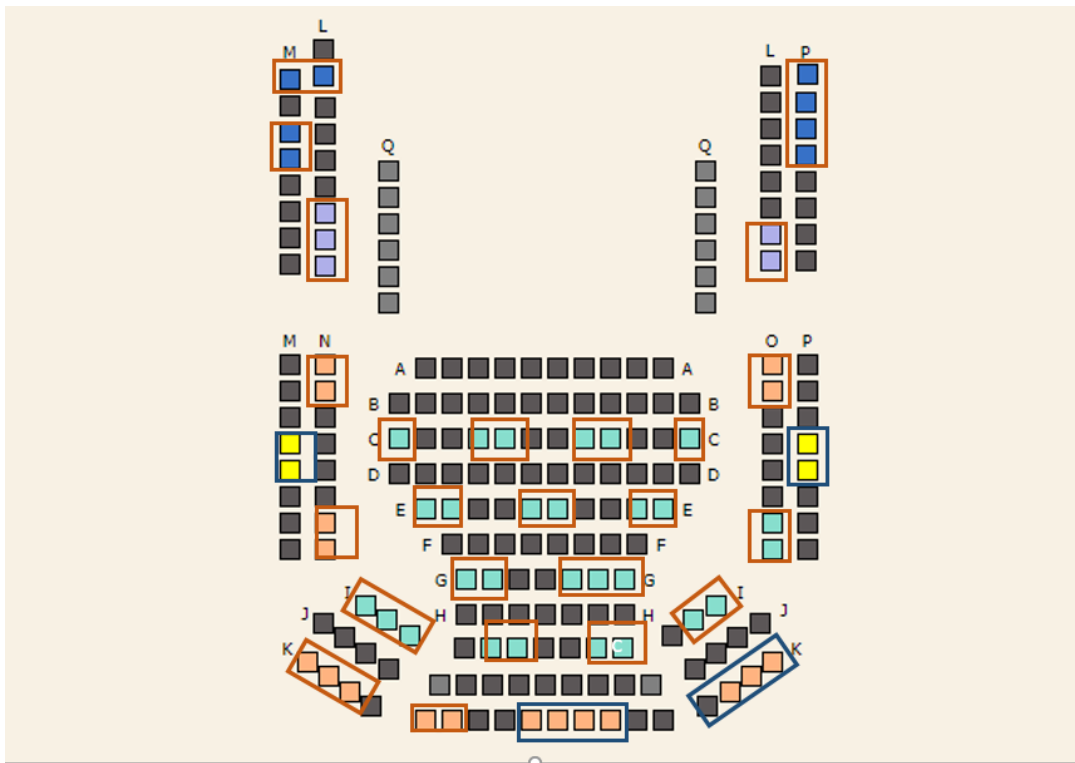
Wear a mask whenever possible

Wash hands regularly with soap and water for 20 seconds

Stay 6 feet apart whenever possible

**UNIVERSAL
POLICIES**

FRONT OF HOUSE SOCIALLY DISTANCED SEATING PLAN



The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us.

This plan was written with faith in our strength as a community as an underlying condition.

FRONT OF HOUSE SOCIALLY DISTANCED SEATING PLAN

BEFORE



AFTER



Wash hands regularly with soap and water for 20 seconds
Wear a mask whenever possible

Stay 6 feet apart whenever possible

 UNIVERSAL POLICIES

PART 1: SELF-QUARANTINING

The performance group will be self-quarantining during **two weeks of virtual rehearsals**.

THIS INCLUDES: Actors, stage managers, production assistants, and all backstage crew support. Anyone who needs to be added to the Performance Group will begin Isolation Covenant activities as soon as they are aware of the need, and then receive a negative CoVid19 test to join.

TIMELINE: First Virtual Rehearsal: June 9, First Physical Rehearsal: June 23
First Public Performance: July 25

PART 2: ISOLATION OF PERFORMANCE GROUP

THIS MEANS: The performance group will practice a rigorous application of social distancing for self and household and create and sign an "Isolation Covenant".

PART 3: DAILY SCREENING

Performance Group will perform daily temperature checks and symptom review, and record those via a **secure online form that populates a spreadsheet shared with ASC executive leadership and company stage managers**. Screening should be completed before the first call of the day, or upon waking on off-days. Signage has been added to the stage door reminding members to complete their screening before entering the building.

