



# **COVID-19 PANDEMIC POLICIES AND PROCEDURES**

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# Section 1: Introduction

Flexibility. Adaptation. Thinking outside the box.

Anyone who has participated in community theatre understands these lessons well. We are constantly adapting, changing, and reinventing to work within the confines of restrictions presented through time, budgets, venues, technical malfunctions, and plain ol' bad luck. Now, we can add a global pandemic to this list.

The COVID-19 virus and subsequent safety measures put in place by local, state, and federal authorities to minimize its spread has truly devastated the performing arts world. The arts and cultural sector is a complex ecosystem with venues and spaces of various sizes, constructs, designs, and missions that create safety concerns with regard to the transmission of a potentially life-threatening virus. Reopening will prove difficult for many as they navigate the fine line between the financial health of the organization and public safety.

Community theatre occupies a unique niche in the performing arts arena. We often work within smaller budgets and perform for smaller audiences. This allows for greater flexibility in implementing safety guidelines designed to comply with local, state, and federal mandates to keep our members, volunteers, and patrons safe and healthy.

Sterling Playmakers' Board of Directors realizes that there is no easy way to mitigate this situation and no guarantee that we can completely eliminate risks. However, we believe that we can take collective action that will allow us to reopen to the public safely and responsibly. The key to implementing successful safety guidelines is communication. It is especially important to be transparent about these health and safety measures and to clearly communicate expectations regarding member, volunteer, and patron behavior when present in the theatre.

**To that end**, we will execute safe and responsible theatre operations during the pandemic while supporting community efforts to reduce the spread and minimize risk of exposure to COVID-19. We will:

1. Thoughtfully and deliberately begin theatre operations by following government and venue policies and regulations.
2. Define specific policies and procedures for members, volunteers, and patrons, and communicate guidelines in writing and through announcements and public relations.
3. Track ongoing changes in the COVID-19 landscape so we can adapt to surges in infections, adhere to new public guidelines, adjust as needed, and communicate any changes or cancellations of events.

The COVID-19 Safety Guidelines outlined below is a living document. Sterling Playmakers must be able to respond flexibly to changing circumstances as they arise, and for this reason, this plan does not promise specific treatment in specific situations. The guidelines contained in this plan are subject to changes and exceptions without prior notice at Sterling Playmakers discretion. All decisions regarding the application and interpretation of this plan are also in Sterling Playmakers discretion.

## **Section 2: Theatre Reopening Subcommittee**

James Bowen-Collinson, Chair

*Treasurer & Season Development Co-Chair, Sterling Playmakers Board of Directors*

Lora Buckman

*Member, Sterling Playmakers*

Aubry Fisher

*Vice Chair, Publicity Committee & IT Committee Co-Chair, Sterling Playmakers Board of Directors*

Judith Harmon

*Former Season Development Committee Co-Chair, Sterling Playmakers Board of Directors*

Ellen Price

*Season Development Committee Co-Chair, Sterling Playmakers Board of Directors*

Tim Silk

*Outreach Committee Co-Chair, Sterling Playmakers Board of Directors*

Rachel Veal

*IT Committee Co-Chair, Sterling Playmakers Board of Directors*

## **Section 3: Guiding Principles and General Policies**

### **3.1 Guiding Principles**

Understanding that each individual's health condition presents a specific and often unknown degree of risk to the effects of the virus, and acknowledging as such that individuals will act according to their own tolerance of that risk, Sterling Playmakers will take a cautious, holistic, and inclusive approach to the guidelines for our organization. For the safety of our volunteers,

patrons, performers, and staff, we will also implement a zero-tolerance policy for blatant disregard toward these guidelines. We will dismiss any individual unwilling to abide.

The following principles will serve as our guide:

- **Safety first.** We will operate with the safety of our cast, crew members and staff, and patrons as our top priority.
- **Caution.** We will err on the side of caution and do our part to reduce the risk of infection and spread of the virus.
- **Adherence to public regulations.** We will respect and act in accordance with government policies, processes, and procedures.
- **Respect for the individual.** We will respect each person's individual needs regarding their ability or inability to volunteer or perform in our productions.
- **Respect for authority.** We will respect these guidelines and the people responsible for enforcing them. We expect our volunteers, patrons, performers, and staff to work together to assure a safe and respectful environment for the benefit of all.

