



**PROTOCOLS & PRACTICES
REGARDING
COVID-19**

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INTRODUCTION

During the past 15 months OCT has remained committed to presenting world class theatre in a safe and responsible way. As we look forward to our post-COVID future we have created these protocols to keep our patrons, employees and volunteers informed, drawing upon the guidelines suggested by local, state and federal agencies, experts and associations including the CDC and the Event Safety Alliance, the industry leader in performing arts venue protocols and safety.

COVID-19 is an extremely contagious disease that can lead to severe illness and death. By entering OCT's facilities, employees, volunteers and patrons voluntarily assume all risks related to exposure to COVID-19.

The protocols and guidelines contained in this document are subject to changes and exceptions without prior notice, at OCT's discretion, based upon new information and guidance regarding COVID-19. All decisions regarding the application or interpretation of these protocols and guidelines are also at the discretion of Ocala Civic Theatre.

COVID PROTOCOLS

SECTION 1. AUDIENCE

As OCT moves into the 21/22 Season we anticipate returning to full capacity seating with audience members seated side-by-side.

Masks are suggested for audience members but are not required. CDC recommendations now include that fully-vaccinated people do not need to wear face coverings inside.

OCT will do our best to accommodate high-risk individuals; however, under certain circumstances it may not be possible to do so.

OCT will not inquire into the vaccination status of any patron.

OCT will continue to promote physical distancing where appropriate whenever feasible as we've learned that when we don't crowd up on each other we are healthier as individuals and as a community.

All public areas will continue to be cleaned and sanitized daily, with special attention given to high-touch surfaces, seating and bathrooms.

We are committed to creating and maintaining a healthy environment for our patrons.

If OCT cancels an individual performance, the patron may either (1) reschedule to another performance, (2) donate the tickets back to OCT, or (3) receive a gift certificate for the value of the tickets. There will not be any refunds.

The protocols and guidelines listed above are subject to changes and exceptions without prior notice, at OCT's discretion, based upon new information and guidance regarding COVID-19.

SECTION 2. EMPLOYEES

For the purposes of these protocols and guidelines, the term "Employees" refers to both W2 employees and 1099 contractors.

VACCINATION PROTOCOLS

All current W2 employees of Ocala Civic Theatre are required to provide proof of vaccination no later than July 1, 2021.

All 1099 contractors of Ocala Civic Theatre are required to provide proof of vaccination prior to the first production meeting of their current contract.

All new hires of Ocala Civic Theatre are required to provide proof of vaccination no later than the date of hire.

Any exceptions, whether for medical or other reasons, must be discussed with the Business & Development Director no later than July 1, 2021.

MASKING PROTOCOLS

All fully vaccinated employees are free to work un-masked, unless under special circumstances at the request of the Business & Development Director or Artistic Director.

During Summer Camp classes and all on-site Education & Enrichment classes, it may be necessary for staff members to be masked when near students, some of whom are not old enough to be vaccinated. The Director of Education & Enrichment will inform employees when and if masking is necessary.

PROTOCOLS FOR SICK EMPLOYEES

All employees of OCT are protected under the U.S. Department Of Labor Families First Coronavirus Response Act: Employee Paid Leave Rights.

Employees must stay home from work if they have symptoms consistent with COVID-19. They must immediately report to symptoms to their immediate supervisor(s).

Employees must stay home if they have been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should closely monitor themselves for potential COVID-19 symptoms.

An employee who has recovered from any symptoms of acute respiratory illness associated with COVID-19 may return to work only if the employee provides reliable proof (ie. a negative COVID-19 test) that they are no longer ill nor capable of infecting others.

SECTION 3. ACTORS (Volunteer) AND MUSICIANS (1099)

For the purposes of these protocols and guidelines, “actors and musicians” refers to all individuals appearing on stage in an OCT production or playing an instrument in an orchestra of an OCT production.

OCT is a community theatre and therefore all actors working at OCT are volunteers.

All musicians work as 1099 contractors.

As actors and musicians must work unmasked to do their jobs, these protocols are identical for both groups of individuals.

VACCINATION PROTOCOLS

All actors cast in a show at OCT are required to provide proof of vaccination prior to the first rehearsal of the production they are cast in.

All musicians who are hired to play in the orchestra at OCT are required to provide proof of vaccination prior to the first orchestra rehearsal as listed in their contract.

Any exceptions, whether for medical or other reasons, must be discussed with the Artistic Director prior to accepting a role in any OCT production.

MASKING PROTOCOLS

All fully vaccinated actors and musicians are free to work un-masked, unless under special circumstances at the request of the Artistic Director.

