

# WEBER CENTER FOR THE PERFORMING ARTS

While our doors have remained closed during the COVID-19 pandemic, the Weber Center for the Performing Arts' thoughts have been with our employees, actors and patrons. As we look toward the future, we have set our sights on creating a plan that will allow us to reopen to the community in a safe and responsible way. Our Safety Guide contains the guidelines that we recommend in order to keep each employee, actor and patron safe and healthy.

There is no "perfect" or outlined way to proceed in a pandemic such as this one, but we have drawn upon the guidelines suggested by local, state, and federal agencies, experts, and associations. The Weber Center for the Performing Arts remains committed to monitoring the current recommendations, guidelines and restrictions that we are subject to. As such, everything in this Safety Guide is subject to change based on local, state, and federal regulations and recommendations. In this Safety Guide, the use of the term "employees" refers to 1099 contractors and W2 employees.

The Weber Center for the Performing Arts intends to put forth its best efforts to encourage compliance with the guidelines outlined in this document. We remain committed to enriching lives through world-class theatre in a safe and responsible way as we strive to protect our employees and patrons from inadvertent exposure. Please note that neither this plan, nor any other plan or policy of the Weber Center for the Performing Arts, constitutes a contract of employment or creates any specific contractual right or obligation between Weber Center for the Performing Arts and its employees or any individual employee. Weber Center for the Performing Arts 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 the Weber Center for the Performing Arts' discretion. All decisions regarding the application or interpretation of this plan are also at Weber Center for the Performing Arts' discretion.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By entering the Weber Center for the Performing Arts facilities, employees and patrons acknowledge all risks related to exposure to COVID-19.

## **General Employee Practices**

All employees are required put the following guidelines into practice, both while at work and in their day-to-day lives:

### **Hand Washing**

When available, employees will wash their hands with soap and water for at least 20 seconds. When this is not an option, employees will use sanitizer containing at least 60% ethanol or 70% isopropanol alcohol. Employees should also wash their hands at the beginning and end of each shift and break, after using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking.

### **Physical Distancing**

Whenever possible, employees should leave at least 6 feet between them and the person closest to them. When this is not possible due to the task being performed, employees should limit close proximity to the same personnel day-to-day to create a “work group.”

### **Face Coverings**

Employees must wear physical respiratory protection, such as cloth face masks, or a disposable face mask. When handling face coverings, employees 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 cloth face coverings frequently (preferably after each use).

It is recommended that disposable face coverings should not be worn more than 1 day.

### **Other Practices**

Employees should avoid touching their face, especially their eyes, nose, and mouth, whenever possible. Microphones, headphones, and other personal equipment should be cleaned and sanitized before and after each use. Employees should also cover their cough or sneeze with a tissue, or elbow/shoulder if no tissue is available, followed by thorough hand washing or hand-sanitizer. It should be common practice to avoid close contact with people who are sick (COVID-19 or not), stay home when sick, and clean/disinfect frequently touched surfaces and objects.

## **General Facility Maintenance & Procedures**

Prior to any activities taking place in our venue, the theaters and shared spaces will be deep cleaned and disinfected by our contracted House Keeping Company 360 Clean.

Cleaning and disinfecting will then be maintained by Weber Center employees by implementing the following:

Hand sanitizer stations and surface disinfectant are available in many areas throughout the facility: common areas, rehearsal rooms, restrooms, backstage, and lower and upper lobbies.

Restrooms are cleaned daily, at least 2 times per day when the facility is regularly occupied. Fewer cleanings may occur if regular occupancy is lowered.

High traffic surfaces are cleaned throughout the day and on the restroom schedule above.

Cleaning kits containing hand sanitizer, cleaning/disinfectant and microfiber rags will be in all common areas and rehearsal rooms.

## **HVAC System**

Our HVAC is turning over more air by implementing longer run times on all units. More air is exchanged in all spaces before, during and after occupancy.

Our HVAC units' economizers run with as much outdoor air as the system can handle. In fall and winter months, due to Wisconsin cooler weather, we are able to maximize outdoor air balanced with inside air to the extent that the desired temperature can be maintained.

