

Montford Park Players Covid-19 Protocol Manual 2021

Introduction

This packet provides protocols and procedures Montford Park Players (MPP) has put into place in order to protect their Company Members and prevent the spread of Coronavirus. The policies outlined in this document are a synthesis of recommendations from the Center for Disease Control, and the best practices that are developing in the performing arts industries in the United States and abroad. Any changes or updates to this document will be communicated to Company Members and assimilated into this document.

Our ability to provide this summer experience relies on the commitment of our Company Members to uphold these protocols for the duration of their residency. In many cases, our guidelines may seem strict but we have crafted them purposefully to be that way, as we are foremost concerned with the health and safety of our Company Members.

Everyone working in the rehearsal and performance spaces will be expected to follow all procedures;

Safety Measures for MPP Company members 2021. This first section of the document are the spark notes to keep in mind as we navigate our new normal with Covid-19.

- All company members must wear face masks/coverings.
- Keep social distance - at least 6 feet apart when possible
- Replace handshakes, hugs etc. with non-contact methods of greeting.
- Cover all sneezes and coughs with elbow, arm or tissue.
- Hand sanitizer stations will be placed at every entrance to public areas at the theatre, top of house, back stage and rehearsal areas.
- Rehearsals will take place in outdoor areas as often as possible. Parking lot, on stage, grassy areas on the hill.
- Increase ventilation in all indoor areas using fans, etc.
- Do not touch your face, eyes, nose, mouth.
- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer – at least 60% alcohol.
- Disinfect all shared spaces as often as possible.
- MPP will provide hand sanitizer and disinfectant on site.
- Company members are encouraged to bring their own PPE and supplies as well.
- No food sharing.
- If you feel sick stay at home – monitor your temperature.
- If you are living with someone who is sick please stay in a separate room and clean all surfaces on a regular basis.
- Stage Management will make call times as close to show time as possible.
- MPP will set up 10' x 10' tents in the actor parking lot for use as additional dressing rooms.
- Do not cluster in the dressing rooms and stay in to your assigned dressing room, stay outside except to dress and put on makeup.

- Do not share make-up, brushes etc.
- We will only sell prepackaged items in our concession stand for 2021.

Self Quarantine Procedures prior to and during rehearsal/performance period

- Please stay in your place of residence.
- Do not go to non-essential public areas (i.e. restaurants, bars...)
- Do not congregate in essential areas (i.e. grocery stores, rooms, etc.)
- Do not have visitors who are not already isolating with you.
- Wear a face mask and social distance if you need to leave your residence.
- Daily health log – temperature checks twice per day. This log is voluntary and will not be collected by MPP.
- Company members are encouraged to participate in contactless pickup for grocery shopping when possible.
- **It is essential during this quarantine period that Company Members only socialize with each other; and socialize with the outside world in a virtual manner.**
- During Quarantine company members may exercise outside by themselves.
- Members agree to follow gathering and social distancing guidelines as recommended by NC state government. <https://covid19.ncdhhs.gov/about-covid-19/latest-updates>
- Mask up

Health Screening

At Home Health Screening

- Company Members are asked to check their temperature before coming to the theatre to ensure it is below 100.4 F degrees with the understanding that their temperature will also be checked upon arrival.
- Additionally, Company Members should ask themselves the following questions before coming to work. If the answer is yes to any of the following symptoms:
 - A new fever (100.4°F or higher) or a sense of having a fever
 - A new cough that cannot be attributed to another health condition
 - New shortness of breath that cannot be attributed to another health condition
 - New chills that cannot be attributed to another health condition
 - A new sore throat that cannot be attributed to another health condition
 - New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)
 - Finally, before leaving the house, Company Members should double check that they have their necessary PPE for the work day.

At Theatre Health Screening

- Every Company Member will go through health screening at the Check-In Station located at the backstage entrance and all rehearsal spaces.