## 3.2 General Policies

The following general policies apply to all stages of each production: audition, rehearsal, and performances. Stage-specific policies and procedures are defined in subsequent sections.

- The health and safety of members, volunteers, cast, crew, and the general public are the highest priority.
- All members of a production's cast and crew must be provided with a copy of the audition, rehearsal, and/or performance venue's safety guidelines and must comply with the guidelines at all times. Failure or refusal to comply with venue safety policies will result in immediate dismissal from the production.
- All members of a production's cast and crew must be provided with a copy of Sterling Playmakers' safety guidelines and must comply with the guidelines at all times. Failure or refusal to comply with Sterling Playmakers' safety policies will result in immediate dismissal from the production.
- Sterling Playmakers will provide all safety equipment and materials necessary to comply with the safety guidelines including but not limited to: PPE, face coverings, disinfectant agents, hygiene signage, social distancing signage, and plexiglass barriers.
- All productions will be assigned one or more COVID-19 Compliance Officer(s) with specialized training, responsibility, and authority for COVID-19 safety compliance and enforcement to implement the COVID-19 safety plan and address issues as they arise.
- All members of the cast and crew must immediately report any and all COVID-19-related concerns to the production's producer. Concerns include but are not limited to: a cast or crew members failure to comply with the venue or Sterling Playmakers' safety guidelines, a cast or crew members own safety-related concerns, the development of any symptoms, and any potential exposure risks.
- The production's producer must report any COVID-19-related concerns reported by cast or crew to the assigned COVID-19 Compliance Officer(s).

- Any member of a production’s cast or crew who is experiencing any COVID-19-related symptoms must remain home and should not report for rehearsal or performances.
- Any production in violation of the Sterling Playmakers’ COVID-19 safety plan is subject to cancellation.
- Any production facing a large-scale virus exposure problem is subject to cancellation.

### 3.3 Waiver

Every cast and crew member must complete a one-time waiver at auditions and the first rehearsal.

- The Producer and COVID Coordinator must collect the waivers from every cast and crew member.
- Anyone who does not fill out a waiver cannot participate in the audition or the production.
- The intent of the waiver is to ensure the individual participating in any Sterling Playmakers production is aware that they must adhere to the policies and procedures set by the Theatre Reopening Subcommittee, and that they participate in one of our productions at their own risk.

### 3.4 Social Distancing (Cast & Crew)

Public health guidance stresses that whenever possible, everyone should leave at least *six feet (about two meters)* to the person closest to them. Where a task cannot be accomplished working alone, workers can limit their exposure by forming a “work team” in which people routinely work together, but they keep their distance from everyone else.

**Virginia Phase Three guidelines require ten feet of distance between performers, especially when the performers are shouting, singing, or involved in a physical activity such as dancing that increases the respiratory rate.**

All members of a production’s cast and crew must adhere to social distancing guidelines during rehearsals and performances in accordance with state, LCPS and CDC guidelines of re-opening phases.

- **Current Phase: 3**
  - Distance with mask on: 6 feet
  - Distance with mask off: 12 feet

### 3.5 Face Coverings (Cast & Crew)

All cast and crew should wear face coverings (masks) at all times while in workspaces, except when not feasible. Face coverings **MUST** cover the nose and mouth and fit tightly and securely to the face. Face shields are not acceptable substitutes for masks as recently studies have shown that they are not as effective in reducing aerosolized spray. Face shields can be worn in addition to a face mask. Refusal or failure of any member of the cast and crew to wear proper face coverings will result in immediate dismissal from the production.

Masks help prevent disease being spread from the person wearing the mask to those around them and may provide limited protection for the person wearing the mask. When handling face coverings members, volunteers, cast, and crew should observe the following:

- Wash your hands before putting on a face covering
- Put the same side against your face each time to avoid wearing the “contaminated side” against your nose and mouth
- Remove your face covering using the straps to avoid touching the part that protects your face
- Wash face coverings frequently (preferably after each use)
- Personal face coverings should not be shared with others

Face coverings are required to be worn by members, volunteers, cast and crew when in the presence of patrons. All cast and crew must wear face coverings (masks) at all times while in workspaces, except when not feasible, in accordance with state, LCPS and CDC guidelines of re-opening phases.