The Weber Center's 2 air handlers will have more frequent filter changes utilizing MERV 10 filters. Due to the make and model of Weber Center's equipment it is necessary to balance filter choices with taxing of the system, in order to make sure that adequate air flow and pressure is maintained.

HVAC coils and pans have gone through deep cleaning, and will have ongoing maintenance cleanings every 3 months to be cleaned and disinfected. MERV filters are being replaced every month and more, if needed, based on ongoing usage and monitoring.

The Weber Center will log HVAC coil cleaning and filter changes to ensure that the schedule above is followed.

## **Cleaning and Disinfecting**

The Weber Center's contracted cleaning company, 360 Clean, utilizes an electrostatic sprayer for complete surface disinfection. 360 Clean also uses enhanced cleaning techniques with a portfolio of disinfectants, sanitizers, and cleaners to ensure all surfaces are properly cleaned and sanitized.

Cleaning stations exist throughout the Weber Center's facility with bottles of surface sanitizer, microfiber cloths, and hand sanitizer. Cleaning kits are located at the following locations: Box Office, all production shops, administration offices, backstage and front of house areas in all theaters, all rehearsal rooms, the Green Room, and concessions.

## **Entry Procedures**

All occupants of the Weber Center for the Performing Arts will be required to complete a COVID-19 screening before entering the facility. This includes answering several screening questions related to the individual's health status and recent travel, and having the individual's temperature checked.

Persons waiting in line for COVID-19 screening must maintain physical distancing with a minimum of 6' between each individual.

All occupants must complete the screening process every time they wish to enter the building.

### **Procedure for Conducting the COVID-19 Screening - EMPLOYEES**

#### **Employee Health Log**

Employees are required to complete a daily health log that they will complete at home prior to arriving at the Weber Center for the Performing Arts. The health log can be accessed via scanning the QR code at the end of this document or following the link provided at the end of this document.

If the employee has a temperature of 100.4 degrees Fahrenheit, they should not come to work and self-isolation is recommended. Please contact HR or the Supervisor for further instructions.

Employees must closely monitor themselves if they have any symptoms of acute respiratory illness consistent with COVID-19, including fever, cough, chills, sudden loss of taste or smell, muscle pain, headache, sore throat, or shortness of breath. Do not come to work and it is recommended that you self-isolate. Please contact HR or the Supervisor for further instructions.

If the employee has been potentially exposed to or tested positive for COVID-19 they should not come to work and it is recommended that they self-isolate. Please contact HR or the Supervisor for further instructions.

## **Procedure for Conducting the COVID-19 Screening – PRODUCTION**

### **Step One – Health Questionnaire**

All production personnel must complete the screening questionnaire at the Stage Door entry point. Plan to arrive at least 15 minutes early to rehearsal to allow everyone enough time to complete the screening. Larger casts may be notified to arrive earlier.

All production personnel must stand at least 6' apart while waiting to complete their screening questionnaire.

A designated employee from the producing organization will monitor and administer the screening questionnaire and will ensure that each member of the production completes the COVID-19 screening questionnaire and answers all questions meant to screen for symptoms of COVID-19 and contact with COVID-19 cases.

Production personnel are required to complete the screening questionnaire. Failure to complete the questionnaire will result in the production personnel being sent home. A member of the producing organization or Stage Manager will follow up with more information including further instructions.

If the production personnel answers 'Yes' to any of the questions, they are not allowed to enter the building and will leave immediately. A member of the producing organization or Stage Manager will follow up with more information including further instructions.

### **Step Two – Temperature Check**

If an individual refuses to have their temperature taken, they are not allowed to enter the building.

The person performing the temperature check must use good hand hygiene. Before touching the thermometer or taking a person's temperature, use hand sanitizer and ensure that enough is used to cover both hands completely. Make sure hands are dry before touching the thermometer.

Check the person's temperature using the non-contact thermometer. Be careful not to let the thermometer touch their forehead.

A Non-Contact Infrared Thermometer will be used for taking the individuals temperature. Point the thermometer at the center of the forehead (above the center of the eyebrows) and keep it vertical. Keep the measuring distance between 1 and 2 inches. Press the Power On/Measure Button and the temperature reading will be displayed in about one second.

