



HEALTH & WELLNESS GUIDE

This Health & Wellness Guide contains the most current guidelines that Cottage Theatre follows to keep volunteers, employees, and patrons as safe as possible. This guide is reviewed and updated regularly, following the guidance of the Oregon Health Authority (OHA), Centers for Disease Control and Prevention (CDC), the Event Safety Alliance, and local health officials.

For the purpose of simplicity, the term “**participants**” in this guide shall refer to actors, directors, designers, stage managers, crew members, set builders, set painters, musicians, administrative volunteers, ushers, contracted service providers, and employees. The term “**patrons**” refers to ticketed audience members.

In the rare instances where provisions of this policy may be in conflict with other Cottage Theatre policies or procedures, this Health & Wellness Guide shall supersede all other protocols.

SECTION 1 - COVID-19 SAFETY POLICIES FOR PATRONS

All **patrons** are asked to observe the following guidelines while at Cottage Theatre. Any patron who is unable or unwilling to follow these guidelines should contact the Box Office (see Box Office Policies below):

GENERAL

- **MASKS.** Out of consideration for our most vulnerable audience members, **face masks are welcome**, per guidance from the Oregon Health Authority.
- **HEALTH SELF-SCREENING.** Audience members are required to self-screen for a fever and symptoms of illness prior to arriving at Cottage Theatre. Please do not come to the theatre if you are feeling unwell, have been recently diagnosed with COVID-19, have been exposed to someone else who has COVID-19, or are awaiting a COVID-19 test result.
- **IF SYMPTOMS DEVELOP.** If patrons find they are having symptoms of COVID-19 such as a fever or other symptoms, either before or during a performance, they are asked to leave and exchange their tickets for a later performance.

- **CHECK GUIDELINES BEFORE EACH VISIT.** Cottage Theatre's Health & Wellness Guidelines are reviewed and adjusted as public health recommendations change. Please check current guidelines prior to each visit to the theatre. Up-to-date guidelines will be emailed to ticket buyers as part of the pre-show email sent 24 hours in advance of each performance.
- **NO BACKSTAGE ACCESS.** Patrons and/or family members of actors/crew will not be allowed backstage or other restricted areas for any reason.

BOX OFFICE POLICIES

- Cottage Theatre's ticket exchange policy has been modified to allow patrons to exchange tickets for a different performance up to curtain time due to illness or exposure to COVID-19. If exchanging to a future performance is not an option, unused tickets may be converted to a donation or refunded.

SEATING

Seats are selected by patrons when making a reservation. Cottage Theatre will be seating at full capacity.

LOBBY & RESTROOMS

- Hand sanitizer dispensers are provided in the lobby.
- Restrooms are equipped with touchless faucets and single-serve paper towel dispensers.
- All public areas of the theatre are cleaned and disinfected frequently, with extra attention paid to high-touch surfaces.

SECTION 2 - HEALTH & WELLNESS POLICIES FOR PARTICIPANTS

All **participants** are asked to practice the guidelines below while at Cottage Theatre. Any questions or concerns should be directed to your show Stage Manager, or to the Executive Director, who are jointly responsible for enforcing this policy.

PREVENTION PRACTICES

- **HAND WASHING.** When available, participants should wash their hands with soap and water. When this is not an option, participants should use sanitizer containing at least 60% ethanol or 70% isopropanol. Participants should wash their hands after using the restroom, sneezing, touching their face, or blowing their nose.
- **DISTANCING.** Whenever possible, participants should leave at least 6 feet between them and the person closest to them.