- **Current Phase: 3**
- **Mask must be on at all times**

## **3.6 Hand Hygiene (Cast & Crew)**

Hand hygiene is a key element of infection prevention and will need to be practiced widely. Given the concern that transmission of COVID-19 occurs both by air and by via contact, enhanced hand hygiene measures are critical. Hand washing with soap and water is considered more effective than use of hand sanitizer in preventing the spread of COVID-19. When a sink is available, individuals should wash their hands for twenty seconds at least every 60 minutes, and dry thoroughly with a disposable towel or dryer. As a backup, individuals may use sanitizer containing at least 60% ethanol or 70% isopropanol when a sink is not available.

### **3.6.1 Washing and Sanitizing**

Hands shall be washed or sanitized:

- Upon arriving at the theatre
- After blowing one’s nose, coughing, or sneezing
- After using the restroom
- Before eating or drinking
- After meals and snacks
- After handling equipment or objects that may carry COVID-19
- After cleaning or disinfecting equipment, tools, or workspaces
- At other appropriate times throughout the rehearsal or performance

**All individuals should avoid touching their face, especially their eyes, nose, and mouth.**

### **3.6.2 Gloves**

Box office staff and running crew are required to wear gloves. Gloves must be worn by any cast or crew member who handles items that will be used or handled by others.

## Section 4: Prevention and Exposure Protocols

### 4.1 Diagnostic Testing

#### 4.1.1 Temperature Checks

All cast and crew members must complete temperature checks before entering the building at every rehearsal and performance.

- No one should attend rehearsal if feeling under the weather. If they attempt to attend rehearsal and are under the weather, they will be asked to return home. This is an extra safety precaution to ensure everyone is coming to rehearsal healthy.
- The Assistant Director, Production Stage Manager, and COVID Coordinator must be in charge of conducting temperature checks.
- The acceptable temperature range is 99 degrees F. The questionable temperature range is any temperature over 99 degrees F.
  - If the temperature is under 99 degrees F, the cast and crew member must answer the questionnaire.
  - If the temperature is over 99 degrees F, the individual must go home. They cannot return until 48 hours after fever is gone.

### 4.2 Symptom Screening and Monitoring

#### 4.2.1 Daily Health Questionnaire

All cast and crew members must complete these daily questionnaires before entering the building at every rehearsal and performance. The questionnaire can be found online at <https://forms.gle/VJhyBNU53rMD3j8h7>. The questions are included in Appendix H.

- The Assistant Director, Production Stage Manager, and COVID Coordinator must be in charge of asking and filling out the questionnaire.
- The question is accessed via a Google form with yes and no questions.
  - If all answers to the questions are “no”, the individual may enter the building.
  - If the individual answers “yes” to questions that seem like a strong indication of possible COVID infection or exposure, the individual will be sent home. Please see **COVID-19 Exposure/Positive Test Notifications** for the following steps.
- All questionnaire answers for that rehearsal must be sent to the producer as a CSV report and kept on file until the end of the production. All answers must be deleted at close of production.
- If there is a red flag in their responses to the questions, please notify the producer in the body of their email to be sent to the producer with the CSV report.

## 4.3 Development of symptoms on-site

If an individual is feeling any of the symptoms outlined in section 3.2, they must leave rehearsal immediately.

## 4.4 Responding to Confirmed COVID-19 cases

### 4.4.1 COVID-19 Exposure / Positive Test Notifications

- All directors and producers for upcoming shows should plan for possible COVID exposure situations. This could mean having understudies, double casting, or a plan in place to replace a performer.
- All open communication should come from the individual to the Producer of any possible exposure to COVID-19 especially outside of Sterling Playmakers rehearsals and performances.
- In the event of a cast or crew member being exposed to COVID-19, the Producer must alert the Vice Chair of the Board of Directors.
- The Vice Chair sends an email notification to all cast or crew members that were with the exposed, or tested positive, individual.
  - This email must be sent within 24 hours of notice from the Producer.

### 4.4.2 Procedure for Exposed or Tested Positive Individual(s)

If the individual was exposed to a COVID-19 positive individual at 6 feet or less unmasked for more than 15 minutes, including outside the performance venue, they should get tested within 24 hours, or at the earliest availability.