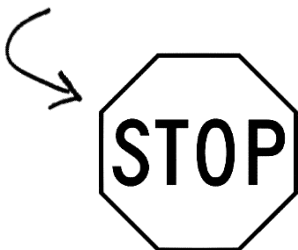
CHECK FOR THESE SYMPTOMS



- Lack of smell or taste (new onset)
- New shortness of breath
- Headache
- Sore throat
- Cough

- A. Have a temperature of 100.4 or above
- B. Present either new lack of smell/taste or new shortness of breath
- C. Have two or more of the following symptoms: headache, sore throat, or cough

AND IF YOU



Do not report to work. Alert your SafeStart deputy, visit the symptom checker (pg. 2 of this document), check in with your health care provider for further information.

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us. This plan was written with faith in our strength as a community as an underlying condition.

PART 4: SAFE REHEARSAL PRACTICES

All spaces will be have their air flow checked. A thorough cleaning and assessment of the HVAC system was completed in the Spring. ASC is working with its contracted maintenance company to maintain the system and stay up to date on changing protocols.

Daily cleaning of high touch areas will be done by stage management and interns. Shenandoah Shine, our professional cleaning company, will deep clean once a week.

All costumes and props will be disinfected between each use by production staff. Washable costume pieces will be laundered nightly, unwashable costumes will be sprayed with vodka. Shoes and hats will be sprayed with Lysol spray nightly. The Wardrobe Manager will be responsible for implementing this protocol.

Hand props and scenic furniture will be sanitized between each day-of use. The Senior Stage Manager will be responsible for implementing this protocol.

All staff and artists will practice enhanced hygiene personally, including frequent hand washing and private consumption of food and beverages.

Additional dressing room space will be provided in Tyson Rehearsal Hall to allow for more space between company members backstage.

Rehearsals of 10 + will meet on the **BLACKFRIARS STAGE (OCCUPANCY 492)**

Rehearsals of less than 10 can meet in **TYSON REHEARSAL HALL (OCCUPANCY 75)**

PART 5: MASK USAGE



All non-performers will wear masks during all rehearsals and all performances. Performers will commit to masks wherever possible and at all times in the workplace when not performing.

PART 6: OTHER USES OF BLACKFRIARS

- All backstage tours and in-person development events/meet & greets are cancelled through June and July. This policy will be revisited in August, those activities will only resume with the consent of the Performance Group.
- Downstairs bathrooms will receive daily cleanings.
- Stage door will be reserved for the exclusive use of the Performance Group.
- No one outside the Performance Group will be permitted backstage or downstairs.
- Playhouse mail will be delivered to the Box Office desk and sanitized by staff. A member of Stage Management will sort and deliver to the downstairs mail slots.
- Any member of the Performance Group using the Playhouse outside of regular rehearsal or performance hours will be responsible for sanitizing whatever space they use.

Wear a mask whenever possible

Wash hands regularly with soap and water for 20 seconds

Stay 6 feet apart whenever possible

**UNIVERSAL
POLICIES**

ASC CLEANING PLAN

ONGOING DAILY CLEANING

Daily Disinfecting of Backstage will be completed by the Stage management team. This includes high touch surfaces in the playhouse, dressing rooms, and kitchen including disinfecting all countertops, floors, light switches, handrails, and doors.

Daily Disinfecting of the Public Spaces

Box Office staff will do the daily disinfecting of all public spaces in the lobby, public restrooms, and gift shop including disinfecting all handles, handrails, countertops, light switches, and doors.

Box Office staff will do the disinfecting of high-touch surfaces in lobbies (upper and lower), public bathrooms, and Playhouse auditorium before and after performances as well as after intermission. Our contact at Augusta Health has assured us that the virus only lives on fabric for 3-5 hours (even shorter for wood) and we are only doing one performance in the Playhouse per day, so there will be no need to sanitize the cushions, sets, or seatbacks.

