



Quincy Community Theatre Reopening Procedures

- 1.1 **General Safety Practices**
- 1.2 **Information for Patrons**
- 1.3 **Guidelines for Staff**
- 1.4 **Guidelines for Front-of-House Volunteers**
- 1.5 **Guidelines for Backstage Volunteers/Crew**
- 1.6 **Guidelines for Actors**
- 1.7 **Cleaning Protocols**
- 1.8 **Positive COVID Test in the Theatre**

Quincy Community Theatre is committed to promote a safe and healthy environment for patrons, volunteers, and staff. We will adhere to all federal, state, and local regulations. This reopening plan will outline the measures and procedures put in place. Full cooperation is necessary in order for this to be effective.

1.1 **General safety practices:**

- All patrons, staff, and volunteers are required to wear face coverings at all times while in the Oakley Lindsay Center and theatre. Face coverings must be worn properly and in accordance with CDC guidelines which state it must cover both the nose and mouth.
- To promote the safety of all who enter the facility, face covering exemptions of any kind will not be allowed.
- The Oakley Lindsay Center lobby and theatre will open 45 minutes prior to show time.
- Patrons are asked to practice social distancing of at least 6 feet at all times.
- If you do not feel well, have a fever, or have been recently exposed to someone with COVID-19, please stay home. Tickets will be refunded for reasons of illness.
- Practice good hygiene and utilize the hand sanitizing stations throughout the theatre.

1.2 **Information for Patrons: What to expect when you come to the theatre.**

- Upon ticket purchase, patrons must agree to abide by QCT's reopening safety practices. Failure to comply with these practices will result in the patron's removal from the theatre/building.
- All patrons, staff, and volunteers are required to wear face coverings at all times while in the Oakley Lindsay Center and theatre. Face coverings must be worn properly and in accordance with CDC guidelines which state it must cover both the nose and mouth.
- Both sets of exterior doors to the Oakley Lindsay Center will be open and available to use for entry and exit.
- The Box Office will be open for those who need to pick up a ticket. We strongly encourage patrons to print tickets at home or request their tickets be mailed.

- All patrons will enter the theatre through the north door. Social distancing of 6 feet or more must be maintained while in line.
- A volunteer with a seating chart will escort patrons to their seats. Seats will be assigned by the Box Office. Those who are unable to climb stairs or those with special seating needs should contact the Box Office at least two weeks before the show date.
- Face coverings must remain on during the production. Patrons who do not abide by this rule will be asked to leave the theatre and will not receive a refund.
- At the close of the performance, volunteers will dismiss patrons one row at a time.
- Patrons will be asked to exit the building immediately following the end of the performance.
- Actors will not come to the lobby after the performances.
- There will be no concessions sold and the drinking fountains are closed. Patrons are welcome to bring a bottle of water if needed. QCT will also have bottled water available for a donation.
- Please allow staff to address any distancing or face covering issues.

1.3 Guidelines for Staff

- Staff is required to wear a face covering that covers both the nose and mouth at all times when in the building.
- Staff will address any issues that arise with patrons or volunteers who do not wear face coverings properly.
- The House Manager will frequently check on patrons during the performance to ensure face coverings are not removed. In the instance a face covering is removed, the House Manager will go the patron during a transitional change and ask them to put their face covering back on. Patrons who do not abide by this rule will be asked to leave the theatre and will not receive a refund.

1.4 Guidelines for Front-of-House Volunteers

- Volunteers are required to wear a face covering that covers both the nose and mouth at all times when in the building.
- Front-of-house volunteers should report to the QCT boardroom at least 30 minutes prior to the start of their assigned role.
- Volunteers will check in and out with the House Manager so that volunteer time can be tracked and recorded.
- Should a volunteer encounter an issue with a patron's face covering, they will alert the House Manager immediately.
- Two volunteers will be asked to assist with releasing patrons from their seats at the end of the show. Based on ticket sales, the volunteer may or may not be able to remain in the theatre for the performance.

1.5.1 Guidelines for Backstage Volunteers/Crew

- Backstage volunteers and crew are required to wear a face covering that covers both the nose and mouth at all times when in the building.
- Production team members and lighting volunteers in the light booth must wear face coverings until they are seated. If there is six feet of distance between individuals, the stage manager may remove his/her face covering to ensure crew members can clearly understand the stage manager as he/she makes calls for the show.
- The sound board operator and the light board operation will wear face coverings at all times.

1.6 Guidelines for Cast

- Actors will wear face coverings at all times during rehearsals.
- Actors will wear face coverings during productions with the exception of when they are on stage, when dressing, or when putting on makeup.
- A designated space will be assigned for each actor to place his/her face covering before going on stage so that it is easily accessible when leaving the stage.

1.7 Cleaning Protocols

- All common areas will be cleaned and disinfected daily. This includes the lobby and restrooms.
- The auditorium, seats, handrails, doors, and other surfaces will be disinfected after each performance.
- The Box Office and the windows will be cleaned and disinfected once all patrons have been seated at the start of the show.
- The boardroom, which will be used as the volunteer check in/check out location, will be cleaned and disinfected once all volunteers have left following each performance.
- Cast and crew will clean and disinfect backstage, the green room, the dressing rooms, the light booth, and the sound booth at the close of each rehearsal and performance.

1.8 Positive COVID Test in the Theatre

- The Executive Director, Artistic Director, and COVID Response Committee are to be contacted immediately upon discovery of a positive case of Covid-19.
- If a cast/crew member tests positive, contact tracing will be performed to determine which members of the cast/crew are required to quarantine. The Artistic Director will alert the Executive Director and COVID Response Committee immediately, and a plan of action will be developed with the input of the Adams County Health Department.
- If a family member of cast/crew tests positive, that cast/crew must quarantine and may be recast.
- If a positive case of a patron is discovered, those who were in close contact (as defined by the CDC) with the individual(s) will be required to self-isolate per CDC guidelines. The theatre will notify patrons, volunteers, and staff who may have come into contact with the individual(s).