## **Reading Temperature Results:**

If the individual's temperature is below 100.4 degrees Fahrenheit, the Weber Center will allow entry into the building.

If the individual's temperature is at or above 100.4 degrees Fahrenheit, do not let them proceed into the building. A second attempt at taking the individual's temperature will be permitted. The individual may leave the premises and return for a second temperature attempt in 15 minutes' time from their first attempt.

If the individual's temperature is at or above 100.4 degrees Fahrenheit after the 2nd attempt, do not let the individual in the building. Please escort them out of the building using the Stage Door and it is recommended that the individual self-isolate. A member of the producing organization or Stage Manager will follow up with more information and instructions.

## **Step Three—PPE and Policies/Procedures**

Production personnel are required to have a mask on at all times that covers both their nose and mouth. (See instructions for performance environment regarding mask use)

A disposable mask will be made available to personnel who do not have a mask in their possession.

Guests of production personnel are not allowed at any time and will not be permitted into the facility.

## **Practices for Sick Employees**

Employees must closely monitor themselves if they have any symptoms of acute respiratory illness consistent with COVID-19, including fever, cough, chills, sudden loss of taste or smell, muscle pain, headache, sore throat, or shortness of breath.

## **Quarantine Process**

If any one or more of the following occurrences is true of any employee, they will be immediately excluded from Weber Center premises and work environments. They also should self-quarantine immediately:

- The employee tests positive for COVID-19.
- The employee learns that they have been in close contact with someone who has tested positive for COVID-19 and is experiencing symptoms.
  - If you have been in close contact (within 6 feet for 15 minutes or longer during a scheduled shift) with someone who has tested positive for COVID-19, but are not experiencing symptoms, please self-monitor. If you develop symptoms, please contact a medical professional.
- The employee has been asked to self-quarantine by any hospital, health

agency or medical professional.

### **Symptomatic Employees**

If an employee exhibits symptoms of acute respiratory illness upon arrival to work, or becomes sick during the work day, they should monitor themselves closely and their supervisor may separate them from patrons and other employees and/or send them home immediately.

### **Documentation**

If symptoms occur on site, the supervisor should document the circumstances of the employee's illness and work day to help with contact tracing, as applicable.

### **Contact with Symptomatic Individuals**

Anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should closely monitor themselves for potential COVID-19 symptoms.

### **Returning to Work**

Employees with any symptoms of acute respiratory illness associated with COVID-19 or who have experienced one of the occurrences listed above in "Quarantine Policy" may return to work only if the employee provides reliable proof that a physician has determined that they should be released from quarantine or need not be quarantined and may return to work.

### **Responding to a Confirmed COVID-19 Case**

In the event that an employee is confirmed to be currently infected with COVID-19, the following actions will be taken:

- Determine what areas of the venue were visited, used, or impacted by the infected employee. Identify if employees need to be removed from the area and if the area requires sanitization.
- Assess whether the employee's role put them within 6 feet of patrons or other employees. Assess whether the employee's duties create specific transmission risks such as food handling, ticket checking, quick changes, etc.
  - Notify the 'impacted employees' that they may have had contact with an infected coworker (without identifying such person for privacy reasons) and encourage them to monitor their health for any symptoms. If symptoms appear they should contact a

medical professional and/or test for COVID-19.

- Any employee who tests positive for COVID-19 should remain in home isolation until the employee provides reliable proof that a physician has determined that they should be released from quarantine or need not be quarantined and may return to work.
- During home isolation, the affected employee *may* work remotely to the extent possible, but will not be expected to do so. Please note that we may allow remote work for a temporary period due to the extraordinary situation in the workplace caused by the coronavirus. You might not be able to perform all of your job's essential functions during this temporary period while working remotely.
- Impacted employees who have been in close contact with a person who tests positive for COVID-19, but who are not presently symptomatic or suffering a fever greater than 100.4F should closely monitor themselves for potential COVID-19 symptoms.

