



**ACTORS' EQUITY ASSOCIATION**

# COVID-19 SAFETY GUIDANCE

**REVISED, MARCH 2021**

Guidance for a safe and sanitary work environment for stage managers and actors working in live theatre.

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## **Introduction**

Since March 2020, live theatre in the United States has been shut down in response to the COVID-19 pandemic. In response to this crisis, Actor's Equity Association took the following actions:

Recognizing we would need help with the science and work place safety priorities necessary to mitigate the risk caused by the virus, we hired an epidemiologist/public health specialist; created a membership rule stating that members may not work unless there is an Equity approved safety plan in place and communicated that new rule to our membership and our employers. These actions were taken to ensure that any professional theatrical work that takes place during the pandemic, where allowed by local, county and state guidelines, would mitigate the risk caused by COVID-19. This document serves to lay out Actors' Equity Association's protocols created to provide a safe and sanitary work environment for our members working in live theatre. These protocols are adaptable and will change as our understanding of the virus evolves and other mitigation options become available.

This safety guide is the cornerstone for molding the protections that will bring theatrical workers employment again.

## **Part 1: Four Core Principles Needed to Support Safe and Healthy Theatre Productions**

The underpinnings of Equity's safety plans come from public health expert Dr. David Michaels, professor in the Departments of Environmental and Occupational Health and Epidemiology at the Milken Institute School of Public Health of the George Washington University. Dr. Michaels served as the head of the U.S. Occupational Safety and Health Administration under President Barack Obama, and was appointed by President-Elect Joseph Biden to the Transition COVID-19 Advisory Board. Dr. Michaels released a memo on behalf of Equity on May 15, 2020. The memo outlines four principles that must be met in order to proceed with crafting individual safety plans for theatres that wish to resume live performance. Many details, such as the number of recorded cases, have already changed, but the principles themselves are and will remain relevant. The memo is as follows:

To Mary McColl  
From: David Michaels, PhD, MPH  
Date: May 15, 2020  
Subj: Ensuring the Safety and Health of Equity Members

You requested that I assist Actors' Equity Association in its efforts to ensure the safety and health of its members who may be involved in theatrical productions while the country is facing the COVID-19 pandemic. Following a series of useful conversations with Equity leadership and others in the theatre, I have prepared this memo, addressing the current situation and what is needed to begin the process of reopening theatrical productions.

### **Four Core Principles Needed to Support Safe and Healthy Theatre Productions**

*Once these four principles are met, extensive additional work will need to be done to further minimize risk of exposure.*

The COVID-19 epidemic has had a devastating impact on the country. Tens of thousands of people have been killed by the virus, many more sickened and more than a million people infected. The theatre community has also felt the pain of the epidemic.

Actors' Equity Association is eager to reopen theatrical productions but should only permit this to happen, consistent with its collective bargaining agreements, when the safety of members and everyone else involved in producing theatre for the public can be protected.

Producing live theatre requires close physical contact that increases risk of transmission among performers, musicians, theater staff and depending on the venue, the audiences. With rare exceptions, theatre performers cannot utilize the most effective forms of disease prevention – physical distancing and appropriate personal protective equipment (PPE) – to protect themselves from COVID-19.

The source of COVID-19 exposure is individuals infected with the virus. The objective should be that no one involved in the production (and ideally no one in the audience) is infectious. While it is difficult to ensure that no individuals who are shedding virus enter the theater, source elimination must be a primary component of any exposure prevention effort. The success of this approach will depend on development and application of new technologies, improved understanding of the disease and immunity and the state of case tracking and disease prevention in the community. All of these three are improving, but none are at the point where it could be said they are adequate.

Equity is working on a comprehensive program to ensure the safety of its members and others involved in theatre production. However, given the inevitability of members being in close proximity to each other, other workers and audience members, there are a series of considerations that need to be addressed before it will be safe to mount theatrical performances. Presented below are several general considerations that must be addressed before theatrical productions can be launched safely. Once a specific production is being contemplated, extensive additional work will need to be done to further minimize risk of exposure. Actors' Equity continues to work on recommendations in this area.

