



COVID-19 GUIDELINES FOR COLONIAL PLAYERS

As we take the steps needed to safely keep Colonial Players open while we navigate evolving COVID restrictions, it is important to recognize that things will continue to change. These organizational procedures will be updated as needed when changes to State and County guidelines are implemented.

When Governor Hogan declared a Maryland State of Emergency on January 4, 2022, and given subsequent changes to guidance regarding the wear of face masks, Colonial Players opted to delay the opening of our 2022 shows. **The procedures described below are in effect for *The Lost Boy*, opening February 17, 2022.**

The health of our volunteers, patrons, family, and friends depends on what we each do to protect each other, so we must each commit to implementing the following best practices consistently. There is no “perfect” way to proceed during this pandemic, but we have drawn upon the guidelines suggested by local, state, and federal agencies, experts, and associations.

While there is no way to eliminate all risks related to COVID-19, the following requirements and procedures are aimed at decreasing the risk of getting or spreading the infection. By entering Colonial Players’ facilities, contractors, volunteers, and patrons voluntarily assume all risks related to exposure to COVID-19.

GENERAL POLICY

The following practices are required for all workers and patrons entering Colonial Players spaces. (Workers are defined as contractors, volunteers, and vendors).

FACE MASKS ARE MANDATORY

At this time, Colonial Players continues to require masking at both facilities, no exceptions other than actors backstage and onstage during performances and dress rehearsals. Masks are required to be worn in a way to securely cover your nose, mouth, and chin anytime inside the public or shared spaces within the buildings, unless you are working alone.

There will be disposable masks available at the theater spaces for anyone who does not have one. Anyone refusing to wear a mask will not be permitted into the building and will be sent home.

Take frequent breaks outside to remove masks and ensure CO levels remain safe. Before removing your mask, be sure you are maintaining physical distancing with others. Local, state, federal and global experts and officials all recommend the wearing of face masks when in public. In addition to wearing masks at the theater, we encourage everyone to wear masks when out in the community. What we do in the community reflects on and represents Colonial Players.

VACCINATION STATUS

Colonial Players is not requiring PATRONS to be vaccinated. We are, however, asking that all our VOLUNTEERS be fully vaccinated against SARS-CoV-2 (Covid-19). You may be asked to present your vaccine record card by a Board Member or other individual in a leadership position at Colonial Players. CDC Vaccine Info:

https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html?s_cid=10496:cdc%20covid%20vaccine:sem.ga:p:RG:GM:gen:PTN:FY21

WHEN SHOULD YOU STAY HOME?

Stay home when feeling ill, when exposed to COVID-19 (for instance, if someone at home is infected), or if diagnosed with a confirmed case of COVID-19. Colonial Players is following the CDC guidance on quarantine and isolation upon exposure to COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

FREQUENT HAND-WASHING AND SANITIZING

Wash or sanitize your hands frequently.

Sanitizing stations will be located throughout the theater. Everyone is requested to sanitize when entering and exiting the buildings, restrooms, performance spaces, backstage areas, and after touching high-touch surfaces.

Practice proper etiquette when coughing or sneezing

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw used tissues in the trash.
- If you do not have a tissue, cough, or sneeze into your elbow, not your hands.
- Immediately wash your hands (sanitize if sink unavailable) after blowing your nose, coughing, or sneezing.

PHYSICAL DISTANCING

To the extent possible, maintain a physical distance of 6 feet or greater.

Limit personal physical contact with others at the theater, including, but not limited to, handshakes, holding hands, hugging, patting on the back or touching of any kind.

INCREASED FACILITY CLEANING AND SANITIZATION

Colonial Players has increased cleaning and sanitization practices.

Air purifiers have been installed with the HVAC systems at both the theater and the annex. These devices treat the air as it circulates, killing viruses and bacteria (including COVID-19).

Box office staff, house staff, actors, and show staff will be responsible for cleaning their respective spaces and equipment after use (i.e. box office, bar area, dressing room spaces, tech booth, backstage, green room, tables and chairs at annex).

In general, please pick up after yourself and wipe down any area you use while at the theater or annex.

GREEN ROOM/WATER COOLERS

Please maintain physical distancing in the green room. If used for meals, the area must be cleared and wiped down after use.

The water cooler in the hall outside the dressing rooms will be active, but cups will be maintained in a restricted space. Volunteers must use a clean paper cup each time they get water. The water cooler at the kitchen bar will be turned towards the kitchen, with cups stored behind the counter. For performances, an usher will provide water to a patron requesting it.

REHEARSAL AND PERFORMANCE

Performers, crew, and house volunteers should leave directly after completion of duties, rehearsals or performances.

Only scheduled performers / crew will be permitted backstage. No guests will be allowed anywhere backstage.

Audience members must be seated prior to the performance. Whether or not late seating can be accommodated is dependent on the show logistics.

Please see Appendix B for additional information provided to show Directors.