From time to time, the Artistic Director may request that actors and musicians are masked in the backstage area and at certain times in the rehearsal hall(s).

PROTOCOLS FOR SICK ACTORS AND MUSICIANS

Actors and musicians must stay home if they have symptoms consistent with COVID-19. They must immediately report symptoms to their immediate supervisor(s), ie. the show director, the musical director, the stage manager or the artistic director.

Actors and musicians must stay home if they have been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should closely monitor themselves for potential COVID-19 symptoms.

An actor or musician who has recovered from any symptoms of acute respiratory illness associated with COVID-19 may return to work only if they provide reliable proof (ie. a negative COVID-19 test) that they are no longer ill nor capable of infecting others.

SECTION 4. PRODUCTION CREW MEMBERS (Volunteer)

For the purposes of these protocols and guidelines, “production crew members” refers to all individuals working backstage, on the fly rail, on the catwalk, or in the booth on an OCT production.

OCT is a community theatre and therefore all production crew members working at OCT are volunteers.

MASKING PROTOCOLS

All fully vaccinated production crew members are encouraged to provide proof of vaccination status to Artistic Director. Upon receipt of proof of vaccination status a fully vaccinated production crew member may work unmasked.

All un-vaccinated production crew members are required to wear a mask at all times at OCT.

From time to time, the Artistic Director may request that all production crew members are masked in the backstage area and at certain times in the rehearsal hall(s).

PROTOCOLS FOR SICK PRODUCTION CREW MEMBERS

Production crew members must stay home if they have symptoms consistent with COVID-19. They must immediately report symptoms to their immediate supervisor(s), ie. the show director, the musical director, the stage manager or the artistic director.

Production crew members must stay home if they have been in close contact with a person known to have had the virus, or whose family or friends show signs

of exposure, and should closely monitor themselves for potential COVID-19 symptoms.

Any production crew member who has recovered from any symptoms of acute respiratory illness associated with COVID-19 may return to work only if they provide reliable proof (ie. a negative COVID-19 test) that they are no longer ill nor capable of infecting others.

SECTION 5. ALL OTHER VOLUNTEER POSITIONS

For the purposes of these protocols and guidelines, “all other volunteer positions” refers to any and all front-of-house positions (ie. ushers, house management, box office or concession volunteers) costume shop volunteers, scene shop volunteers and all other incendiary positions filled by a volunteer at OCT.

OCT suggests that all volunteers filling the above referenced positions wear a mask when interacting with the public.

OCT requests that masks be worn when front-of-house or shop volunteers come in close contact with actors, musicians or crew members of a production at OCT that is either in rehearsal or in performance.

SECTION 6. BACKSTAGE AND RUN OF SHOW PROTOCOLS

Shared Items

Shared items (props) between cast members or crew members will be sanitized between uses. OCT will make every effort to avoid more than one cast member touching an item while on stage.

Social Distancing

We’ve learned that social distancing keeps us healthier. OCT will encourage social distancing in the backstage areas whenever and wherever possible.

Backstage Traffic Patterns

Backstage traffic patterns will remain consistent. Technician tracks will be set in a way to minimize tight exposure to actors and each other.

Post-Show Meet & Greets

We’ve learned that keeping our distance from the general public keeps the casts and crews healthier. We encourage actors to visit with audience members from the stage apron, keeping friends and family on the theatre floor.

No Visitors

Only performing cast and crew will be allowed backstage. NO EXCEPTIONS.

Dressing Rooms

Only fully vaccinated actors will be allowed in dressing rooms. Actors will exercise courtesy and respect for one another in the dressing room spaces and will mask when appropriate.

Restrooms

Actors and crew are to use only the backstage dressing rooms. No one associated with a production should use a public restroom.

Microphones

All microphones will be sanitized before each performance while inserting the batteries.

Each microphone and microphone container will be sanitized after each performance.

Microphones will not be shared between performers unless they are shared with a spouse or significant other.

SECTION 7. AUDITIONS

All COVID protocols and practices will be discussed at the call-backs for each production by the Artistic Director.

At the callbacks a detailed explanation of the risk and Waiver of Liability Related To COVID-19 will be given. (A copy of the Waiver is attached hereto.)

CONCLUSION

As science continues to evolve regarding the conclusion of the COVID-19 pandemic OCT will adjust these protocols and guidelines to reflect any changes and advances.

OCT will always endeavor to provide the most up-to-date protocols and guidelines to it's patrons, employees and volunteers via this document