

## *Electric City Playhouse*

### Reopening after Covid-19 Policy/Procedures

Electric City Playhouse and its Board of Directors note that during this time there still exists an inherent risk of exposure to Covid-19 in any and all public places where people are present. Given that Covid-19 is an extremely contagious disease that can lead to severe illness and death, the following policies and practices will be in effect at ECP until such time as they may be amended or rescinded due to information provided by the Centers for Disease Control, South Carolina Department of Health and Environmental Control, and state and local governmental authorities.

Following the research and guidelines set forth to date, these policies and practices are put into place in order to best protect all who patronize, volunteer, and work within the facility. By visiting ECP in any capacity, the person(s) entering the building assume all risks related to possible exposure to Covid-19.

Such policies and practices will be reviewed and revised as scientific data and national and state guidance are revised.

#### **Physical Distancing**

1. General
  - a. All persons on site are encouraged to maintain a distance of 6 feet or more from other individuals who are not members of their immediate family or their “quarantine bubble”
2. In the House
  - a. Stage
    - i. Spoken performance: Alteration of stage line to ensure 6 feet distance from first row of patrons (See attached diagram)
    - ii. Musical performance: Alteration of stage line to ensure 9 feet distance from first row of patrons (See attached diagram)
  - b. Audience
    - i. Seats will be blocked to allow for the comfort of patrons who still prefer physical distance from others
      1. Seat #3 in each row is blocked to so that pairs of tickets can be sold for seats #1 and #2 with a space before seating in #4; additionally, the third seat in from the opposite end of the center section will be blocked
      2. Blocked seats will be indicated physically in the theatre by a strap and sign on each



3. Removal of barriers and sitting in blocked seats during a performance is not allowed
- ii. Ticketing
  1. Blocked seats designated on Arts People ticketing platform
  2. Handicapped seating available by calling the office; handicapped seats not reserved 48 hours prior to performance will be released for sale to anyone
  3. Walk-in tickets may be purchased: Walk-ins will come to the office ticket window; if seats are available, they can be purchased at that time; if no seats are available, patron may choose to be added to a list in the office, return to the parking lot, and will be called via cell if tickets become available due to no shows; reserved seats that are not filled at 10 minutes to curtains up may then be sold to those on the list
- c. Backstage
  - i. Every effort will be made to distance throughout rehearsals and productions
- d. Greenrooms
  - i. Every effort will be made to distance throughout rehearsals and productions
- e. In the Front of House
  1. Lobby:
    - a. Markings will be placed on the floor from the front door to the front of the seating line at 6- foot intervals
    - b. Concessions are available before the show and at intermission. Electric City Playhouse will follow local, state, and federal regulations regarding the availability of food and drink as well as other COVID-19 precautions.
  2. Bathrooms
    - a. A maximum of two persons allowed in each the men's and women's bathroom at any one time
    - b. Signs will be posted on the doors
  3. Office
    - a. Tickets may be purchased at the window only; patrons are not to enter the office area

**Face Coverings:**

Electric City Playhouse will follow local, state, and federal regulations regarding masks and other COVID-19 precautions.

At time of policy passage, the City of Anderson, Anderson County, nor the State of South Carolina has invoked an ordinance or executive order mandating the wearing of face masks for all persons at all times in a public access building. Should such city ordinance and/or order from any overarching governmental body be imposed, ECP will provide actors and performers in ECP productions with on-stage masks throughout the duration of the mandate.

### **Cleaning and Sanitizing**

1. General Cleaning of Facility
  - a. In addition to the regular cleaning schedule, the facility will be thoroughly sanitized after each audition, rehearsal, performance, youth camp day, and rental event. (See #8. Closing and Sanitizing of Space)
  - b. Spray bottles of sanitizing solution and paper towels will be accessible to staff, volunteers, and patrons in the following locations
    - i. Each bathroom
    - ii. Green rooms
    - iii. Office
    - iv. Lobby concession area
2. Hand Sanitizing
  - a. Touchless hand sanitizing stations will be available in the lobby and green rooms