The cleaner we use will be

<https://www.ecolab.com/offerings/all-purpose-cleaning>

SHENANDOAH SHINE WEEKLY CLEANING

Upstairs Cleaning

- Clean Restroom Sinks and Countertops
- Clean Restroom Mirrors
- Clean Soap Dispensers
- Clean toilets and urinals including the base of fixtures
- Clean and Shine Paper Towel Dispensers and Trashcans
- Clean Sanitary Trash and toilet paper dispensers in restroom stalls
- Clean/Dust stall dividers and doors as needed
- Dust Ceiling Vents as needed in both the restrooms and lobby
- Sweep and Wet Mop restroom floors
- Clean all stools and tables
- Clean stair banister, railings, and window sills
- Wash the windows in the box office doors
- Wipe off the top and sides of the trash and recycle cans
- Vacuum entrance mats, lobby stairs, upstairs lobby floor
- Wipe Down Walls and doors of elevator as needed

Basement Cleaning

- Clean Restroom Sinks and Countertops
- Clean Restroom Mirrors
- Clean Soap Dispensers
- Clean toilets and urinals including the base of fixtures
- Clean and Shine Paper Towel Dispensers and Trashcans
- Clean Sanitary Trash and toilet paper dispensers in restroom stalls and other spaces
- Clean/Dust stall dividers and doors as needed
- Dust Ceiling Vents as needed in both the restrooms and lobby
- Sweep and Wet Mop restroom floors
- Clean microwave inside and out
- Wipe off the exterior of the refrigerator
- Clean the coffee pot and exterior of the teapot
- Clean and disinfect all sinks and countertops
- Clean the table and chairs
- Sweep Wet Mop Floor
- Clean Showers
- Sweep and wet mop floors

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us.

This plan was written with faith in our strength as a community as an underlying condition.

ISOLATION COVENANT

The Performance Group agrees to the following for the duration of their contract:

- Work together to refine these actions during the virtual rehearsal period, prior to beginning in-person rehearsals. As well as, revisit and revise these actions on an on-going basis in order to respond to changing conditions.
- Self-select a representative SafeStart Deputy from within their numbers to serve as liaison to ASC leadership.
- Make a commitment to transparency: In the course of monitoring yourself and your household, report any health concerns to your supervisor or your SafeStart deputy.
- Maintain a Performance Group “work bubble,” comprising solely of themselves and members of their household.
- Commit to being “mask-modelers” whenever possible in the Staunton area, acknowledging and leveraging their status as well-known/public citizens.

Tenets of the Covenant:

- A two-week period of self-quarantine for anyone in the Performance Group during the virtual rehearsal period at the beginning of the contract.
- Perform and submit daily temperature and symptom checks. Due prior to the first call of the day or upon waking on off days.
- Socializing with people outside of the performance bubble is permitted, so long as the social activity occurs outdoors, while masked, and with a distance of 6ft or more between people.

Visits from significant others (partners, spouses, family members) who live out of town, and visits out of town by performance group members will be handled in the following manner:

- As soon as plans are set, the group member will send an e-mail to the entire Performance Group outlining the safety measures they are taking before, during, and after the trip to ensure the continued safety of the Performance Group. Other members of the group can then ask questions or share concerns either directly, or through the SafeStart Deputy. Deputy will determine length of comment period before a plan will be considered approved.
- Any requests to permanently add members to Performance Group households will follow the same protocol with the addition plans for closing ongoing potential leaks with the additional plans.

THE PLAN BEGINS AND ENDS WITH THE IDEA OF COLLECTIVE COMMITMENT. WE ARE COLLEAGUES, NOT ENFORCERS. WE DO THIS BECAUSE WE CARE ABOUT EACH OTHER AND WHAT WE CREATE TOGETHER, NOT BECAUSE WE ARE FORCED TO.

Wear a mask whenever possible

Wash hands regularly with soap and water for 20 seconds

Stay 6 feet apart whenever possible

ISOLATION COVENANT

The Performance Group agrees to the following for the duration of their contract:
Restrict public outings to the following, so long as masks are worn and a distance of 6ft or more is maintained:

- Running essential errands such as grocery shopping (including farmer’s market), going to the pharmacy, and getting a haircut, though the group recommends consolidating these trips into as few as possible.
- Outdoor exercise, including running and hiking.
- Voting in person, though the group recommends the use of absentee voting when possible.
- Other activities may be added to the above list over time, should a member of the group make a case for that activity’s safety and it is approved by the group.
- The Performance Group agrees to refrain from the following:
 - Going to public gyms or indoor swimming pools.
 - Dining indoors (including bars)
 - Any of the activities included in the above list can be removed, should a member of the group make a case for that activity’s safety and it is approved by the group.

The group acknowledges the present need for protest, and is committed to finding a safe and effective way to add our voices (individually and collectively) to the calls for change in our society.

THE PLAN BEGINS AND ENDS WITH THE IDEA OF COLLECTIVE COMMITMENT. WE ARE COLLEAGUES, NOT ENFORCERS. WE DO THIS BECAUSE WE CARE ABOUT EACH OTHER AND WHAT WE CREATE TOGETHER, NOT BECAUSE WE ARE FORCED TO.