## 4.5 Return to Rehearsal

- All exposed individual(s) should not return to rehearsal until tested negative and have quarantine for 7 days.
- If any exposed individual tests positive, the individual cannot return to a rehearsal, or performance, until tested negative for COVID-19.
  - This same standard applies to those who tested positive for COVID-19 outside of a Sterling Playmakers rehearsal, or performance.
- Please see the email template in the Appendix for formatting of email.

# Section 5: Audition Procedures

All policies outlined in **General Policies** must be adhered in this stage of the production.

## 5.1 Appointment-only

At this current phase in Virginia reopening, producers must set auditions to be by appointment only with no walk-in.

- This will change as Virginia enters each new phase of reopening.

## 5.2 Group Size

The auditionee group sizes should be planned according to the audition venue's social distancing regulations and the size of the room.

## 5.3 Audition Staff

Behind the table staff groups should be based on the genre of the production

- **Play** - Director, Producer, and Assistant Director
- **Musical** - Director, Producer, Assistant Director, Music Director, Choreographer, and Accompanist

## 5.4 Singing

### 5.4.1 Masks

For musical auditions, everyone should adhere to the CDC and Virginia guidelines for wearing masks while singing.

- **Current Phase: 3**
  - **Distance from singer:** 10 feet
  - **Mask requirement:** Singer may have a mask off while singing. Anyone not but remain masked.

### 5.4.2 Social Distancing

For musical auditions, everyone should adhere to the CDC and Virginia guidelines of social distancing while singing.

- **Current Phase: 3**
  - **Distance with mask on:** 10 feet
  - **Distance with mask off:** 12 feet

## Section 6: Rehearsal Procedures

All policies outlined in **General Policies** must be adhered in this stage of the production for actors and crew.

### 6.1 Singing

All singers must keep their mask on while singing and remain 10 feet apart.

## 6.2 Dancing

All dancers must keep their mask on while dancing and remain 10 feet apart.

## 6.3 Backstage Disinfecting

### 6.3.1 Sound

Disinfecting sound equipment must be conducted after every rehearsal.

- The Technical Director assigns each disinfecting task to one of the sound crew members.
- Each member must follow the manufacturer's instructions on disinfecting the equipment.
- For musicals, actors must not share body microphones unless they are from the same household.

### 6.3.2 Props

Disinfecting props must be conducted after every use.

- The Prop Master / Mistress can determine when a prop needs to be sanitized more or less (i.e. props used by multiple actors in a performance).
- The Prop Master / Mistress assigns each disinfecting task to one of the backstage running crew members.
- Each prop must be handled with the appropriate disinfectant based on the material of the prop

### 6.3.3 Set

Disinfecting the high touch points of the set (i.e. doorknobs and handrails) must be conducted after every rehearsal.

- The Stage Manager assigns the disinfecting tasks to one of the backstage running crew members.
- Each high touch set piece must be handled with the appropriate disinfectant based on the material of the set piece

### 6.3.4 Costumes

Disinfecting costumes must be conducted after every rehearsal.

- The Costume Designer or Costume Manager can determine which costumes the level of sanitization for each costume.
- The Costume Designer or Costume Manager assigns the disinfecting task to one of the dressers.
- Articles of clothing should be disinfected as follows:
  - Costumes - Costume cleaning solution
  - Shoes - aerosolized cleaning solution will be used on shoes not taken home by the actor

- Undergarments - taken home and cleaned by the actor

### 6.3.5 Makeup

Disinfecting shared resources (i.e. table or makeup mirrors) must be conducted after every rehearsal.

- Actors should not share makeup.
- The Hair and Makeup Designer and Team assign the disinfecting to their team, or the actor using the resource.
- Bleach wipes are fine for disinfecting.

### 6.3.6 Hair

Disinfecting wigs and hair tools must be conducted after every rehearsal.

- The Hair and Makeup Designer and Team assign the disinfecting to their team, or the actor using the resource.
- Bleach wipes are fine for disinfecting hair tools (i.e. clips, brushes)
- Wig cleaning solution must be used for cleaning wigs.