- **MASKS.** In order to protect vulnerable participants during the rehearsal process, **face masks are encouraged.**
- **VACCINATION.** For their own safety, **all participants are recommended to be fully vaccinated** against COVID-19. Cottage Theatre will not be checking vaccination status or requiring any level of vaccination to participate.
- **OTHER RECOMMENDED PRACTICES.**
 - Participants should avoid touching their face, especially their eyes, nose, and mouth, whenever possible.
 - Microphones, headphones, props, and other personal equipment should be cleaned and sanitized before and after each use.
 - Participants should cover their cough or sneeze with a tissue, or elbow/shoulder if no tissue is available, followed by thorough hand washing or hand-sanitizer.
 - Do not share food or drink from the same container as others.
 - Avoid close contact with people who are sick (COVID-19 or other illness).
 - **Stay home when sick.**

PARTICIPANTS WHO BECOME ILL

Participants must stay home from the theatre if they have symptoms of acute respiratory illness, including fever, cough, chills, sudden loss of taste or smell, muscle pain, headache, loss of appetite, nausea, vomiting and diarrhea, sore throat, or shortness of breath.

SYMPTOMATIC PARTICIPANTS. If a participant exhibits any of the above symptoms upon arrival to the theatre or becomes sick while at CT, they must go home immediately. Symptomatic participants are encouraged to test for COVID once they get home. The theatre will make available COVID self-tests if the participant does not already have one.

- **RETURNING TO THE THEATRE.** Participants with any of the symptoms listed above, or who have tested positive for COVID-19, may return to the theatre only if the participant has followed all current CDC guidelines for quarantine.

RESPONDING TO CONFIRMED CASES OF COVID-19 AND OTHER INFECTIOUS DISEASES

In the event that a participant is confirmed to be currently infected (including with COVID-19) the following actions will be taken by the Stage Manager or Executive Director:

- Assess whether the participant's duties create specific transmission risks such as food handling, ticket checking, quick changes, etc.

- Notify the ‘impacted participants’ that they may have had contact with an infected colleague and encourage them to monitor their health for any symptoms, and if symptoms appear they should contact a medical professional and/or test for COVID-19.

OPEN PHONE/EMAIL POLICY

Should any participant have concerns or suggestions regarding conditions related to illness, or to this Health & Wellness Guide, or if they require reasonable accommodation or leave, they are encouraged to contact Cottage Theatre’s Executive Director.

SECTION 3 - AUDITION POLICIES FOR PARTICIPANTS

All participants will abide by the policies addressed in “Section 2 - Health & Wellness Policies for Participants” above. In addition:

- **ADVANCE REGISTRATION REQUESTED.** Anyone interested in auditioning is encouraged to register for auditions in advance by completing the online registration form.
- **NO GUESTS OTHER THAN PARENT/GUARDIAN.** Auditions are open to people auditioning only; no family members or friends will be permitted in the building, except for a parent/guardian accompanying a minor youth (age 17 and under).
- **DISTANCING.** Social distancing will be maintained as much as possible during auditions.

SECTION 4 - REHEARSAL PERIOD POLICIES

GENERAL REHEARSAL PRACTICES

All participants will abide by the policies addressed in “Section 2 - Health & Wellness Policies for Participants” above. In addition:

- **HAND WASHING.** It is suggested that participants wash or sanitize their hands upon arrival to the theatre and before they leave, as well as wash or sanitize their hands during each break. Hand sanitizer will be provided backstage.

- **CLOSED REHEARSALS.** No one will be allowed in a rehearsal unless they are called for that scene or explicitly approved by the Director, Stage Manager, or Executive Director.

REHEARSAL SPACE SANITIZATION

All participants will be required to assist with frequent cleaning and sanitizing of rehearsal spaces to maintain a clean and healthy environment for all.

IF A CAST MEMBER CONTRACTS COVID-19 DURING THE REHEARSAL PERIOD

- Rehearsals can continue if CDC-recommended number of days have passed since the infected individual came in contact with others and no other individuals report any symptoms.
- The show director and the Executive Director will jointly determine if the infected cast member will be replaced.
- Whenever possible, the infected cast member may attend rehearsals remotely using video conferencing (e.g. Zoom) to collect notes, blocking and other business.