#### **1. The epidemic must be under control**

In order to minimize the possibility of transmission to and among members, the epidemic must be demonstrated to be under control. This means that there is extensive testing and very few if any new cases are being identified in the area, since the appearance of new cases demonstrates that transmission is still occurring. It must be recognized, however, that this state is a transient one – even when few new cases are being identified, a spike in transmission and new infections can occur at any point in time. This concern will lessen with the development and widespread

dissemination of an effective vaccine, but we are far from that now.

An important step in controlling the spread of the virus is contact tracing. If and when states implement comprehensive contact tracing programs, in which individuals who have had recent close contact with new cases are identified, the risk of transmission in theatrical productions in that area will be reduced. However, the risk of exposure is likely to differ by geographic location. Some areas may have very few active cases (although we will not know this until there is widespread testing) but theatre casts and stage managers may include members who have traveled from other parts of the country where the risk of infection is higher.

Similarly, once testing for active infection is available and implemented on a widespread societywide basis, the risk of exposure to infected individuals will be decreased.

It is not yet clear if individuals who have been infected in the past can be re-infected. Answering this question definitively will make it easier to know if individuals are at risk of re-infection. For the moment, we must assume that previous infection does not completely eliminate risk of future infection.

## **2. Individuals who may be infectious must be readily identified and isolated**

When individuals are infected and shedding virus, they must be identified quickly (ideally before they expose others), isolated and sent to self-quarantine for a designated period of time. Source elimination, or isolating infectious individuals, requires frequent, regular testing of individuals involved in the production, using a test that has a high sensitivity (few false negatives), preferably a high specificity (few false positives) and that provides a result shortly after the test is administered. Without this, it is questionable whether any production involving extensive exposure can be considered.

The limitation of this approach is that, even with some improvement in testing, not all infected individuals test will test positive. As a result, additional steps will be necessary. Steps that will likely be considered, depending on the sensitivity of the testing protocol, are likely to include measuring temperature of all theatre staff and regular surveillance of symptoms.

However, at present, there is not easily available highly sensitive rapid testing, and many of the tests that are currently in use are not sufficiently accurate.

## **3. Venues and productions must be modified to minimize exposure**

Even when the epidemic is under control and highly accurate rapid testing is available, the possibility of transmission cannot be ruled out. When productions are first being planned, it will be necessary to modify the process for conducting auditions, rehearsals and performances. Accommodations will need to be made to enable participants to maintain social distancing and sanitary practices. This may require moving these activities to new locations and running them differently than previously.

As discussed above, beginning with auditions and rehearsals and continuing through the entire production, it will likely be necessary to screen participants regularly and frequently for active infection and to make provisions in the event of a positive test result or a person reporting symptoms. Given the possibility that individuals will be found to be infectious and need to go into self-isolation immediately, it will be important to engage additional members who can step in to replace cast members or stage managers at very short notice.

In addition, even before planning specific productions, tour operators, producers, theater owners and theme parks should begin to explore physical modifications that will minimize the risk of exposure in the workplace and backstage areas. This may include expanding or reconfiguring dressing rooms for dressing, hair, make-up and other activities

to ensure adequate physical distance, as well as alternative approaches to audience seating, entry and exits. Plans should be made to designate an area for isolation if and when a member or other employee reports symptoms.

Theater owners should also examine the ventilation systems and air flow to ensure that adequate flow of fresh air is present in all parts of the theater.

#### **4. Efforts to control COVID-19 exposure must be collaborative**

Controlling exposure to a deadly virus requires an intensely collaborative effort, in which all parties participate in developing and implementing an infection control plan specific to the production. Each participant must agree to follow the rules and work to continually evaluate and improve it. If all the participants aren't committed to the plan's success, it is unlikely to succeed: an infection control plan will not succeed if it is imposed by fiat.

While it is too early to develop production-specific infection control plans, now is the time to plan the process to develop those plans.