## Section 7: Performances

All policies outlined in **General Policies** must be adhered to in this stage of the production for actors and crew.

### 7.1 Audiences

The following sections apply to audiences.

#### 7.1.1 Masks

Each audience member must be required to wear a mask for every performance and are asked to use their own mask.

- We will provide masks if they do not have a mask
- We will provide masks if they do not have the appropriate face covering, mainly buffs, bandanas, and masks with little air vents.

#### 7.1.2 Temperature Checks

Temperature checks for audience members will be administered by the ushers. All audience members will be required to have their temperature checked prior to entering the theatre.

- No one may attend a performance if feeling under the weather.
- The acceptable temperature range is 99 degrees F. The questionable temperature range is any temperature over 99 degrees F.

- If the temperature is under 99 degrees F, the audience member can enter the theatre.
- If the temperature is over 99 degrees F, the audience member cannot enter the theatre. They will receive a refund for their ticket.

### 7.1.3 Distancing

Audience members will be required to enter, exit, and sit socially distanced as directed by the ushers. Exit ways will be clearly marked to help maintain social distancing upon entering and exiting the theatre.

### 7.1.4 Questionnaire

Audience questionnaires will be incorporated into the online ticket sales and will show that each audience member (or guardian for minors) has completed the questionnaire before attending a performance. If there is no questionnaire on file, the audience member must complete the questionnaire before entering the theatre. Access online is at the following link:

<https://forms.gle/FfvjAfbS13s8xckQ6> and the contents of the questionnaire are in Appendix H.

### 7.1.5 Waiver

Similar to the waiver signed by the cast and crew to ensure that audience members attending any Sterling Playmakers production are aware that they must adhere to the policies and procedures set by the organization, and that they attend a performance at their own risk. This will also be incorporated into online tickets sales and must be completed before entering the theatre.

### 7.1.6 Policy Notifications

Policy notifications will be included in the ticket sales process for every performance to send to every audience member. These notifications will reiterate our policies in regards to social distancing.

## 7.2 Box Office

The policy for tickets and box office are as follows:

- At the door ticket sales are at producer's discretion.
- If tickets are sold at the door, box office staff needs to be wearing gloves at all times.
- No physical ticket to be handed out at this time.
- Box office staff to be provided with a checklist of each pre sold ticket with patron's name to check off at check in.

## 7.3 House Management

### 7.3.1 Signage

Each production team must provide signage for the lobby and theatre for every performance to practice social distancing.

- Signs in regards to face coverings and social distancing must be printed from the CDC website.

### 7.3.2 Audience Temperature Checks

Temperature checks for audience members will be administered in the same manner as for the cast and crew.

- No one should attend a performance if feeling under the weather. This is an extra safety precaution to ensure everyone attending a show is healthy.
- The ushers will be assigned to conducting temperature checks.
- The acceptable temperature range is 99 degrees F. The questionable temperature range is any temperature over 99 degrees F.
  - If the temperature is under 99 degrees F, the audience member can enter the theatre.
  - If the temperature is over 99 degrees F, the audience member cannot enter the theatre and have their ticket refunded.

### 7.3.3 Distancing

To ensure social distancing with the audience, there must be one way entrances and exits for each performance.

- Make sure groups that purchased tickets together are grouped together when being seated.
- Each patron or group must be seated 6 feet apart in all directions.
- At the end of every performance, please have the audience exit by row.

### 7.3.4 Refreshments

At this current phase, no food, drink (with the exception of bottled water) must be handed out at intermission to avoid crowds in the lobby. The House Manager must prohibit crowding in the lobby.

## 7.4 Running Crew

All running crew for sets, props, costumes, sound, make, and hair need to be wearing gloves (latex or not) at all times.

## 7.5 Post Show Disinfecting

### 7.5.1 House

Disinfecting the house is provided by the custodial staff at LCPS.

## 7.5.2 Sound

Disinfecting sound equipment must be conducted after every performance.

- The Technical Director assigns each disinfecting task to one of the sound crew members.
- Each member must follow the manufacturer's instructions on disinfecting the equipment.
- For musicals, actors must not share body microphones unless they are from the same household.

## 7.5.3 Props

Disinfecting props must be conducted after every use.