SECTION 5 - RUN OF SHOW & BACKSTAGE POLICIES

Under the direction of the Executive Director, production staff shall oversee the implementation and adherence to all guidelines to promote a safe work environment. All participants will abide by the policies addressed in “Section 2 - Health & Wellness Policies for Participants” above. In addition:

GENERAL RUN OF SHOW POLICIES

- **POSTED GUIDELINES.** All current local, state, and federal COVID-19 guidelines and restrictions should be observed by all participants at all times. Cottage Theatre’s Health & Wellness guidelines will be posted on our website and in Actors’ Hallway. Personal copies will be provided upon request.
- **NO VISITORS.** Only cast and crew assigned to the production will be allowed backstage, in the booth, in the costume loft, in the Costume Production room, or anywhere else in the non-public areas of the building. **NO EXCEPTIONS.**
- **RESTROOMS.** Cast and crew should use only backstage restrooms during performances.

ACTORS

- All actors will adhere to all policies outlined above.
- When possible, actors will be spaced to allow ample room between each other in dressing rooms.

- Actors are encouraged, whenever possible, to do their hair and makeup preparations at home prior to coming to the theatre.
- Each actor will be responsible for picking up and returning their own microphone.

STAGE CREW

- All stage crew will adhere to all policies outlined above.
- Each actor is responsible for returning their props to their designated areas, unless Stage Manager approves a hand off to a crew member.

PROPS

- All props crew will adhere to the general run of show policies as outlined above.
- Whenever possible, CT will minimize sharing of props.
- No actor or crew member should handle someone else's prop.

COSTUMING

- All dressers and costume staff will adhere to all policies outlined above.
- Costume pieces may not be shared between actors.
- Washable costumes will be washed at least weekly during performances.

LIGHTING & SOUND

- All lighting & sound crew will adhere to all policies outlined above.
- All microphones will be sanitized before every performance while inserting the batteries.
- Each actor will be responsible for picking up and returning their own microphone. Microphones will not be shared between performers.

USHERS AND GREETERS

All ushers and greeters will abide by the policies addressed in Section 2 - General Health & Wellness Policies for Participants.

IF A CAST MEMBER CONTRACTS COVID-19 DURING THE RUN OF A SHOW

Upon notification that a cast member may have contracted COVID-19:

- The show Stage Manager and Executive Director will jointly determine if the performance can continue.
- The show Stage Manager and Executive Director will jointly determine how long the production is on hiatus, based on several factors including cast exposure risk, cast availability, number of performances remaining, etc.
- The highest priority for Cottage Theatre is keeping everyone involved safe, which includes the infected individuals, fellow company members, audience, and staff.

The performance may continue if,

- The individual has had two negative tests at least 24 hours apart.
- There has been an appropriate quarantine period after exposure, symptoms or positive test. The timeline for these are subject to adjustment by CDC guidelines.
- There is a minimal chance that anyone else in the cast has been infected.

- There is an appropriate understudy available.
- Understudies are approved only by show director in consultation with the Executive Director.

The performance will be cancelled if,

- There is not enough time for a quarantine period before the next performance.
- More than one individual has been in close contact with the infected person.
- There is no understudy available.
- There is no reasonable possibility of keeping our volunteers and audiences safe.

If a performance is cancelled, the following notifications will take place:

- The Box Office will notify by email all individuals affected by the cancellation. If no email is available, then phone calls will be made.
- The Executive Director will make a post on social media and on the Cottage Theatre website to announce the cancelled performance.
- The Executive Director will notify the Stage Manager, who in turn will notify the cast and crew of the cancelled performance.
- The Box Office will notify the volunteer ushers of the cancelled performance.
- The Executive Director will handle all calls by the media with regards to the cancelled performance.

SECTION 6 - COVID-19 WARNING

According to the Center for Disease Control and Prevention, 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. Senior citizens and patrons with underlying medical conditions are especially vulnerable. By visiting Cottage Theatre, you voluntarily assume all risks related to exposure to COVID-19. You also voluntarily agree to abide by, uphold, and help to enforce all current Health & Wellness policies.

SECTION 7 - POLICY REVIEW

This Health & Wellness Guide will be reviewed regularly by the Cottage Theatre Board of Directors, and updated as state and federal health guidelines change. The most current version of this policy will be posted publicly on the Cottage Theatre website.