—Dr. David Michaels

## **Part 2: Infection Rate Guidelines**

Equity has released guidelines defining when a region has Covid 19 under control:

*There must be a sustained decrease in new COVID-19 cases for a minimum of 14 days with a local community rate less than five per 100,000 population and a test rate of new tests done for Covid-19 less than 5% for at least one week prior to the start of the work session. If the community does not meet these standards, the theatre will need to consult with Equity about additional mitigation strategies for a safe workplace.*

## **Part 3: Vaccinations**

If every single person that will be in the same spaces during employment HAS been fully vaccinated (100% vaccinated = every single person has had their final dose more than 14 days ago), then the procedures and protocols listed here can be modified per further discussion.

If every single person that will be in the same spaces during employment HAS NOT been fully vaccinated, then the procedures and protocols listed here are still applicable.

## **Part 4: Testing Guidelines**

Here are Equity's guidelines on how to test workers for COVID-19:

The COVID-19 test type and brand must be a Nucleic Acid Test (NAT) that has an FDA Emergency Use Authorization (EUA). A NAT should have a high sensitivity (few false negatives) and preferably a high specificity (few false positives) in its trial data.

Actors, stage managers, the Infection Control Specialist (ICS), all other staff, employees and employer(s) who will be in the same spaces must be in the testing group with the actors and stage managers during employment.

Test results must arrive no later than 48 hours after the test is administered. If an employee or employer's test results do not arrive on time, the producer will immediately notify the ICS, then immediately notify Equity, and cease all work until the parties agree on a course of action.

There will be three tests required to be taken before in-person work begins. The first test must be administered seven to nine calendar days prior to the start of in-person work. The test result must arrive no later than 48 hours after the test is administered. The second and third tests must be administered four to five calendar days prior to the start of in-person work. These two tests must be administered 24 hours apart. The test results for both tests must arrive no later than 48 hours after the test was administered and before in-person work begins.

If anyone in the testing group will be traveling during the first, second and third test before in-person work begins, those individuals must (EITHER): Take their first test seven-to-nine calendar days prior to the start of in-person work and have received their negative test result before they travel and take their second and third tests four-to-five calendar days prior to the start of in-person work while quarantining in housing. (OR) Travel prior to taking the first test and quarantine in housing for the first, second and third tests per the days described above before in-person work begins.

Wherever possible, employers should select a minimal-contact pre-employment testing option, such as at-home collection or drive-through testing sites. The following list of approved brands is subject to change:

1. Ambry COVID-19 RT-PCR Test: <https://www.fda.gov/media/145406/download>
2. Assurance SARS-CoV-2 Panel: <https://www.fda.gov/media/138151/download>
3. Assurance SARS-CoV-2 Panel DTC <https://www.fda.gov/media/145981/download>
4. Binx health At-Home Nasal Swab COVID-19 Sample Collection Kit: <https://www.fda.gov/media/143183/download>
5. Cleveland Clinic SARS-CoV2 Assay: <https://www.fda.gov/media/140785/download>
6. Color COVID-19 Self-Swab Collection Kit: <https://www.fda.gov/media/141796/download>
7. Color SARS-Cov-2 RT-LAMP Diagnostic Assay: <https://www.fda.gov/media/138248/download>
8. Compass Laboratory Services SARS-CoV2 Assay: <https://www.fda.gov/media/140074/download>
9. COVID-19 RT-PCR Test: <https://www.fda.gov/media/136148/download>
10. CRL Rapid Response: <https://www.fda.gov/media/140664/download>
11. CRSP SARS-CoV-2 Real-time Reverse Transcriptase (RT)-PCR Diagnostic Assay: <https://www.fda.gov/media/139860/download>
12. DxTerity SARS-CoV-2 RT PCR CE Test: <https://www.fda.gov/media/141666/download>
13. EmpowerDX At-Home COVID-19 PCR Test Kit: <https://www.fda.gov/media/143063/download>
14. Ethos Laboratories SARS-CoV-2 MALDI-TOF Assay: <https://www.fda.gov/media/140777/download>
15. Everlywell COVID-19 Test Home Collection Kit: <https://www.fda.gov/media/138144/download>
16. Everlywell COVID-19 Test Home Collection Kit DTC: <https://www.fda.gov/media/145986/download>
17. Exact Sciences Laboratories: SARS-CoV-2 (N gene detection) Test: <https://www.fda.gov/media/138327/download>
18. Fulgent COVID-19 by RT-PCR Test: <https://www.fda.gov/media/138147/download>
19. Genetrack SARS-CoV-2 Molecular Assay: <https://www.fda.gov/media/142479/download>
20. GENETWORx Covid-19 Nasal Swab Test: <https://www.fda.gov/media/144550/download>
21. Gravity Diagnostics COVID-19 Assay: <https://www.fda.gov/media/138532/download>
22. Gravity Diagnostics SARS-CoV-2 RT-PCR Assay: <https://www.fda.gov/media/143932/download>
23. Gravity Diagnostics SARS-CoV-2 RT-PCR for use with DTC kits: <https://www.fda.gov/media/145977/download>
24. Helix COVID-19 Test: <https://www.fda.gov/media/140422/download>
25. Infinity BiologiX TaqPath SARS-CoV-2 Assay: <https://www.fda.gov/media/137773/download>
26. KPMAS COVID-19 Test: <https://www.fda.gov/media/139066/download>
27. Kroger Health COVID-19 Test Home Collection Kit: <https://www.fda.gov/media/139681/download>
28. LetsGetChecked Coronavirus (COVID-19) Test: <https://www.fda.gov/media/138405/download>
29. P23 Labs TaqPath SARS-CoV-2 Assay: <https://www.fda.gov/media/138295/download>
30. PacificDx Covid-19: <https://www.fda.gov/media/144555/download>
31. Phosphorus COVID-19 RT-qPCR Test: <https://www.fda.gov/media/138652/download>
32. Pixel by LabCorp COVID-19 Test Home Collection Kit : <https://www.fda.gov/media/144333/download>
33. QDX SARS-CoV-2 Assay: <https://www.fda.gov/media/141542/download>
34. Quest Diagnostics HA SAR-CoV-2 Assay: <https://www.fda.gov/media/140236/download>
35. Quest Diagnostics PF SARS-CoV-2 Assay: <https://www.fda.gov/media/140226/download>
36. Quest Diagnostics RC COVID-19+Flu RT-PCR: <https://www.fda.gov/media/144180/download>
37. Quest Diagnostics RC SAR-CoV-2 Assay: <https://www.fda.gov/media/140231/download>
38. Quest SARS-CoV-2 rRT-PCR: <https://www.fda.gov/media/136228/download>
39. RapidRona Self-Collection Kit: <https://www.fda.gov/media/143927/download>
40. Stanford Health Care Clinical Virology Laboratory: SARS-CoV-2 RT-PCR Assay: <https://www.fda.gov/media/136817/download>
41. TaqPath COVID-19 Combo Kit: <https://www.fda.gov/media/136113/download>
42. Verily COVID-19 RT-PCR Test: <https://www.fda.gov/media/141948/download>
43. Viracor SARS-CoV-2 assay: <https://www.fda.gov/media/143070/download>
44. Wren Laboratories COVID-19 PCR: <https://www.fda.gov/media/140773/download>

After the first day of in-person work, tests must be administered no less than once a week if the epidemic is under control as described in Part 2 in this document.

There will be no cost to the actors and stage managers, including no upfront/out of pocket costs expected of the actors and stage managers.

Tests taken for employment cannot be covered by the Equity-League Trust Fund.

The Producer is responsible for providing the following information to the individuals being tested prior to their first test:

- A list of who will be tested.
- How the test results will be received and how fast.
- Whether the tests will be administered by a healthcare practitioner or will be self-administered by the employee and how it will be delivered to the lab.
- Where the tests take place, including off-site locations, and how individuals will be getting back and forth from the testing locations.
- The dates for each of the three tests to be taken prior to employment and how they will be administered.
- The testing schedule for the in-person work period.
- That there is no out of pocket cost to the individuals being tested.