- The Prop Master / Mistress can determine when a prop needs to be sanitized more or less (i.e. props used by multiple actors in a performance).
- The Prop Master / Mistress assigns each disinfecting task to one of the backstage running crew members.
- Each prop must be handled with the appropriate disinfectant based on the material of the prop

## 7.5.4 Set

Disinfecting the high touch points of the set (i.e. doorknobs and handrails) must be conducted after every performance.

- The Stage Manager assigns the disinfecting tasks to one of the backstage running crew members.
- Each high touch set piece must be handled with the appropriate disinfectant based on the material of the set piece

## 7.5.5 Costumes

Disinfecting costumes must be conducted after every performance.

- The Costume Designer or Costume Manager can determine which costumes the level of sanitization for each costume.
- The Costume Designer or Costume Manager assigns the disinfecting task to one of the dressers.
- Articles of clothing should be disinfected as follows:
  - Costumes - Costume cleaning solution
  - Shoes - aerosolized cleaning solution will be used on shoes not taken home by the actor
  - Undergarments - taken home and cleaned by the actor

## 7.5.6 Makeup

Disinfecting shared resources (i.e. table or makeup mirrors) must be conducted after every performance.

- Actors should not share makeup.
- The Hair and Makeup Designer and Team assign the disinfecting to their team, or the actor using the resource.
- Bleach wipes are fine for disinfecting.

### 7.5.7 Hair

Disinfecting wigs and hair tools must be conducted after every performance.

- The Hair and Makeup Designer and Team assign the disinfecting to their team, or the actor using the resource.
- Bleach wipes are fine for disinfecting hair tools (i.e. clips, brushes)
- Wig cleaning solution must be used for cleaning wigs.

## Section 8: COVID-19 Compliance Officer(s)

Oversight and leadership are critical to assure that all work in the context of the COVID-19 pandemic can be done with maximum possible protections to prevent members, volunteers, and patrons from being infected with the disease.

### 8.1 Compliance Officer Designation

The Compliance Officer(s) will be approved by the Sterling Playmakers Board of Directors and will partner closely with the Producer. The Producer may also serve as Compliance Officer.

Each production will have a minimum of one person designated as Compliance Officer. More than one person can be designated as Compliance Officer as needed to accommodate the number of people involved in a production. When more than one Compliance Officer is in place, the Compliance Team will collaborate closely throughout the run of the production, from auditions through final strike.

### 8.2 Responsibilities

The Compliance Officer(s) will lead the enforcement of the COVID-19 Pandemic Policies and Procedures. Specific responsibilities include:

- Coordination of all actions defined in the COVID-19 Pandemic Policies and Procedures.
- Collaboration with Producer and Director on cast, crew, staff, and audience member health status and concerns.
- Weekly written report to the Board of Directors on the health and safety of the production and adherence to policies and procedures.



# Appendix A: About COVID-19

## General Information

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. The virus is now known as the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The disease it causes is called coronavirus disease 2019 (COVID-19). The new virus and disease were unknown before the outbreak began in Wuhan, China, in December of 2019. In March 2020, the World Health Organization (WHO) declared the COVID-19 outbreak a pandemic.

There is currently no vaccine to prevent COVID-19.

## COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or running nose
- Nausea or vomiting
- Diarrhea

## Transmission

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

People can become infected by touching contaminated objects or surfaces, then touching their eyes, nose, or mouth.

## Prevention

The Centers for Disease Control (CDC) recommends the following guidelines to prevent the spread of COVID-19:

- ***Understand and Know How the Virus is Spread*** - respiratory droplets inhaled via close contact with an infected person or touching eyes, nose, or mouth after touching a contaminated surface

- **Frequent Hand Washing** - use soap and water for at least 20 seconds or use hand sanitizer that contains at least 60% alcohol
- **Avoid Close Contact** - put at least 6 feet of distance between yourself and a person who does not live in your household
- **Cover Your Mouth and Nose with a Mask When Others are Around** - everyone should wear a mask in public settings and when around people who do not live in your household, especially when other social distancing measures are difficult to maintain
- **Cover Coughs and Sneezes** - always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit; immediately throw tissue away and sanitize hands
- **Clean and Disinfect** - clean and disinfection frequently touched surfaces
- **Monitor Your Health Daily** - be alert for symptoms and take your temperature if symptoms develop

## Increased Exposure Risk with Singing, Shouting, & Live Orchestras

Please refer to these articles from the [National Association of Teachers of Singing](#) about singing and performing while dealing with the COVID-19 pandemic.