## Sanitization

- **SANITIZING HIGH-TOUCH AREAS.** High-touch areas around the theatre and rehearsal spaces will be cleaned and/or sanitized daily. These duties may be divided between individual departments, technicians and cast members, depending on the item and location.
- **CLEANING AND DISINFECTING.** Cleaning removes dirt and impurities from surfaces and objects and may lower germ counts by removing them, not killing them. Disinfecting reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.
  - **Technique.** Clean areas and surfaces by using water and soap or cleaning solution to remove dirt and impurities. Disinfecting areas requires using materials effective against COVID-19.
  - **Special Materials.** Follow the Manufacturer's Instructions for sanitization of technical and production materials such as microphones.
  - **Gloves/Disposal.** While sanitizing, it is required to wear gloves as a personal protection. Place gloves and other disposable items used for cleaning and disinfecting in a bag that can be tied and disposed of.

## Open Door Policy

Should any employee have any concerns or suggestions regarding conditions related to COVID-19, or if they require any reasonable accommodation or leave related to COVID-19, including leave for qualifying COVID-19 related reasons under the Family First Coronavirus Response Act, they are encouraged to contact their respective supervisor.

## **REHEARSAL & STAGING POLICIES**

### **General Rehearsal Practices**

As a reminder--anyone who has a temperature above 100.4F or symptoms of COVID-19 will not be permitted into the facility. Everyone must observe all practices listed in 'General Employee Practices'.

- **HAND WASHING:** Everyone is required to wash or sanitize their hands upon arrival to the rehearsal hall or theatre and before they leave, as well as wash or sanitize their hands during each break.
- **FACE COVERINGS:** All occupants of the Weber Center for the Performing Arts are required to wear physical respiratory protection, such as cloth face masks. The producing organization will designate an employee to communicate when it is appropriate for actors or production personnel to remove their masks. Only the designated employee is allowed instruct production personnel when it is appropriate to remove a mask.

### **Staging**

The following policy will be in effect in regards to staging while in rehearsal:

Performers who are not scheduled for a particular rehearsal will not be permitted in the rehearsal room or the facility.

Performers are asked to arrive at least 15 minutes before their call time to complete their health screening. They will wait outside, standing at least 6' apart from any other individual, while they wait their turn to be screened. Depending on cast size, performers may be asked to arrive earlier than 15 minutes to allow more time for screenings.

Seats will be assigned to each performer for day-to-day use in the rehearsal room. When personnel are not rehearsing or actively working, they will return to their assigned seat and or location.

- Performers must observe all current local, state, and federal recommendations and regulations in regards to social distancing and gatherings.

### **Rehearsal Space Sanitization**

The rehearsal spaces will be frequently sanitized. Sanitization will include but is not limited to: daily disinfection of rehearsal props and office supplies, daily washing or sanitization of props, rehearsal skirts and other fabric items, and sanitization of high-touch areas. Cast members will be asked to sanitize the props that they come in contact with after each use.

## General Run of Show Policies

- All current local, state, and federal COVID-19 guidelines and restrictions must be observed by everyone at all times. Weber Center's safety guidelines will be posted at the Stage Door, on call boards, and other areas around the building. Personal copies will be provided upon request.
- Upon arriving at the theatre each day, each member of the production will complete the COVID-19 screening protocols. All screening protocols will take place at the Stage Door.
- All personnel will be required to wash their hands with soap and water or sanitize their hands when they arrive at the theatre, before the show, at intermission and after the show, as well as sanitize their hands frequently between.
- All cast and crew are required to wear a face covering at all times, unless performing onstage and given permission by the producing organization's representative.
- Face covering storage stations for cast will be located in backstage areas near entrances in both theatres.
- Shared items between cast members or crew members should be sanitized between performances/uses.
- Social distancing should be observed in the wings, voms, and all backstage areas, where and when possible.
- While in backstage areas, all personnel should attempt to interact only with those associated with their assigned shows.
- Backstage traffic patterns will remain consistent. Technician tracks will be set in a way to minimize exposure.
- Hand sanitizing stations will be positioned in each vom, each side of the stage, as well as multiple places throughout the building.
- All actors and crew members will be required to check show specific call boards for any notes related to their production. Stage management will give individual and safety notes in person as necessary.
- Restrooms will be cleaned frequently, as outlined in the General Facility and Maintenance Procedures section
- Only performing cast and working personnel will be allowed backstage.
- All tools, machinery, work surfaces, equipment, etc. should be disinfected before and after each use.
- Sanitization checklists will be completed each day for every performance under the supervision of stage management. (Show specific checklists will be created by the

producing organization)

- Until further notice, for the health and safety of our employees, presenting organizations will not provide meals between performances or during tech.

