

HARLEQUIN

PRODUCTIONS

Covid-19 Safety Protocols

Last update: 8/22/2021

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Executive Summary

We have learned throughout the past 18+ months that the health and safety recommendations relating to COVID-19 are constantly changing and evolving. At Harlequin, our first commitment is to the health and safety of our staff, our artists, our gig workers, our volunteers, and our patrons. The protocols and procedures outlined herein are designed to meet this commitment. We will follow all health and safety guidelines laid out by the state and our union partners regarding masks, cleaning procedures, and all COVID-19 protocols to ensure the safety of everyone in the theater during our 2021/22 season. As regulations change, these protocols and procedures will also change and evolve, but the focus on the safety of our people is always paramount.

Overview/Purpose

This document seeks to outline protocols and procedures that will ensure the safety of our staff, artists, gig workers, volunteers, and patrons, and will seek to reduce the potential spread of the virus that causes COVID-19 at any rehearsal, meeting, workday, or performance.

Definitions

- **Front of House** - all areas of the organisation that have a public facing element. When talking about operations, this includes box office, house management, concessions, users, etc. When speaking about areas of the theatre, this includes the lobby and concessions area, the bathrooms, and the theatre seating.
- **Production** - the side of the organization that is focused on creating works of theatrical art. In terms of operations, this includes stage management, casting, rehearsal, and performance. Areas of the theatre involved include backstage, the tech deck and the production office, the costume and scene shops, rehearsal studios, and the stage itself.
- **Company Member** - any staff, artist, gig worker, or production (not FOH) volunteer working for Harlequin Productions in any capacity.
- **Production Team** - the group of staff, artists, gig workers, and production volunteers working on a single production (a single show).
- **Fully Vaccinated** - (as defined by the CDC) a person who has received a final dose of an FDA or WHO authorized or approved vaccine more than 14 calendar days prior to the current date. (For our purposes this will mean a person who has received the second dose of the Pfizer or Moderna vaccine, or the single dose of the Johnson & Johnson vaccine more than 14 days ago.)

Scope

This document and the protocols and procedures contained herein applies to all theatre staff, artists and gig workers (including actors, designers, stagehands, carpenters, painters, electricians, etc), volunteers, and patrons, and applies to all performances, rehearsals, auditions, and company meetings regardless of location.

The regulations, protocols, and procedures contained herein will continue to evolve as COVID-19 health and safety recommendations are constantly changing.

Front of House

Harlequin Productions joins other local arts organizations, including The Washington Center for the Performing Arts and the Olympia Film Society, as well as other regional arts organizations including the Seattle Symphony, the Pacific Northwest Ballet, The Seattle Repertory Theatre, the 5th Avenue Theatre, A Contemporary Theatre (ACT), Village Theatre, and Seattle Theatre Group in requiring proof of vaccination for entry to all performances. Those individuals unable to be fully vaccinated, including children under 12, must have proof of a negative Covid PCR test (taken within 72 hours of performance). Harlequin staff will check for proof of vaccination and negative Covid PCR tests at the doors as a condition of entry. Additionally, masking is required inside the venue. Patrons and employees will be required to wear masks, except while actively eating or drinking.

Fully Vaccinated Patrons

A patron vaccinated against COVID-19 by a two-dose mRNA vaccine (such as Moderna and Pfizer), or a single dose vaccine (such as Johnson & Johnson), is considered “fully vaccinated” two weeks after the final dose of vaccine (the second dose for a two-dose regimen, or the single dose for a single-dose regimen). Documentation of vaccination status must be shown with valid I.D.* upon entry to the venue and available upon request at any time.

The following are acceptable as proof of full vaccination:

- Vaccination card (which includes name of person vaccinated, type of vaccine provided and date last dose administered) OR
- a photo of a vaccination card as a separate document OR
- a photo of the attendee’s vaccine card stored on a phone or electronic device OR
- documentation of vaccination from a healthcare provider electronic health record or state Immunization Information System record.
- Matching photo ID required at the door

Self-reported vaccination records that are not verified by a health care provider cannot be accepted.

Unvaccinated Patrons

Patrons unable to be vaccinated, including children under 12, will be required to show proof of a negative Covid PCR test within 72 hours prior to the performance.