# Appendix B: Local and State Regulations

## Loudoun County

As of the current edit date of this document (December 2, 2020), Loudoun County is operating in Phase Three of the "[Forward Virginia](#)" plan as outlined in [Executive Order 67](#).

The Forward Virginia Plan and Executive Order allow performing arts venues to reopen with the following requirements:

- A. The total number of attendees (***including both participants and spectators***) cannot exceed the lesser of 50% of the lowest occupancy load on the certificate of occupancy, if applicable, or 1000 persons.
- B. All private bookings must comply with section B, paragraph 1.
- C. Install visible markers for queue lines that separate people by six feet of physical distance.
- D. Create a guest flow plan of modified queue lines into and within the facility. Determine areas likely to become bottlenecks or pinch points and adjust guest flow accordingly.
- E. Ten feet of physical distancing is required between parties at all establishments with physical activity, singing, or cheering; six feet of physical distancing is required in other venues.
- F. Perform thorough cleaning and disinfection of frequently contacted surfaces including digital ordering devices, check presenters, self-service areas, tabletops, bathroom surfaces, games, shared equipment, and other common touch areas every 60 minutes during operation.
- G. Where possible, install plexiglass barriers in front of commonly used point-of-sale or guest service stations.

- H. Employees working in customer-facing areas are required to wear face coverings over their nose and mouth at all times.
- I. Provide hand washing or sanitizing stations for attendees and employees.
- J. If any such business cannot adhere to these requirements, it must close.

Effective May 29, 2020, people are required to wear face coverings in public indoor settings in Virginia to help contain the spread of the novel coronavirus as outlined in [Executive Order 63](#). A face covering includes anything that covers your nose and mouth, such as a mask, scarf, or bandana.

## Commonwealth of Virginia

As of the current edit date of this document (August 9, 2020), the Commonwealth of Virginia is operating in Phase Three of the “[Forward Virginia](#)” plan as outlined in [Executive Order 67](#).

The Forward Virginia Plan and Executive Order allow performing arts venues to reopen with the following requirements:

- The total number of attendees (***including both participants and spectators***) cannot exceed the lesser of 50% of the lowest occupancy load on the certificate of occupancy, if applicable, or 1000 persons.
- All private bookings must comply with section B, paragraph 1.
- Install visible markers for queue lines that separate people by six feet of physical distance.
- Create a guest flow plan of modified queue lines into and within the facility. Determine areas likely to become bottlenecks or pinch points and adjust guest flow accordingly.
- Ten feet of physical distancing is required between parties at all establishments with physical activity, singing, or cheering; six feet of physical distancing is required in other venues.
- Perform thorough cleaning and disinfection of frequently contacted surfaces including digital ordering devices, check presenters, self-service areas, tabletops, bathroom surfaces, games, shared equipment, and other common touch areas every 60 minutes during operation.
- Where possible, install plexiglass barriers in front of commonly used point-of-sale or guest service stations.
- Employees working in customer-facing areas are required to wear face coverings over their nose and mouth at all times.
- Provide hand washing or sanitizing stations for attendees and employees.
- If any such business cannot adhere to these requirements, it must close.

Effective May 29, 2020, people are required to wear face coverings in public indoor settings in Virginia to help contain the spread of the novel coronavirus as outlined in [Executive Order 63](#). A face covering includes anything that covers your nose and mouth, such as a mask, scarf, or bandana.

# Appendix C: Venue Safety Guidelines, Policies, and Procedures

## Sterling Community Center

Please review the [Loudoun County Parks and Recreation](#) website for their safety guidelines, policies, and procedures.

## Sterling Middle School

Please review the [LCPS Facility Use](#) and [LCPS Reopening Guidelines](#) documents. for their safety guidelines, policies, and procedures.

## Seneca Ridge Middle School

Please review the [LCPS Facility Use](#) and [LCPS Reopening Guidelines](#) documents. for their safety guidelines, policies, and procedures.

