

## **BRAZOSPORT CENTER STAGES REOPENING GUIDE DRAFT – 7/20/2020**

The risk of contracting COVID-19 creates a new social contract between staff, volunteers, and patrons. We all have a duty to behave reasonably under the circumstances - working to maintain social distancing and engaging in appropriate sanitary practices. Brazosport Center Stages (“BCS”) will implement the following health and safety measures.

Goals are:

- compliance with National/State/Civic mandates
- safety and continued good health of BCS volunteers
- comfort of patrons

If and when official mandates are repealed, we will re-visit our practices and keep stakeholders up to date with expectations.

Rehearsing, singing, and dancing all involve risk and may result in injury during the best of times. Rehearsing and performing may take away the protections of social distancing and mask wearing. By attending rehearsals – and continuing the journey to performances during this time of pandemic - participants understand the risks of contacting COVID 19 and will abide by the measures put in place for their safety and the safety of other volunteers and patrons. A signed consent form is required prior to participation in rehearsals, workdays, or performances.

- The first line of defense is good personal hygiene – washing hands/using sanitizer.
- The next line of defense is social distancing – standing at LEAST 6 feet apart.
- The final line of defense is using a mask or face covering (covering both the mouth and nose) when social distancing is not possible.

### **Theatre responsibilities –**

- Clean and disinfect all spaces and pathways.
- Post informational signs.
- Provide sanitizing wipes or hand sanitizer.

### **Considerations for Directors**

- Directors shall consider virtual initial read through and rehearsals as appropriate to minimize the amount of time spent face-to-face.
- Directors shall consider distanced blocking when possible – both on stage and from the audience (MINIMUM distance of 12 feet for projected voice).
- Assign waiting/seating areas for all cast and crew to ensure social distancing.
- Consider recording songs for musicals and have cast lip sync during production. (MINIMUM distance of 16 feet for live singing).
- Minimize backstage crew size to basic “skeleton”, i.e. stage manager, props master, sound tech and possibly “floater” or set handler.

## **Additional Director and Producer Responsibilities**

- Directors and producers will ensure that rehearsals and workdays are held in accordance with BCS existing pandemic-related policies and procedures at the time of auditions or any additional policies and procedures that may be adopted during the rehearsal and production schedule.
- Directors and producers will endeavor to have all cast and crew follow existing pandemic-related protocols to ensure communication of disease does not happen during BCS activities.

## **Auditions**

- Ensure cleaning after auditions by The Center staff by communicating that need in writing to The Center's Operations Leader or equivalent.
- Require auditions to be during the day when The Center is open (on weekends) or when a staff member is present or via an online digital meeting platform.
- COVID response person will be responsible for testing temperature of all participants.
- Limit the amount of production staff present at auditions (e.g. Producer, Director, Asst. Director, and COVID response leader).
- Only schedule in-person auditions in the Freeport LNG Theater.
- All production staff will wear masks during the auditions.
- Available audition seats will be marked, keeping participants socially distant with no one seated in the two rows adjacent to the assigned seats. Auditionees will have assigned seats for the audition.
- Directors shall follow social distancing protocols when calling auditionees to the stage and when reading the script.
- Limit extra personnel coming to the audition. Auditionees are not allowed to bring extra people (family members, friends who are not auditioning, etc.). The sole exception is for a minor child who shall be allowed one family member.
- The theatre doors must be labeled to show one door for entrance and one for exit.
- Auditionees wear masks or face coverings whenever not auditioning.
- The COVID response leader will provide auditionees with these guidelines and release forms to sign upon arrival.
- If auditionees arrive early, they will be directed by the COVID response leader to their assigned audition seat and asked to remain in their seat. No loitering in the hallway.
- Marks will be placed on stage to indicate where auditionees should stand if auditions will be with multiple people.
- Production staff will be prepared to read with a single auditionee, if possible.
- Singing auditionees will submit pre-recorded voice auditions to producer/director. (Most cell phones can record and send audio or video.)

## **Before Rehearsals:**

### **Company (Actors/Crew) responsibilities –**

- Know and understand the symptoms of COVID 19 and your risks.
- All participants must understand and sign BCS release form acknowledging that they will abide by these guidelines. This must be done prior to the first read-through, preferably at auditions.
- Do not attend rehearsals if you are sick or have been exposed to COVID 19. Alert the director or producer immediately if you learn you have been exposed.
- All cast and crew shall wear facial coverings (i.e. masks, bandanas, face shields, etc.) during all rehearsals and workdays.
- Wash your hands, cough/sneeze into the crook of your arm, avoid touching your face, and be aware of social distancing.
- No guests at rehearsals.
- You must not be running a fever or displaying other symptoms of illness to participate or enter in the building.

## **During Auditions and/or Rehearsals at The Center**

### **Arrival at Center/Rehearsal Facility**

- Enter building only through designated stage door. (Sign should be posted on door.) Wash or sanitize your hands immediately upon entering the building.
- PPE - ALL volunteers are required to wear masks/face shields during rehearsals.
- BCS provides hand sanitizer and/or disinfectant wipes for your use.
- Food/Drink – Water is allowed. Do not bring food into the rehearsal spaces. Do not store food or drink in green room refrigerator.

### **During Rehearsals**

- Only scheduled performers/crew will be allowed backstage or at The Center.
- First three rows (Rows A, B, C in Freeport LNG Theater or Rows 0, 1, 2 in the Dow Arena Theater) must be blocked off and not used.
- Consider double casts/understudies, with the understanding that the two casts do not rehearse together at the same time.
- Consider minor quarantining measures when approaching the performance dates.
- Company should bring their own pen or pencil and labeled, assigned scripts. NO SHARING.
- Either wash hands/use sanitizer often (after scenes involving touching or transferring props).
- Minimize handling of props by multiple persons and ensure a sanitizing/cleaning protocol is in place prior to and after each use.

- Wash/sanitize hands after each break.

### **Dress Rehearsal/Performance**

- Get ready at home. Bring only enough make-up or hair supplies for quick touch-ups.
- It is recommended performers wear a “skin” – a protective layer in between their body and the costume itself. These items come in a variety of colors and should be neutral (black or white) or replicate, as near as is available, the performer’s skin tone. Example- sweat absorbing workout top and athletic leggings.
- Dressing rooms and spaces are assigned and will only be used by the assigned performer.
- Stations must be disinfected at the end of each night. This is an ACTOR’S responsibility. Disinfectant will be provided and available in the dressing rooms.
- Actors must take ALL personal items with them at the end of the night.
- No guests are allowed in dressing rooms or backstage.
- If a performer or crew member is finished with rehearsals, they may leave backstage and wait in the designated area.
- Do not go out into the audience for any reason. There will be no cast greetings after the show. Audience is expected to leave and not meet with cast members. No pictures with audience members inside the building or on The Center’s property.
- No loitering after the show. Vacate premises as soon as possible after curtain call.

### **Production**

- No opening night reception, party, or other gathering on the premises.
- No intermission, if at all possible.

### **Production Workdays (i.e. for set, costumes, props, lighting, sound)**

- All participants sign waivers for participation including acknowledgement of these required guidelines.
- All crew wear masks/face shield during all production workdays.
- Producer works closely with lead set builder, props, costumer to identify exactly what is to be completed each work build day and to schedule the minimum needed crew on work days or to stagger work groups (i.e., set build 9-11, props 11-12, costumes 12-1)

### **Tech/Sound**

- All microphones will be sanitized after use.
- If assistance for microphone is needed, tech will wear gloves and face mask.

- Tech will sanitize/wash hands between each individual encounter for microphone assistance.

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