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us.

This plan was written with faith in our strength as a community as an underlying condition.

SAFESTART DEPUTY DETAIL

SafeStart Deputy - [REDACTED] was selected by the Performance Group as their deputy. He meets with the company once a week (scheduled for Wednesdays at 10:30am) to hear questions and concerns. He brings those to staff liaison, [REDACTED], once a week for guidance on how to proceed, to request changes to SafeStart protocols, and voice further concerns. He has created a process to determine the safety of out of town visitors to the Performance Group and assess “bubble” leaks that arise.

UNIVERSAL POLICIES

Stay 6 feet apart
whenever possible

Wash hands regularly with
soap and water for 20
seconds

Wear a mask
whenever possible

TESTING

In the Commonwealth of Virginia, Virginia Department of Health is recommending testing for those individuals with symptoms. This most commonly occurs through a doctor's prescription, or through limited testing events that are sponsored by the health department.

The recommendation of the SafeStart medical advisors is to use testing only when prescribed as indicated by symptoms, except for special circumstances outlined in the Virginia Department of Health COVID-19 testing algorithm and through the guidance of a medical provider.

They have further recommended against using testing as a regular anti-Covid-19 mitigation as repeated negative results can create a false sense of security in both individuals and groups and erode the crucial role of daily vigilance. Testing without cause can also result in a delay in acquiring necessary testing.

There are many different tests currently in use under different guidelines and criteria. These tests differ with regard to speed and accuracy. Even the best tests are only an accurate reflection of the individual's viral status at the moment that the test occurs.

For these reasons and others, the ASC SafeStart plan depends on the overlapping mitigations of the initial 14 day quarantine for the performance group and all affiliated with it, daily symptom checking for all, universal masking for all but the performers while they are performing, and vigilant social distancing and masking in public.

Appropriate testing will be used guided by medical supervision when warranted by symptoms, if needed to allow a new member to enter the established performance group, or to allow a current member to re-enter that group if they have been involved in an activity in which high risk exposure to COVID has occurred.

High risk of exposure is defined by VDH as direct contact (within 6 feet of a person) for greater than a 15-minute period of time with a COVID-positive person.

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us. This plan was written with faith in our strength as a community as an underlying condition.

As a board certified specialist in infectious diseases and certification in infection control, I had the ability to tour the American Shakespeare Center (ASC) and also review their SafeStart Plan summary. ASC has been working to mitigate risk against COVID. The theater company’s cast was directed to self-isolate for 14 days prior to beginning rehearsals. This is considered the incubation period for the virus. Maintaining quarantine for this duration should decrease risk of actors transmitting virus to each other, since it is difficult to wear a mask in the setting of performance. Following the incubation period, the actors will remain committed to limit interactions to their troupe and otherwise continue to maintain physical distancing measures in the community. The same expectations are held for the backstage production staff and administration with continued use of teleworking, as well as use of an administrative work space that is in a separate building to allow enhanced physical distancing. All ASC staff members, including the actors will maintain universal masking while at work and continue to wear masks during all practice sessions until time of the performance.

As additional precautions the theater has decreased maximum occupancy significantly and created a seating arrangement allowing families adequate spacing. Mandatory facial masks provides additional protection. The arrangement appears to create more space than airlines and other similar close spaces that have been deemed higher risk due to congregate setting. I was invited to tour the space and it appears that significant measures have been taken to mitigate risk of infection of the acting troupe as well as the patrons. I have also met with the performance group to address their specific questions. The dynamics of COVID are certainly different then in an urban setting, and Augusta County has maintained a low incidence throughout the pandemic thus far. American Shakespeare Center is committed to partner with the local public health officials and community hospital leadership to ensure they are aware of the incidence of COVID in this local area. They are prepared to re-mitigate if there are concerns for increased incidence of the virus in our area.

In support of the theatre, I am currently dedicated to advocate for them in their efforts to safely re-open and share best practices to mitigate the risk of transmission of SARS-CoV2 virus.