- Health screenings will include temperature checks and the following questions (all information will be kept strictly confidential):
- Are you experiencing any of the COVID-19 symptoms listed below?
 - Fever exceeding 100.4 degrees F
 - Cough, shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore Throat
 - Loss of taste or smell
- Are you currently waiting for COVID-19 test results?
- Have you tested positive for COVID-19?
- Have you been in contact with anyone within the last two weeks who has tested positive for COVID-19?
- Health Screening will be required before re-entry to any area throughout the work day if the Company Member has left MPP Property.
- MPP will provide someone to administer health screenings upon Company Members' arrival. This may be a member of MPP permanent staff or MPP production staff.
- Company Members should be aware of how to prepare for the temperature screening
 - Ensure the test area of the forehead is clean, dry and not blocked during measurement.
 - Ensure the person's body temperature or temperature at the forehead test area has not been increased or decreased by wearing excessive clothing or head covers (for example headbands, bandanas), or by using facial cleansing products (for example cosmetic wipes).
- SPECIAL NOTE – If Company Members have had both rounds of a two-part COVID vaccination, or a dose of a single-dose vaccination, they are encouraged to make a copy of their vaccination record for Stage Management, and may, at the discretion of Stage Management, be exempted from some or all health screening requirements.

Company member showing signs of Covid-19

- Company member must report via phone to a member of the stage management team and or direct supervisor.
- Company member should remain at home. If member is already at the theatre - immediately leave the theatre.
- Monitor symptoms at home and contact a doctor.
- Receive Covid testing at the recommendation of the doctor.
- Company member must immediately go into quarantine until they receive a negative Covid test result.

**Procedures for returning to work after showing symptoms related to
COVID 19**

Or being in contact with someone confirmed positive for COVID-19.

- Any Company Member should be in communication with Stage Management Team throughout recovery from potential symptoms.
- If a Company Member has completed the vaccination sequence prior to contact with someone confirmed positive, the Company Member may return to work after communicating with Stage Management Team.
- If only one possible symptom of COVID-19 is experienced by the Company Member, they will be able to return to work after the following criteria have been met:
 - No new or worsening symptoms have appeared
 - In the case of fever, at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
 - For all other possible symptoms, the individual has recovered from their symptom.
- If multiple possible symptoms, including fever, of COVID-19 are experienced by the Company Member, they should seek medical evaluation. They will be unable to return to work until the following criteria have been met:
 - No new or worsening symptoms have appeared
 - In the case of fever, At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
 - The individual has recovered from all other symptoms
 - At least 10 days have passed since symptoms first appeared
 - A medical professional's note clearing the Company Member for return to work based on alternative diagnosis, may shorten this 10-day period.
 - Alternatively, a negative COVID-19 test result may shorten this 10 day period.
 - In the case of a Company Member who has new or worsening symptoms that could be COVID-19 and they refuse to get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19. They may not return to work and because of their refusal to receive medical evaluation, their contract will be terminated immediately.
 - A Company Member with known close contact to a person who is lab confirmed to have COVID-19 may not return to work until they conduct a 14-day self-quarantine from the last date of exposure and show no symptoms themselves.
 - In the case of a Company Member testing positive for COVID-19, MPP will follow the procedures outlined in the following section titled "Procedures for when someone tests positive for COVID-19".

Procedures for when someone tests positive for COVID-19

- If a Company Member tests positive for COVID-19, they need to contact a member of the stage management team or direct supervisor immediately. All health information and names will be kept confidential within MPP.
- That Company Member should immediately start a 14-day self-quarantine and follow continued medical guidance.
- MPP will conduct a contact trace to identify other potential Company Members at a high risk of exposure.
- Identified Company Members will self-quarantine for 14 days and monitor new or worsening symptoms, seeking medical guidance as needed
- Isolating any individual who may have contracted the virus from the affected person(s)
- Notifying the local health authorities and follow all guidance provided
- If a positive COVID-19 result is discovered within the Company once in person work has commenced, all MPP Seasonal Activities will halt immediately for cleaning and disinfecting.
- All Company Members will be asked to return to their place of residence and begin a 14-day quarantine immediately.
- MPP will conduct a contact trace to identify other potential Company Members at a high risk of exposure.
- MPP will individually work with each Company Member on next steps for Quarantining.

Facility Hygiene

Company Member's Responsibilities

- Personal materials are not to be shared, when possible
- Company Members are asked to wipe down high touch areas in common areas and rehearsal spaces. Wipe with sanitation wipe before and after use.
- Wear PPE and dispose of appropriately.

MPP's Responsibilities

- Disinfectant wipes and sanitation stations will be provided by MPP in common areas .
- Trash bins for the disposal of PPE (gloves, masks, wipes) will be placed throughout common areas.

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Montford Park Players Standard Procedures Acknowledgement Form

(To Be Returned to the Stage Management Team)

I have read and understand the contents of the Montford Park Players' Covid-19 Standard Procedures in the protocol document, and recognize that violation of the protocols therein may result in disciplinary action up to and including immediate termination.

Name

Signature

Date