

Baltimore Shakespeare Factory
COVID-19 Protocols and Practices

Core Principals

- 1. Baltimore Shakespeare Factory values the health and safety of its staff, artists, volunteers, and patrons above all else.**
- 2. For live theatre to return, the pandemic must be under control with testing and vaccines available. There must be a positive test rate of new tests done for COVID-19 less than 5% for at least one week prior to the start of the work session.**
- 3. Individuals who may be infectious can be readily identified and isolated.**
- 4. The way we audition, rehearse, perform and stage manage may need to change to reduce the risk of infection. This includes options for virtual auditions and rehearsals, enhanced cleaning procedures, safety protocols and a focus on physical distance.**
- 5. Efforts to control the infection must be collaborative including actors, stage managers, staff, volunteers, and patrons. All members must agree to and comply by rules and regulations to keep the community safe.**

Core Principle 1: Baltimore Shakespeare Factory values the health and safety of its staff, artists, volunteers, and patrons above all else.

- To keep the health and safety of staff, artists, volunteers and patrons at the forefront of our work, the artistic director and management will develop a COVID-19 Protocol and Practice document that will outline the practices and protocols BSF intends to follow. This document will be reviewed by the BSF board, resident company and 2021 season directorial staff prior to its approval and implementation.
- The artistic and management staff of BSF will monitor the number of new cases of COVID-19 daily as well as the community rate and positive test results through <https://coronavirus.jhu.edu/region/us/maryland>. BSF will follow all Baltimore City, state of Maryland and federal rules and guidelines for gatherings, mask wearing and cleaning protocols. BSF will notify staff, artists, volunteers, and community members as soon as possible via email, phone call, website and/or social media when there needs to be a change in scheduling or venue in order to protect the health and safety of the community.

Core Principle #2: For live indoor theatre to return, the pandemic must be under control with testing and vaccines available. There must be a positive test rate of new tests done for COVID-19 less than 5% for at least one week prior to the start of the work session.

- In watching the trends in state and local health metrics, BSF will do its best to predict whether a production can be safely run indoors. BSF will aim to make this call 2 weeks prior to the start of rehearsals and 8 weeks prior to opening. Baltimore Shakespeare Factory will work with the director of the production to come up with an alternate plan should the production not be able to run as planned. This may include moving the production outdoors, moving the production online, postponing or cancelling the production.
- BSF will comply with all Baltimore City, state and federal regulations and ordinances regarding indoor and outdoor gatherings.

Core Principle #3: Individuals who may be infectious can be readily identified and isolated.

- Prior to any in-person gathering, all personnel will be asked to do a symptom and temperature check at home before traveling to the venue. This symptom check will be repeated at the venue by the stage manager or front of house manager. The stage manager or front of house manager should not be asked to do a temperature check.
- Any persons with symptoms or a temperature over 100 degrees Fahrenheit will be asked to stay at home for at least 14 days and/or get a coronavirus test as soon as possible. This person will need to submit proof of a negative test in order to return to in person gatherings prior to the 14-day period of quarantine. Persons will also be asked to stay home and monitor their health if they have had close contact with a person who has had symptoms of COVID-19 within the past 14 days and the person is not vaccinated. If a member of the staff, cast or volunteer crew tests positive for COVID-19 all members of the organization who have had close contact with that person will be notified and asked to quarantine for 14 days or submit proof of a negative test before returning to in person gatherings if they have not been vaccinated.
- For the 2021 season, all tickets are returnable and exchangeable for any other show in the season to encourage patrons to stay home should they show symptoms of COVID-19 or have been in close contact with someone who tests positive for COVID-19.
- No artist or staff member will be docked pay for absence based on quarantine or awaiting COVID-19 test results.

Core Principle #4: The way we audition, rehearse, perform and stage manage may need to change to reduce the risk of infection this includes options for virtual auditions and rehearsals, enhanced cleaning procedures and safety protocols and a focus on physical distance.

- Directors will be encouraged to offer virtual options for auditions and rehearsals when feasible and appropriate. Directors will be provided with BSF's ZOOM account information to be able to use this platform when it is appropriate.
- During in person meetings, auditions, and rehearsals, all unvaccinated personnel will be required to wear masks and always maintain a 6 feet distance. Directors are encouraged to block scenes keeping maximum distance between actors in mind. All actors should be contained to the stage and are discouraged from close contact with audience members. Stage managers are responsible for monitoring social distance and appropriate mask wearing. Artists and staff are encouraged to move to a separate area or outdoors in order to eat, drink or take a break from wearing a mask.
- Prior to the start of an in-person meeting, rehearsal, or performance, all frequently touched surfaces should be disinfected using Lysol or Microban cleaner which are both approved by the CDC and EPA. This includes director tables, props and prop tables, doorknobs and bathroom surfaces. Signage will be placed around the theater reminding all occupants of mandatory masking and social distance protocols. All bathrooms will be labeled with signage that indicates they are single occupancy. Markers will be placed on the floor to indicate lines for bathrooms that keep people at 6 feet physical distance. BSF will ensure that bathrooms are appropriately stocked with soap and paper towels. BSF will also provide sanitizing wipes and sprays to be used for frequent cleaning as well as hand sanitizer to be used with regularity. BSF will have a stock of disposable masks on hand should someone need a mask.
- All areas including backstage, the green room, the house and the office will be marked with a maximum occupancy based on the size of the room and the number of people that can safely gather and maintain social distance. Actors will be assigned dressing areas during performances so that physical distance can be maintained.
- The audience capacity of The Kestrel will be reduced to 60 (sixty) . Seating areas will be blocked off to encourage appropriate distancing.
- There will be no eating or drinking permitted inside the theater. There will be no sale of concessions. All ticketing and programs will be digital.

Core Principle #5: Efforts to control the infection must be collaborative including actors, stage managers, staff, volunteers, and patrons. All members must agree to and comply by rules and regulations to keep the community safe.

- Actors, staff, and volunteers are **highly encouraged** to get vaccinated to protect the BSF community and themselves.

- Prior to in person gatherings all participants are required to take their temperature prior to entering the meeting space and self-assess symptoms. If the participant is running a fever over 100 degrees, and or has two or more of the following symptoms they should not meet in person: runny nose, sore throat, cough, difficulty breathing, loss of taste, loss of smell, diarrhea, stomach pain, vomiting. They should inform the stage manager or meeting coordinator as soon as possible to let them know of their absence as well as their symptoms. If this participant is not vaccinated, they should be tested for COVID-19 as soon as possible and keep their contact informed of their results. A negative COVID test or 14 day quarantine period will be required before returning to in person meetings/rehearsals/etc.
- Audience members will be asked to wear masks during indoor performances.
- BSF will encourage its audiences to get vaccinated in order to protect other audience members, its artists, staff and the greater Baltimore community.