PROTOCOL REMINDERS

Caution signs will be posted advising patrons of required health and safety protocols and that actors will be unmasked during the performance.

In addition to printed signage, cautions will also run on the video screens in the lobby.

PERFORMANCE CANCELLATION.

In the event a live performance is canceled by the theater, patrons holding in-person tickets will have the options of exchanging their ticket for a future live performance (if feasible), converting to a virtual performance ticket (if streaming is available), donating the cost of the ticket, or obtaining a refund.

TICKETING.

NOTE: For *The Lost Boy*, 139 seats are available for General Admission seating.

At the time of purchase, ticket buyers will be advised of facemask and health protocols in use at the theater. All patrons who attend productions will have reservations with contact information retained in the box office to facilitate contact tracing if necessary.

- On the purchase screen, on-line buyers will see information stating the mask requirement for seeing a live performance. The information/agreement will be included in all confirmation emails.
- Patrons purchasing a ticket over the phone will be advised of the masking requirement by the box office agent. Patrons purchasing by phone must agree to the requirements before their purchase is processed.

Colonial Players will scan tickets for entry.

A mask will be provided to any patron arriving without one.

If a patron who purchases a ticket to view the performance in person is unable to come for a COVID-related reason, the patron will have the options of exchanging their ticket for a future live performance (if available), converting to a virtual performance ticket (if streaming is available), donating the cost of the ticket, or obtaining a refund.

ADDITIONAL FRONT OF HOUSE POLICY

INGRESS

Signage will be posted on the front door, the box office and at the check-in stand advising patrons of the policies and procedures to be followed while in the theater.

The box office agent will provide ushers and the stage manager a printed list of reserved seats.

“House Open” will be determined by the stage manager, but should be done no later than 20 minutes prior to showtime. To limit movement of patrons in the lobby, after check-in, patrons will be encouraged to proceed to the theater where an usher will assist them.

Upon entry, patrons will be directed to check-in to have their ticket scanned. Seating is general admission to allow guests to space themselves from other patrons.

Whether or not late seating can be accommodated is dependent on the show logistics.

REFRESHMENT/DRINKS

Other than water, no refreshments will be provided to patrons at this time. If a patron requests water, an usher will pour them a cup from the lobby water cooler. The water cup may not be carried into the theater.

RESTROOMS

Hand Sanitizer and disinfectant spray will be available in or by each restroom.

PUBLICATION AND POSTING

Guidelines will be published and available to all volunteers. The full document will be available as a download from the Colonial Players’ website. Appropriate extracts will be provided to all show volunteers, and will also be posted in the Box Office, and on the lobby, backstage and annex bulletin boards.

Rules applying to patrons coming to a performance in person will be viewable on the ticketing page prior to ticket purchase, printed on receipt emails acknowledging the ticket purchase, and posted on the front doors of the theater, in the lobby (as signage and on monitors), and on the Colonial Players’ website and social media sites.

EXCEPTIONS

In the rare case where an exception to any of these guidelines is necessary, approval will be by the appropriate one of the following individuals: Stage Manager, Operations Director, Board President.

APPENDIX A - Performance Day Checklists

Stage Manager/Crew Checklist

- All stage and technical crew will adhere to the general run of show policies as outlined above, and to any additional procedures explained by the Stage Manager.
- Backstage crew assignments should be consistent throughout the run, including which set pieces they move and the maneuver points that are used.
- No one will be allowed in the tech booth other than the technician(s) working the show and the Stage Manager.
- The Stage Manager will coordinate with the ushers regarding late seating. Whether or not late seating can be accommodated is dependent on the show logistics.

Actor Checklist

- All actors will adhere to the general run of show policies as outlined above, and to any additional procedures explained by the Stage Manager.
- If possible, actors will be spaced a minimum of 6 feet apart in dressing room areas.
- Actors will use their assigned dressing room restrooms.
- Actors are responsible for returning their props to their designated areas, unless stage management approves a hand off to a crew member.
- Actors will use provided freshening agents on all costume pieces after each performance.
- Actors will sanitize their assigned stations at the end of each performance day.
- Food and drink restrictions are as stated in the Performer and Staff information sheet.

Box Office Checklist

- Box office staff will adhere to the general run of show policies as outlined above.
- The Box Office agent will print copies of the reserved seat list for the ushers and stage manager.
- The Box Office agent will facilitate ticket refund or exchange for patrons who cannot remain in the theater.

Usher Checklist

- Ushers will adhere to the general run of show policies as outlined above.
- Check restroom and sanitation station supplies and refill as needed.
- Assist wiping down any designated surface areas prior to the performance.
- One usher will do patron check-ins. This usher will provide a mask to any patron arriving without one.
- Other ushers will assist with seating.
- Coordinate with Stage Manager regarding late seating. Whether or not late seating can be accommodated is dependent on the show logistics.
- At intermission, one usher will be available to provide water to guests if requested.
- After the show, usher patrons out of the theater.
- Discard any used programs left in the theater or lobby.