Allison L Baroco MD

ABIM Infectious Diseases Board Certification

Member of Infectious Diseases Society of America and Society for Healthcare Epidemiology of America

Stay 6 feet apart
whenever possible

Wash hands regularly with
soap and water for 20
seconds

Wear a mask
whenever possible

**UNIVERSAL
POLICIES**

RESOURCES AND TOOLS INVENTORY

LINKS

<https://www.vdh.virginia.gov/coronavirus/covidcheck/>

<https://www.nytimes.com/2020/06/01/theater/phantom-of-the-opera-seoul-virus.html>

<https://www.nytimes.com/2020/06/05/world/canada/bonnie-henry-british-columbia-coronavirus.html?referringSource=articleShare>

<https://globalepidemics.org/key-metrics-for-covid-suppression/>

EQUIPMENT

- Pulse Oximeter
- Two cloth masks per performance group member
- Five free-standing hand sanitizers dispensers
- Four wall mounted hand sanitizer dispensers
- Bulk hand sanitizer

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us.

This plan was written with faith in our strength as a community as an underlying condition.

BLACKBURN INN

Front of House

- No physical programs will be used. A digital program will be accessible online.
- All patrons, staff, and volunteers will be required to wear masks when not eating or drinking. Picnic time and concession sales will be limited to one hour, wrapping up well before performance begins.
- Contact-free ticketing is required, and there will be no paper tickets at the Blackburn. Tickets can be printed-at-home or displayed on personal mobile devices. Ticket scanners will be used by ushers and staff.
- Seating in large, open air 8' x 8' individual squares. A four-foot gutter is added between each square.
- Thorough and regular cleaning of surfaces by FOH staff. Only FOH surface will be a folding table, it will be cleaned each night and stored on the truck.
- A 'sanitization travel box' with necessary supplies will be stocked at the Playhouse and picked up before each show.
- Check-in protocol will have a single entrance with six-foot markers. A spacing model will be created nightly to space out seating based on audience size.
- A touchless hand sanitizer will be stationed at the entrance/exit.
- Blackburn has confirmed that their staff will be masked and that they are following American Hotel and Lodging Association protocols (<https://www.ahla.com/sites/default/files/SafeStayGuidelines070120.pdf>) across all hotel operations.

Protocol for un/improperly masked patrons

- Upon ticket check-in the house assist will say: "Thank you for bringing your mask- once you have it on an usher will show you into the seating area".
- No one is taken into seating without their mask on. If they ask if they have to keep it on the response is: "Yes, we are complying with universal masking".
- Signs will be posted that say "Masks are required in the seating area even within individual seating blocks"
- Directly before the last pre-show song there will be a "Pre-Flight" Safety Demo from [REDACTED]
- Once the music starts, the same protocol stands for delivering the mask request cards to people seen unmasked. The protocol for reporting to SM and steps for non-compliance remain the same as the Playhouse.

UNIVERSAL POLICIES
 Stay 6 feet apart whenever possible
 Wash hands regularly with soap and water for 20 seconds
 Wear a mask whenever possible