### **Performers**

- All performers will adhere to the general run of show policies as outlined above.
- Performers will be spaced a minimum of 6 feet apart in dressing room areas.
- Each performer station will be sanitized at the end of each performance day or anytime there is a switch between performers.
- Each performer is responsible for returning props to their designated areas, unless stage management approves a hand off to a crew member.
- Performers are encouraged to use their assigned dressing room restrooms, or backstage public restrooms.
- Performers only will be permitted to obtain/return their own microphone.

### **Stage Technicians**

- All stage technicians will adhere to the general run of show policies as outlined above.
- Each track should be consistent throughout the run, including which set pieces they move and the maneuver points that are used. Maneuver points should be sanitized between performances.
- Props should be sanitized daily according to the sanitation checklist. Some props will need to be sanitized during the show if the prop is used between multiple performers.
- Each performer is responsible for returning their props to their designated areas, unless stage management approves a hand off to a crew member.
- If an actor is required to fly, the technician will wear a face covering and sanitize their hands before and after hooking and unhooking the actor into their harness and carabiners.
- Stage Technicians may be asked to assist in sanitizing and cleaning the house and backstage areas between performances.

### **Wardrobe Department**

- All wardrobe technicians will adhere to the general run of show policies as outlined above.
- Hands should be washed or sanitized between each quick change.
- Where possible, all costume changes should be spaced 6 feet apart.
- Dressing spaces backstage will be cleaned and sanitized between each performance.
- There will be designated locations backstage for actors and dressers to wait for their next entrance/costume change. Please observe social distancing in these areas.

- Dressers should limit entry into dressing rooms as much as possible while performers are occupying the room. Presets should be complete, when possible, before actor call time.

### **Hair & Makeup Department**

- All hair & makeup technicians will adhere to the general run of show policies as outlined above.
- Hands should be washed and/or sanitized between each wig application.
- Hands should be washed and/or sanitized between each quick change.
- Where possible, all wig changes should be spaced 6 feet apart.
- Wig/makeup application spaces backstage and in the wig room will be cleaned and sanitized between each performance, as well as between each wig changes when possible.
- There will be designated locations backstage for actors and hair & makeup dressers to wait for their next entrance/wig change. Please observe social distancing in these areas.
- If pins need to be used between performers they must be disinfected between uses. We will also disinfect pins after each performance.
- Hair & makeup dressers should limit entry into dressing rooms as much as possible while performers are occupying the room. Presets should be complete, when possible, before actor call time.

### **Lighting Department**

- All lighting technicians will adhere to the general run of show policies as outlined above.
- Follow spot and light board operators are asked to sanitize their hands between uses of their equipment. Each follow spot and lighting console must be sanitized and/or disinfected after each operator has completed their shift.
- Follow spot operators may be asked to assist in sanitizing and cleaning the house and backstage areas between performances.

### **Sound Department**

- All sound technicians will adhere to the general run of show policies as outlined above.
- All microphones must be sanitized before each cast's first performance of the day while inserting the batteries.
- Whenever possible, a technician who services a microphone must attempt to avoid doing so while it is being worn by the performer. If the performer is unable to remove their microphone, the technician should wear gloves and a face covering to service

the microphone. The gloves should be discarded afterward, and hands washed or sanitized.

- Each microphone and microphone cubby should be sanitized after each cast's last performance.
- Performers only will be permitted to obtain/return their own microphone.

## **ADDITIONAL OPERATIONAL GUIDELINES**

### **Scenic Shop**

- **SHOP OPERATION.** Social distancing will be observed within the shop. Face masks must be worn in the shop. Hand washing and sanitizing should occur throughout the day. Work stations will be sanitized at the end of each work day.