### **Improved Ventilation**

1. Throughout the Facility
  - a. When possible, while working in, rehearsing, cleaning, etc., those in the theatre will increase air circulation by opening all doors (front, theatre entrance, back, green room, and three bathrooms).
2. HVAC in the House
  - a. In addition to regularly scheduled maintenance, air filters will be exchanged weekly, rather than monthly
  - b. Cold and hot air exchange vents will be cleaned weekly
3. HVAC in the Front of House
  - a. In addition to regularly scheduled maintenance, inside washable air filters will be sanitized each time the theater is sanitized
  - b. Filters will be removed and cleaned each week, rather than monthly

### **Signage Regarding Precautions due to Covid-19**

Posted throughout the facility are reminders to;

1. Not enter the building if you have any symptoms of Covid-19
2. Wash hand thoroughly
3. Wear a facemask with nose and mouth covered
4. Cover a cough
5. Maintain a physical distance from others

### **Performance-Specific Details**

1. Production Preparation
  - a. Create/design/construct minimalistic sets
  - b. Keep costumes simple with minimal changes; if at all possible, attempt to work with one costume and change a piece or two as needed for the character
  - c. Directors will take distancing into consideration when blocking the production
2. Opening of Space
  - a. House Manager to arrive 90 minutes prior to performance; open front, theatre, and back doors for cross ventilation; assisting House Manager to remain in theatre space while House Manager performs other preproduction duties throughout the facility
  - b. Lobby and theatre open to the public 45 minutes prior to stated time of performance
3. Volunteer Duty Changes
  - a. Greeter to arrive 50 minutes prior to performance; stand outside the door and greet people as they enter, directing them that the house is open, encourage ticket holders to be seated at their convenience, reminding of physical distancing
  - b. Seater to arrive 50 minutes prior to performance; stand at center stage line; assist patrons to seats by directing verbally and with gestures
  - c. Greeter and Seater will after production will release patrons by rows in order to ensure physical distancing on departure
4. Showbill
  - a. To be printed and made available for pickup on a table in the lobby
  - b. Patrons are told they will not be reused
  - c. Patrons are asked to take the show bill with them or to deposit them in the recycle bin as they exit the front door (blue bin to be placed to the immediate left of the doorway, opposite the umbrella stand)
5. Intermission
  - a. A performance of 90 minutes or less will have no intermission
  - b. Intermission for longer plays will be lengthened by 10 minutes and readjusted by the House Manager as needed to allow for distancing in the restrooms
6. Actor Responsibilities
  - a. All are expected to prepare hair and make-up at home; and if possible, wear costume to the theatre
  - b. Stage face masks and regular face masks are to be switched as close to stage entrance/exit as possible
  - c. Maintain offstage distancing of 6+ feet when unmasked; maintain 3-6 feet when masked
7. Actor/Audience interaction

## ECP Policies/Procedures

- a. During the opening greeting of the audience, it is to be announced that the audience is welcome to offer congratulations and comments to the actors on stage after the performance. Audience members who are planning to do so are requested to remain seated for a few minutes to allow those who prefer to maintain physical distancing the time to exit into the lobby.
  - b. Actors will choose to remain on stage for the after-show interaction or leave the stage, depending on preference concerning physical distancing.
  - c. Any and all audience members will be encouraged to offer congratulations/comments via Facebook, Twitter, etc.
8. Closing and sanitizing of space
- a. House Manager to open front, theatre, and back doors for cross ventilation
  - b. Tech Crew to ensure all equipment covers are repositioned after the performance and prior to sanitizing
  - c. Assisting House Manager to ensure sanitization of seating area and backstage using ionizing fogger and designated non-alcohol solution; be sure all equipment in sound/light booth has been covered prior to beginning fogging process
  - d. House Manager to ensure sanitization of lobby, bathrooms and office using standard fogger/mister and designated alcohol solution
  - e. Stage Manager to ensure all areas of the green room and bathroom are sprayed and wiped down with designated alcohol solution
  - f. House Manager to ensure frequently touched surfaces (door handles, light switches, office door ledge, ticket window ledge, etc.) are sprayed and wiped down with designated alcohol solution