BLACKBURN INN

Backstage/Performance Group

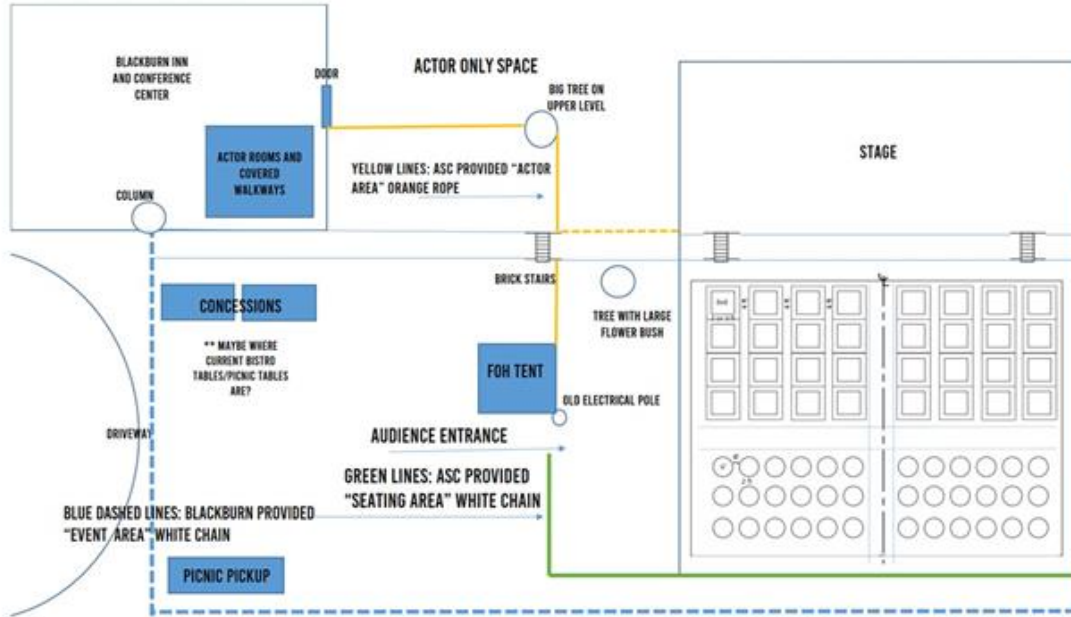
- Transport of the Performance Group to the site. This model has not yet been finalized, however, protocols for the options are:
 - ASC-provided transport: Drivers will be members of the Performance Group (likely Stage Management), everyone in the vehicle will be masked, vehicles will be wiped down by Stage Management prior to each transport.
 - Self-provided transport: Responsible for your own protocol.
- Hand sanitizer stations - Will be set up and maintained by Stage Management. They will be in the dressing rooms, backstage on both sides, in all tents, and on tech stables/stations during tech.
- Blackburn Dressing Rooms: Beds will be removed to provide more space. Once these rooms begin to be occupied by ASC, they will no longer be entered by Blackburn staff. These rooms have been added to Shenandoah Shine's weekly cleaning list and high-touch surfaces will be wiped down by Stage Management before and after rehearsals and performances.
- Transport of props and costumes - Protocols in process, no one outside of the production group will be responsible for this, anyone involved will be masked, hand props will be wiped down pre-show, onsite. Costume spray down protocols remain the same as at Blackfriars.
- Water bottles - Each actor will be issued a leather-bound, glass bottle with their initials etched on it. Stage Management will transport to the Blackburn initially, actors will be asked to keep track of their own bottle onsite. Stage Management will collect the bottles at the end of each performance, sanitize, and return them at the next Blackburn performance.

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us.

This plan was written with faith in our strength as a community as an underlying condition.

BLACKBURN INN

Space Layout Diagram



UNIVERSAL POLICIES

Stay 6 feet apart whenever possible

Wash hands regularly with soap and water for 20 seconds

Wear a mask whenever possible

MBU USE OF BLACKFRIARS PLAYHOUSE

New Protocols for 2020 SafeStart

- MBU students, their audiences, staff, and faculty will be masked at all times inside the Blackfriars Playhouse.
- **No one presenting as ill** (temperature over 100.4, having a new loss of taste or smell, new shortness of breath, or two or more of a headache/sore throat/cough) will attend any production, class, rehearsal, or any other function at the Blackfriars.
- **Entrance to the Stage Door is limited to four appointed MBU students** who have been issued key cards. These four know to head from the stage door through the “production allowed” hallway directly to the stairwell and to be masked.
- **MBU has access** to the lobbies, public restrooms, playhouse, stage, balcony, backstage on the main level and balcony level, and access to the backstage stairwell from the main floor to the balcony.
- **MBU does not have access** to the basement stairwells, Tyson, kitchen, dressing rooms, or any other downstairs area.
- **Equipment retrieval** for classes from Tyson will be done by members of the current ASC Performance Group that are also MBU students/faculty.
- **MBU will sanitize** any high touch areas they use in the lobby or backstage including at the desk, stair railings, elevator, or bathrooms.
- **MBU is responsible for trash collection** in the backstage area (backstage SR both up and downstairs, and in the up and downstairs stairwell SL) if used during a rehearsal, performance, or class.

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us.

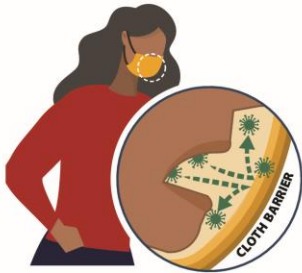
This plan was written with faith in our strength as a community as an underlying condition.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 06/10/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

The success of these protocols is dependent on each of us deciding to value the health and safety of the person next to us. This plan was written with faith in our strength as a community as an underlying condition.

ASC SAFESTART PLAN

I have read and agree to follow the policies laid out in this manual. I believe in the ASC Community and will do my best to keep myself and my colleagues safe.

SIGNATURE

PRINTED NAME

DATE

**UNIVERSAL
POLICIES**

Stay 6 feet apart
whenever possible

Wash hands regularly with
soap and water for 20
seconds

Wear a mask
whenever possible