

Technical Production Commission's COVID-19 Reopening Guides

Considerations for Auditions

General

- Please adhere first and foremost to the CDC guidelines on COVID-19, social distancing, appropriate mask-wearing, and your state and local policies and procedures. [1]
- A Health and Safety Coordinator should be present at all in-person auditions to ensure that COVID-19 guidelines and check-in procedures are followed.
- Attendees at all in-person auditions should follow check in procedures that include temperature screenings, symptoms check, and signing in for contact tracing purposes.
- Guests should not be permitted at in-person auditions except when necessary (e.g., parents/guardians accompanying children).
- Auditions should be conducted virtually whenever possible, as it is the safest way to maintain distance between all participants. [5]
- If virtual auditions are not possible, please follow all CDC and local/state government requirements and recommendations. [2] Any in-person auditions should require the physical presence of as few people as practical, including the use of staggered calls or hybrid meetings. [1]
- Paperwork, such as fillable pdfs, should be sent to the auditioner to be completed at home prior to the audition.
 - If paperwork must be completed at the audition site, pens and clipboards must be sanitized between every use. [2]
 - Individual copies of scripts for "cold readings" should be made for every actor and not reused. [2]
 - Laminated copies that are sanitized between each use may also be acceptable. [2]

Waiting Area Procedures

- All participants should wear masks and maintain all social distancing guidelines between themselves and other individuals at all times while signing in and while in a waiting area. [1]
- Waiting areas for auditioners should be well-ventilated, and the number of auditioners allowed in the waiting area should be no more than 50% of the room's normal capacity. [1, 3]
- Furniture and high touch points in the waiting area, such as door knobs or handles, should be sanitized after every use. [2]
- Hand sanitizer or a hand washing station should be available to all participants to use prior to entering the audition room. [2, 4, 5]
- Auditioners should not share props, water bottles, food, or any other personal belongings while awaiting an audition or during an audition. [5, 6]
- Restrooms should be cleaned frequently and their capacity limited to under 50% of its normal capacity. [2, 3, 6]

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Audition Room Procedures

- Staggered calls for auditions, where as few people as possible are present in the building at one time, are recommended. [5]
- Auditions should be held in a well-ventilated area, such as outside, or in rooms with adequate airflow. [1]
- Adjudicators should wear masks at all times and be seated at least six feet from each other. [1]
- If possible, a plexiglass partition should be used between the adjudicators and the auditioners. [1, 5]
- Auditioners should wear masks up to the beginning of the actual audition and maintain a distance of at least six feet from the adjudicators. [1, 5]
- In the case of partnered or small group auditions, actors should maintain six feet of distance between each other, as well as from adjudicators, at all times. If possible, plexiglass partitions should be placed between auditioners, or auditioners should wear face shields. [1, 5]
- Large group auditions, such as those for dancers, are strongly discouraged, as maintaining appropriate distance between dancers is very difficult. [1, 3] If group dance auditions can't be avoided, please consult the distancing recommendations included in the Special Considerations for Dancers section.
- Furniture for adjudicators, such as chairs and tables, should be sanitized before and after each use. [2]
- Furniture for auditioners, such as chairs, should be sanitized before and after use by each auditioner. [2]
- High touch points, such as door knobs and handles, should be sanitized frequently. [2]
- Hand sanitizer or a handwashing station should be readily available to all participants. [1, 4, 5]

Accompaniment - Recorded Playback

- If sound playback is required for the audition, a single operator should be assigned to use the equipment and to sanitize it before and after use. [6]
- Auditioners should be encouraged to provide any music tracks digitally before the audition, so all the tracks can be compiled onto a sound operator's computer.
- If auditioners provide their personal cell phones for sound playback, the auditioner should plug the phone into the sound system, set their track to play with minimal additional manipulation, and sanitize their phone with an alcohol wipe before the audition begins. [7]
- The sound operator should be provided hand sanitizer and should use it before and after handling each auditioner's cell phone. [1]

Accompaniment - Live Musician

- If a live musician, such as a pianist or guitarist, is required for the audition, they should wear a mask and be spaced at least six feet away from the adjudicators and auditioners. [1, 7]
- Auditioners should maintain at least six feet of distance and wear masks while conferring with the musician. [1]
- Sheet music should be laminated or placed in protective sheet covers and sanitized before and after each use. [1, 2, 7]
- The musician should be provided hand sanitizer to use as needed. [1]
- The piano/keyboard and music stands should be sanitized prior to use with EPA-approved solutions, and between each player. [7]

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References

1. "OSHA: COVID-19 Control & Prevention" <https://www.osha.gov/SLTC/covid-19/controlprevention.html#health>
2. "Centers for Disease Control: Cleaning & Disinfection for Community Facilities" <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
3. "U.S. Fire Administration: Understanding the Impact of Social Distancing on Occupancy" https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html
4. "Event Safety Alliance Safe Reopening Guide" <https://www.eventsafetyalliance.org/esa-reopening-guide>
5. "The Safe Way Forward: a Joint Report of DGA, SAG-AFTRA, IATSE and Teamsters' Committees for COVID-19 Safety Guidelines" https://www.sagaftra.org/files/sa_documents/ProductionSafetyGuidelines_June2020EditedP.pdf
6. "IATSE Safe Reopening Guidelines" https://www.iatse.net/sites/default/files/stagecraft_reopening_guidelines_final.pdf
7. "American Federation of Musicians - Returning to Work Safely: Guidelines for Small Venues, Studios, & Rehearsal Spaces" <https://www.afm.org/wp-content/uploads/2020/06/Returning-to-Work-Safely-PDF-06.16.20.pdf>