### **Costuming**

- **FITTINGS.** Fittings will occur one show at a time with a maximum of 2 fittings being performed in the same room at the same time. Limited personnel will be allowed in each fitting. All personnel must wash their hands before the fitting begins and wear a mask at all times, unless it interferes with fitting a facial piece. Each dressing booth should be sanitized between fittings. Costumers will wear a mask and gloves while assisting performers with fittings, pinning, adjusting, etc...
- **SHOP OPERATION.** Social distancing will be observed within the shop. Hand washing and sanitizing should occur throughout the day.

### **Hair & Makeup**

- **FITTINGS AND HAIRCUTS.** Only two fittings or one haircut will occur at a time. All shared supplies will be new or sanitized before use. Limited personnel will be allowed in each fitting. All personnel must wash their hands before the fitting begins and wear a mask at all times, unless it interferes with fitting a wig, facial hair piece or special FX piece. Each fitting space should be sanitized between fittings.
- **SHOP OPERATION.** Social distancing will be observed within the shop. Face masks will be worn when possible in the shop. Hand washing and sanitizing

**\*\*\*NOTE ON THE FOLLOWING SECTION\*\*\***

**The below section represents a preliminary outline of Front of House Operations. It is understood at this moment, that in-person performances will not be held. At such a time when it is deemed that in-person performances are to be resumed, the below policies may be updated to reflect the current climate surrounding the COVID-19 pandemic.**

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## **Front of House Policies**

As a reminder--any employee who has a temperature above 100.4F or symptoms of COVID-19 will not be permitted into the facility. All employees must observe all practices listed in 'General Employee Practices' in section 1, while in the Weber Center facilities.

### **Box Office**

- Plexiglass will be installed at each box office window between box office personnel and patrons, with a space at the bottom to pass tickets and payment. Face coverings will also be worn by personnel.
- Box office personnel will wipe down high touch surfaces between uses. After wiping down surfaces, each cashier will wear gloves to exchange items with patrons.
- Frequent rotations and breaks will be implemented to allow personnel time to wash or sanitize their hands.
- Lines for Will Call and Ticket Purchases will be marked for social distancing of patrons.

### **Front of House / Ushers**

- Gloves are recommended to be worn at all times while seating or interacting with patrons. Gloves must be changed between physical contact with patrons. Ushers will make efforts to not touch tickets (digital or paper) while verifying seats.
- Face coverings must be worn while interacting with patrons.
- Employees working concessions will be required to wear gloves and face coverings. Concessions selections may be altered to protect patrons--including the use of individually wrapped foods and drink.
- Social distant spacing will be displayed on the floors in front of restrooms, concessions and other locations where lines normally form.
- Ushers and janitorial staff will frequently clean and disinfect high touch surfaces in all audience accessible spaces including the lobby, theatres, concessions areas, hallways, entrances, restrooms and other locations. Special attention will be given to theatre

arm rests between uses.

- Programs will be accessed digitally to avoid contact between persons.
- Patrons will be encouraged to make purchases with a credit card, allowing the patron to swipe or insert their own card as needed.

## **Patrons**

- Patrons are required to wear face coverings, such as masks and physically distance between groups and parties as much as possible while on the premises.
- Guests and/or family members of employees will not be allowed backstage or in restricted areas for any reason.
- Hand sanitizing stations will be located throughout the entire facility for public use.
- Patrons will be encouraged to make purchases with a credit card, allowing the patron to swipe or insert their own card as needed.
- If patrons find they are having symptoms of COVID-19, such as a temperature of 100.4F or higher or other symptoms, either before or during a performance, they are asked to leave the facility. A representative from the producing organization will be in contact to discuss ticket policy and further options available to the patron.
- All patrons who attend productions at the Weber Center will have reservations with contact information retained in the box office to facilitate contact tracing if necessary.

QR CODE FOR COVID – 19 SCREENING (employee)

<https://forms.gle/fSihy46qKxzogUxo8>



QR CODE FOR COVID – 19 SCREENING (Production)

<https://forms.gle/yy8gmbztbQmNGj7K8>