Anyone who is sick or tests positive for COVID-19 will not be allowed to attend work until evaluated and cleared by a licensed health care provider.

If an individual tests positive for COVID-19, the ICS will inform the individual to stay in their housing and isolate, effective immediately, and contact their licensed health care provider for further instructions. The individual must stay in contact with the show's ICS.

If the actor or stage manager shares housing with another, including family members at their home, the producer will arrange alternative housing for the actor or stage manager to self-isolate.

If an actor or stage manager does not have health coverage or a health care provider, the producer will arrange access to a health care provider and be responsible for any associated costs.

If an individual has tested positive with COVID-19, the show will pause until an investigation is completed to determine who has been exposed and what additional precautions are necessary. The CDC's and local government's public health recommendations for community-related exposure must also be followed.

Enhanced cleaning will be performed as outlined in the CDC's recommendations for cleaning and disinfection.

The ICS or other qualified medical professional will conduct a hazard assessment to evaluate if safety protocols need to be modified and will execute a plan, as necessary prior to work resuming.

If there is a positive COVID-19 test result by an individual at the workplace, the producer is responsible for the following:

- State and city health departments will be notified immediately.
- Cooperation with officials to trace all contacts who entered the workplace dating back 48 hours before the person began experiencing COVID-19 symptoms or tested positive, whichever is earlier.
- Maintaining confidentiality as required by federal and state laws.



- Notify others in the testing group who may have been affected.

## **Part 5: Use of Masks & Personal Protective Equipment (PPE)**

- Patrons will be required to wear masks.
- Ushers will be trained in advance on how to enforce proper mask-wearing amongst patrons.
- Patrons will not be allowed to eat or drink in the theater before or during the performance and intermission.
- Stage managers' microphone on their headset will be tested in advance to make sure cues can be heard clearly while wearing a mask.
- Masks & PPE will be provided at no cost to the actors and stage managers.
- Actors will always wear masks and/or face shields, throughout the theatrical facilities, when not in the scene. Face masks are required when blocking.
- When producer provides surgical masks, additional fabric masks must be provided by the producer to double layer.
- Personal masks may be used only as an added layer above the surgical mask. All personal masks must be laundered prior to use in rehearsal and/or performance.
- Everyone in the theatrical facilities will always wear a face mask, except for the actors when rehearsing and performing.
- Hand hygiene dispensers will be readily available for all to use when in the workplace. Tissues and non-touch trash cans will also be readily available.
- The ICS will train everyone in the theatrical facilities on how to properly put on, wear and take off masks & PPE, maintain mask integrity and dispose of their face covering (surgical mask and/or face shield) in a safe manner as well as how to practice hand hygiene for COVID-19 prior to the first day of this show's in-person work.
- The ICS will enforce the proper use of masks & PPE during the rehearsal process and technical rehearsal process in all aspects of the workplace including but not limited to, hallways, bathrooms, break areas, onstage, backstage, and front of house for all individuals including, but not limited to, creatives, backstage crew, theatre staff, studio crew and camera crew (if applicable).
- The producer will require the use of masks & PPE during off-hours for all individuals in the testing group including, but not limited to, creatives, studio crew, theatre staff and camera crew (if applicable).

More information on masks can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/effective-masks.html>

## **Part 6: Social Distancing**

*Rehearsals, Backstage and Off-Hours:*

- The ICS will enforce social distancing during the rehearsal process and technical rehearsal process in all aspects of the workplace including but not limited to: hallways, bathrooms, break areas, onstage, backstage including, but not limited to, creatives, backstage crew, theatre staff, rehearsal studio crew and camera crew (if applicable).
- The producer will require social distancing during the off-hours for all individuals in the testing group including, but not limited to, the creatives, rehearsal/studio crew, theatre staff and camera crew (if applicable).
- When going out in public, employees must always wear an appropriate face mask and social distance in addition to following all executive orders from the government.

