

BRAZOSPORT CENTER STAGES REOPENING GUIDE

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If and when official mandates are repealed, we will re-visit our practices and keep you up-to-date with expectations.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 second line of defense is social distancing by standing AT LEAST 6 feet apart.
- The third line of defense is wearing a mask or face covering over both the mouth and nose.

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 participants spend 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.
- If live singing is to take place, performers must maintain a distance of AT LEAST 16 feet from other cast, crew and audience members.
- Minimize backstage crew size to basic functions, 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 existing BCS 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 protocols to prevent injury and communication of disease during BCS activities.
- Directors and/or producers will be issued a thermometer by BCS. Directors and producers will be responsible for returning the thermometer to the BCS Facilities Manager upon completion of production. Directors and/or producers are to ensure temperatures of each person attending on-site activities is taken and recorded. Records should be delivered to The Center's executive director and BCS leader in charge of operations upon request and/or at the end of the production period.

Auditions

- Ensure cleaning after auditions by The Center staff by communicating that need in writing to The Center's Operations Leader or equivalent at least one week prior to the scheduled audition.
- 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 collecting and reporting the daily temperatures of all participants.
- Limit the amount of production staff present at auditions (e.g. Producer, Director, Stage Manager, Asst. Director, and COVID response leader).
- Only schedule on-site auditions in the Freeport LNG Theater.
- All production staff will wear masks during the auditions, if held on-site.
- 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.). Auditioning children shall be allowed one family member to accompany them.
- 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 designated 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 designated COVID response leader to their assigned audition seat and asked to remain in their seat. No loitering in the hallway, dressing room, green room or lobby.

- 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.)

Rehearsals

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 any person who has received a positive diagnosis or is displaying common symptoms of COVID 19.
- 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 will be required to have your temperature taken every time you participate at The Center. Your temperature must be below 100.4 degrees Fahrenheit. If the temperature outside exceeds 90 degrees, the participant may wait in a spot designated by the COVID response person and wait five minutes before their temperature is taken to reduce occurrence of a false reading.

Arrival at The Center/Rehearsal Facility:

- Enter building only through designated stage door. Wait outside/text Stage Manager that you are waiting for temperature scan. (Sign should be posted on door.) Do not enter rehearsal space without your temperature being recorded by the COVID response designee.
- Wash or sanitize your hands immediately upon entering the building. BCS will provide hand sanitizer and/or disinfectant wipes for your use.
- PPE - ALL volunteers are required to wear masks/face shields during rehearsals
- Food/Drink –Do not bring food into the rehearsal spaces. Do not store food or drink in green room refrigerator. Bottled water with a lid is permitted.

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.
- Wash hands (preferred) or use hand sanitizer often, most especially 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 (preferred) or sanitize hands before returning to rehearsals after each break.

Dress Rehearsals, Tech & Performances

Workdays (i.e. set, costumes, props, sound, lights)

- All participants sign waivers for participation including acknowledgement of these mandatory guidelines. All crew wear masks/face shield during all production workdays. Producer and design/tech leads shall schedule workdays to minimize the number of production staff in the building at any one time. Staggering workdays is encouraged (i.e., set build 9 AM- 11 AM, props 11 AM – noon, costumes noon – 1 PM).

Dress Rehearsals & Performances:

- Get ready at home - Bring only enough make-up or hair supplies for quick touch-ups.
- Recommend wearing a “skin” – a protective layer in between your 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 cleaned and sanitized at the end of each night. It is the ACTOR’S responsibility to clean and sanitize their own stations. Cleaners and sanitizers 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 crew member or performer is finished for the rehearsal or performance, they may leave the backstage area and wait in the designated waiting 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 the premises as soon as possible after curtain call.

Front of House/House Management:

- No opening night reception, party, or other gathering on The Center’s property.
- No Intermission, if possible.

- Trained ushers will be provided by The Center to assist in seating audience members. It is important that the House Manager, assigned by BCS, becomes familiar with The Center's procedures for ticketing, lobby usage, and seating of audience members.

Tech/Sound:

- All microphones will be sanitized after use
- If assistance for microphone is needed, tech personnel will wear gloves and face mask.
- Tech will wash or sanitize hands between each individual encounter for microphone assistance.