



Missouri ArtSafe COVID-19 Reopening Safety Plan

Blue Springs City Theater takes seriously the impact of COVID-19 and is committed to the safety and preparedness of our staff, actors, crew and patrons as they participate in and attend our productions during the COVID-19 pandemic. In order to safely begin theater productions, we intend to follow the guidelines and plan listed below. These guidelines and recommendations may change as conditions warrant.

- I. Reopening plan
 - a. Jackson County MO COVID-19 guidelines
 - a. Follow phase recommendations.
 - i. Phase 1: closed
 - ii. Phase 2 and 2.5: maximum 50% capacity AND 6 ft social distancing. Max capacity reduced if needed to enable proper social distancing.
 - iii. Further recommendations as they are developed.
 - b. Venue Owner
 - i. Obtain approval for building use and safety plan
 - c. Company and Patron Interest
 - i. Survey to determine interest by participants and audiences, and to identify factors important for reopening
 - d. Board of Directors approval once all other factors are met.
- II. Enhanced Sanitation and Hygiene
 - a. Universal measures
 - a. In addition to measures taken by venue custodial staff, BSCT staff will ensure rigorous daily cleaning of all spaces utilized by actors, crew, staff and audience during rehearsals or performances.
 - i. Increased cleaning attention to high touch surfaces in public areas (i.e. theater seats, door handles, light switches, etc.).
 - ii. Increased cleaning attention to high touch surfaces used by cast and crew (i.e. light and sound boards, props, set pieces, etc.).
 - b. Disposable gloves provided for cast and crew required to handle difficult to clean surfaces (i.e. curtains and curtain pulls, etc.).
 - c. Hand sanitizer at points of entry, common areas, restroom entrances, entrances to prop room, concession closet, green room, costume house, barn, pit.
 - d. Hand sanitizer provided for use by staff interacting with public: concessions, ticket sales, ushers, door staff, etc.
 - e. Visible Signage encouraging the practice of good personal hygiene located in lobby, restrooms, green room, backstage, etc.

- III. COVID-19 Dress Code Policies
 - a. All staff, actors, crew and patrons are to have masks on when inside the venue or associated spaces, when social distancing is not possible, and including actors onstage during performances.
 - b. BSCT will make available disposable face masks to actors, crew, staff and patrons if individuals do not have their own.
- IV. Health Screenings
 - a. All staff, actors, crew and patrons will receive a temperature check screening at the building entry point. Anyone with a temperature of 100.4°F or greater will be denied entry.
- V. Contact tracing protocols
 - a. All cast, crew, staff and volunteers associated with a production, and physically present in any of the theater spaces will be required to complete a daily check-in, including documentation of temperature at the beginning of each day's entry into the building.
 - b. All cast, crew, staff and volunteers associated with a production, and physically present in any of the theater spaces will be required to sign-out, including time upon their departure for the day.
 - c. All patrons will be required to complete a sign-in sheet upon entry to the theater.
 - d. Patron Sign-in sheets will include name, phone number and email address.
 - e. In the event of a report of positive COVID-19 infection, all persons present (as documented by the sign-in, check-in sheets) will be notified of possible exposure, and advised to contact their physician for further guidance.
 - f. BSCT will notify the Jackson County Health Department of known exposure and provide contact lists as requested.
- VI. Contactless public experience
 - a. A plexiglass barrier will be placed at the ticket/concession table between staff and patrons.
 - b. Interior lobby doors will remain open from the time the box office opens until the schedule production start time. Ushers will encourage guests to leave the lobby and find their seats in the theater.
 - c. Weather permitting, exterior doors to the lobby will remain open. When not feasible, volunteer door staff will control the door to allow patrons contactless entry.
 - d. Show programs will be provided digitally when possible. If paper programs are provided, patrons will be asked to keep or dispose of their program when finished. No programs will be reused.
- VII. Reduced capacities, social distancing
 - a. Seating Plan ensures social distancing at a minimum of 6 feet.
 - a. Total capacity of Blue Springs High School Auditorium: 653 seats
 - i. 50% capacity (JCHD guidelines for phase 2 and 2.5): 326
 - ii. Social distancing seating plan: approximately 118.
 - b. Alternate performance spaces
 - i. 50% of total seating capacity, AND
 - ii. Social distancing between seating: minimum of 6 feet
 - b. Visible signage in easy to read locations encouraging social distancing

- c. Lobby doors open at time box office opens. Ushers will encourage patrons to leave lobby and take their seats.
- d. Mark one-way traffic at lobby doors to minimize close contact
- e. Controlled dismissal at intermission by section. Ushers to monitor lobby crowd and bathroom entry, releasing sections while minimizing close contact in lobby.
- f. Increase intermission time from 15-20 minutes (or longer if needed) to allow all patrons opportunity to access bathrooms and concessions.
- g. Encourage patrons to maintain social distancing.
- h. Box office staff monitor total event capacity.

VIII. Onsite and remote staffing

- a. All staff and volunteers are required to watch the Best Practice for COVID-19 Safety training video on the Missouri Arts Council website prior to beginning onsite work at the theater. The website login and video can be found here:
<https://form.jotform.com/moarts/missouri-artsafe-registration>
- b. All staff onsite are required to wear face masks when social distancing is not feasible.
- c. During rehearsals, performances, and any event where patrons are present, all staff are required to wear face masks.
- d. Staff meetings are to be conducted remotely until the pandemic has ended.
- e. Auditions and rehearsals should be conducted virtually whenever possible. Tech and dress rehearsals may be performed on stage, providing above safety measures for sanitation, hygiene, dress code and social distancing. Production team members desiring additional in-person rehearsals may request exception from the Board of Directors. In those cases, only cast and crew necessary for the rehearsal are to be present.
- f. Parents of children under the age of 18 who wish to be present for onsite rehearsals must comply with all of the above safety measures. Only one parent per child may be in the theater during rehearsals.
- g. The use of physical paperwork should be avoided as much as possible. All forms are to be made available digitally to the extent possible.

IX. Communication strategies

- a. The Board of Directors will communicate in person and in writing, a set of expectations to follow all of the guidelines above to all production staff, actors, crew, and volunteers.
- b. Instructions and expectations will be visible for staff and visitors on-site, on the BSCT website, and through social media.
- c. All staff, cast, crew and volunteers will be trained and provided with scripted examples to use for communicating respectfully and professionally to any guest or other visitor who is not in compliance with the guidelines above.