*Performances:*

- There will be absolutely no interaction between the actors and the patrons.
- Theatre staff will not make in-person presentations to the audience.
- All others in the theatrical facilities must socially distance during performances.

- Actors will always be at least 10 feet from the audience.

*Staging, Choreography and the Rehearsal Period:*

- The director will socially distance the actors' staging/choreography.
- Actors performing intimate staging and/or staging fighting and/or eating/drinking may be rehearsed and performed if:
  - The days spent rehearsing and/or performing the intimate staging and/or stage fighting and/or eating/drinking is minimal and must be consecutive days.
  - The actors must be housed in a hotel if they do not live alone or household members do not stay home or are not in company housing.
    - Hotel has COVID-19 protocols in place and has distributed copies to the actors and Equity.
    - Hotel stay should commence at least (3) days before the first day of intimate staging and/or stage fighting and/or eating/drinking rehearsal and/or performance and continue until the last day of intimate staging and/or stage fighting and/or eating/drinking performance.
    - Food delivered to the hotel.
    - Once the intimate staging and/or staging fighting and/or eating/drinking has been completed, the actors can check out of the hotel.
  - Private transportation between the housing or hotel and the theatre must be in place.
  - The minimum amount of cast, crew and management can only be present for the rehearsing and performing of the intimate staging and/or staging fighting and/or eating/drinking.
  - No one should be within 10 feet of the rehearsal and performance of the intimate staging and/or stage fighting and/or eating/drinking.
  - In addition, for eating/drinking:
    - A masked and gloved crew person must prepare and handle the eating and/or drinking props.
    - No one else may touch the items after preset.
    - There will be no sharing of items.
- The ICS will enforce social distancing during performances in all areas for all present.

*Social distancing protocols at the stage manager's calling desk in a booth or onstage:*

- The stage manager and the board and/or spot ops will always be socially distanced and wearing masks when working in the stage manager's booth.
- There are no bottlenecks in traffic flow at the stage manager's calling desk or in the stage manager's booth.

**Part 7: Air Flow/Ventilation Guidance**

*Workplace Guidance*

- To achieve acceptable relative risk reduction, ventilation must include the following for the workplace:
  1. There must be at least six (6) air changes per hour (ACH).
  2. The minimum efficiency reporting value (MERV) should be 13 with 17 (HEPA) being ideal.
  3. The percentage of fresh and clean outdoor air (OA) must be based on the MERV filter. The requirements are as follows:
    - a) If using MERV 17 filters, the OA minimum is 20%.
    - b) If using MERV 16 filters, the OA minimum is 25%.
    - c) If using MERV 15 filters, the OA minimum is 30%.
    - d) If using MERV 14 filters, the OA minimum is 35%.
    - e) If using MERV 13 filters, the OA minimum is 40%.
    - f) If using any MERV filter <13, the OA must be 100%

#### 4. Additional ventilation requirements include the following:

- Large HEPA air purifiers that capture 0.125 microns must be installed in all spaces off the deck including dressing rooms, hair/makeup rooms, trap rooms, booths, etc.
- Exhaust airflows in all restrooms must be a minimum of 1.0 cfm and must run 24 hours a day/7 days a week.
- HVAC systems must run 24 hours a day/7 days a week
- Air handling systems must be regularly cleaned and maintained per the venue's HVAC company.
- HVAC systems must be deep cleaned prior to the start of employment.
- During load in, the Infection Control Specialist must ensure that scenery, curtains, masking and other large barriers do not obstruct air flow.
- Ventilation that relies on open windows, portable fans, window air-conditioners, air purifiers with ultraviolet filter units, air ionizers, negative ion generators and/or ozone generators are not acceptable. Additionally, spaces that do not have supply and exhaust vents cannot be utilized.