## Potomac Falls High School

Please review the [LCPS Facility Use](#) and [LCPS Reopening Guidelines](#) documents. for their safety guidelines, policies, and procedures.

# Appendix D: Resources

## CDC

- <https://www.cdc.gov/>

## Loudoun County

- <https://www.loudoun.gov/5356/COVID-19-Reopening-Loudoun-County>
- <https://www.loudoun.gov/ImageRepository/Document?documentID=161089>

## Commonwealth of Virginia

- <https://www.vdh.virginia.gov/>
- <https://www.governor.virginia.gov/>

# Appendix E: Email Templates for COVID Exposure or Positive COVID Case

## Production Wide Email Template for Positive COVID Case

Dear {show title} Cast and Crew,

This email is to notify you that we have learned that an individual in our production has tested positive for COVID-19. Assuring everyone's safety is our top priority. Sterling Playmakers identifies and communicates with individuals who have been within 6 feet of a person who tests positive for the virus, for 15 minutes or more, starting from 48 hours before symptom onset. The facility will be thoroughly cleaned according to CDC guidelines by LCPS.

If you:

- Are identified to be a "community or close contact", you will be notified separately from this letter, and advised to actively monitor for fever, cough and other COVID-19 symptoms. Close contacts will be advised to self-quarantine and to take specific precautions. Close contacts are advised to seek medical care immediately if they begin to develop symptoms.
- Are not identified as a close contact, you will not receive additional communication.

You should continue to practice the following routine preventive measures daily to protect your household and others around you:

1. Monitor your health by remaining alert for fever, cough, or difficulty breathing.
2. Notify your primary care provider immediately if you develop a fever (or feel feverish), cough, or difficulty breathing or develop any signs or symptoms of COVID-19. Call ahead when seeking medical care.
3. Practice safety precautions, such as maintaining physical distancing (6 feet or more), wearing a face cloth covering when going out in public, frequent handwashing, and staying home when ill.

Remember, people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. If you are at higher risk for severe illness, please advise your production staff.

We want to assure you that your health, and the health of our production cast and crew, are a top priority for Sterling Playmakers.

{Signed}

## Individual Template Email for Positive COVID Case Exposure:

Dear {name or 'Crew Member'},

You have been identified as someone who has been in close contact with someone who has tested positive for COVID-19. Please contact your primary care provider with this information at

your earliest availability. Assuring your safety and health as well as our other cast and crew is our top priority. At this time we ask that you not return to rehearsal until tested for COVID-19 and return with a negative result. We ask that you get your test within 24 hours or at your earliest availability.

Please keep us updated with your test status and results. We hope you stay well and safe during this turbulent time.

{ Signed }

# Appendix F: Participation Waiver



## Participation Waiver

I have received and read the policies and procedures instituted by Sterling Playmakers to ensure I can participate in this production in a safe capacity.

I agree to follow the policies and procedures instituted by Sterling Playmakers at all times.

I agree that by participating in this production I am doing so at my own health risk.

If I become ill during this production, I will neither hold accountable nor pursue legal action against Sterling Playmakers.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# Appendix G: Audience Waiver



## Audience Waiver

I am aware of all the policies and procedures instituted by Sterling Playmakers to ensure I am able to attend this performance in a safe capacity.

I agree to follow the policies and procedures instituted by Sterling Playmakers at all times, and

I agree that by attending this performance I am doing it at my own health risk.

If I become ill during or after this performance, I will neither hold accountable nor pursue legal action against Sterling Playmakers.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# Appendix H: Coronavirus Questionnaire

The following information and questions will be presented on the Coronavirus Questionnaire:

## Information:

Name

Email address

Temperature

## Questions:

1. Have you experienced any of the following symptoms in the last 48 hours?
  - fever or chills
  - cough
  - shortness of breath or difficulty breathing
  - fatigue
  - muscle or body aches
  - headache
  - new loss of taste or smell
  - sore throat
  - congestion or runny nose
  - nausea or vomiting
  - Diarrhea
2. Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with:
  - Anyone who is known to have laboratory-confirmed COVID-19?
  - OR
  - Anyone who has any symptoms consistent with COVID-19?
3. Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?
4. Are you currently waiting on the results of a COVID-19 test?