#### *Housing Guidance:*

- To achieve acceptable relative risk reduction each actor/stage manager/assistant stage manager will be housed in individual units with independent HVAC systems.
- If the HVAC system is shared between housing units and/or individual housing units will be occupied by more than one person, the following must be in place:
  1. There must be at least six (6) air changes per hour (ACH).
  2. The minimum efficiency reporting value (MERV) should be 13 with 17 (HEPA) being ideal.
  3. The percentage of fresh and clean outdoor air (OA) must be based on the MERV filter. The requirements are as follows:
    - a) If using MERV 17 filters, the OA minimum is 20%.
    - b) If using MERV 16 filters, the OA minimum is 25%.
    - c) If using MERV 15 filters, the OA minimum is 30%.
    - d) If using MERV 14 filters, the OA minimum is 35%.
    - e) If using MERV 13 filters, the OA minimum is 40%.
    - f) If using any MERV filter <13, the OA must be 100%

#### 4. Additional ventilation requirements include the following:

- Large HEPA air purifiers that capture 0.125 microns must be installed in all rooms.
- Exhaust airflows in all bathrooms must be a minimum of 1.0 cfm and must run 24 hours a day/7 days a week.
- HVAC systems must run 24 hours a day/7 days a week
- Air handling systems must be regularly cleaned and maintained per the housing's HVAC company.
- HVAC systems must be deep cleaned prior to the arrival of the actors and stage managers.
- Ventilation that relies on open windows, portable fans, window air-conditioners, air purifiers with ultraviolet filter units, air ionizers, negative ion generators and/or ozone generators are not acceptable. Additionally, spaces that do not have supply and exhaust vents cannot be utilized.

## **Part 8: Bubbles**

A "Bubble" is the concept of keeping an entire company quarantined from society – as though they were in a bubble. In order to truly be impenetrable, a Bubble must:

1. Be contained a single location with defined parameters that does not interact with anyone outside the Bubble, such as private housing, on the same hotel floor, etc. (for example "The west wing of the Hyatt Regency at 10 Main Street, Pleasantville").
2. Include ALL actors, stage managers, infection control specialists and all other staff, employees and employer(s) that will be interacting with the actors and stage managers during employment.
3. Contain all of its residents outside of work. Residents may only leave to go to work, and then only using private transportation.

4. Forbid all outside visitors.

## **Part 9: Indoor vs. Outdoor**

Outdoor productions are far safer than productions that are held indoors, since the likelihood of transmission is far less than indoors. Even outdoors, social distancing still is of great importance, and masks are useful, especially when distancing is not possible.

Outdoor productions should have regular testing, masking and distance at all times except when on stage during an actual production. There must be adequate distance between the performers and audience (at least twelve feet and preferably more).

If there are indoor aspects of the production, in rehearsals or breakrooms, for example, the appropriate rules for indoor productions apply.

Mounting productions indoors safely is more challenging, since exposure likelihood is far greater indoors. Some productions have used great creativity in designing sets that allow true separation between actors, including having actors perform in their own separated set unit (e.g., boxes) surrounding them with an opening only on the side facing the audience. Equity encourages creativity in designing sets that protect the actors from possible exposure.

At minimum, however, because the risk of exposure is so much higher than outside, these productions need to have ventilation systems that meet standards established for the pandemic, and limits on the number of people permitted to be in any room involved in rehearsal or production, with at least 100 square feet for each person in the room. All members of the cast and production team must be masked at all times except for performers during actual performance. Testing of all cast and crew should occur at least three times a week.

## **Part 10: Producer COVID-19 Intake Worksheets**

For producers who wish to resume live theatre, they should first reach out to their assigned Equity business representative with a completed worksheet, available in Word document format through the [Equity website](#). There are four versions depending on if a show is indoors or outdoors and whether or not there is a live audience present. Be aware that the research is ongoing and the body of knowledge regarding the appropriate safety protocols for workplaces, and live theatre in particular, grows and adapts almost daily. The producer worksheets and the protocols will be regularly updated to reflect this.

## **CONTACT EQUITY**

### EASTERN REGION

#### NEW YORK CITY - National Headquarters

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### ORLANDO

10319 Orangewood Boulevard  
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### CENTRAL REGION

### CHICAGO

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### WESTERN REGION

### LOS ANGELES

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