The following are acceptable as proof of a negative COVID-19 test result:

- Printed document (from the test provider or laboratory) OR
- an email or text message displayed on a phone or electronic device from the test provider or laboratory.
- The information provided should include name of person tested, type of test performed, and date of negative test result (date of negative PCR test result must be within prior 48 hours).

Self-reported negative test results that are not from a test provider, a laboratory, or a health care provider cannot be accepted.

There will be no separate sections for vaccinated/unvaccinated patrons.

Photo ID Requirement

In addition to providing proof of vaccination or a negative PCR test, guests 18 or older must present a government-issued photo ID, such as a driver's license or passport. Guests younger than 18 may present a government-issued photo ID or a school photo ID as an alternative. Guests younger than 18 who do not have either a government-issued ID or school photo ID can only attend performances in the company of an adult who provides the required ID and vaccine documentation for themselves and can also provide documentation for the minor's test results or vaccination verification.

Seating

We are currently selling all performances at regular seating capacity. If health and safety guidelines change there is the possibility of capacity restrictions becoming necessary. If so, it is possible that patrons will need to be reseated. If this is required, patrons will be seated as close as possible to their original seats.

Masking

Masks will be required for all patrons at all times in the theatre.

Cleaning

All spaces must adhere to CDC guidelines for cleaning, sanitization, and cleaning products: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

- All Front of House (FOH) spaces will be cleaned prior to each performance (this includes the lobby and concessions area, the bathrooms, and all the auditorium seating).
- High-touch surfaces (concessions counter, doors, railings, etc) will be cleaned throughout pre-show, performance, and post-performance.
- FOH and auditorium seating will be disinfected with the use of an atomized disinfectant.

Programs

Efforts will be made to limit high-touch items, such as programs. Programs will be available to guests upon request.

Concessions

Concessions will be served, but will not be allowed in the theater. Patrons will be required to keep their masks on while in the theatre space.

Air Ventilation (HVAC) System

Current HVAC renovations are set to be complete in mid-September of 2021, and will include upgrading to MERV-13 filtration throughout the theatre facility and the lobby, offices, and backstage areas.

HEPA filtration systems will run in the house and all enclosed spaces: 1 in the box office, 1 in the lobby, 1 in each dressing room backstage, and 6 in the main theatre space.

Harlequin Productions will conduct a ventilation verification of the theatre venue according to the Actors' Equity Association regulations listed here:

<https://www.actorsequity.org/resources/Producers/covid19-info/ventilation-guidance>

Production

Fully Vaccinated Company

Harlequin Productions will ensure the entire company, including staff, artists, gig workers, and volunteers shall be fully vaccinated against COVID-19. At no time should any staff, artist, gig worker, or volunteers be required to interact with any individual who has not been fully vaccinated, unless that person is under 12 years of age (see below).

Unvaccinated Company Members

Any actors who are under 12 years of age will adhere to the testing procedures for unvaccinated workers (see “Testing Procedures” below).

Government

All federal, state, county, and city reopening requirements will be followed. Any positive COVID-19 test among the company will be immediately reported to the appropriate authorities.

COVID-19 Safety Manager

Harlequin Productions will employ, at a minimum, one (1) COVID-19 Safety Manager (CSM) on each production team, and one COVID-19 Safety Manager to oversee each production team when more than one production is working concurrently. The production team CSM will be onsite for all rehearsals and performances for the given production.

- The CSM will be trained by and receive certification as CCO (COVID Compliance Officer) from Arts & Science (<https://www.artsnscience.com>)
- The CSM will be responsible for overseeing, monitoring, and enforcing these protocols, including protocols for symptom monitoring, protocols following a positive test, cleaning and sanitization, ventilation, press events, case reporting, contact tracing, and conducting orientations and training.

Symptom Monitoring

The CSM will monitor company member symptoms daily, including but not limited to: company member attestations, temperature checks, etc. and will keep a log. Company member health information will be kept private, and will not be stored with other company member information (HIPPA compliant).

Any company member with a high temperature will be rechecked after a 10 minute rest and isolation period. Any company member with a continued high temperature, or any company member reporting symptoms will be referred to the testing procedure.

Testing Procedure

All regular company members on a given production (actors, directors, stage management team, and running crew) will be tested with rapid COVID-19 antigen tests according to the following schedule:

- Three (3) times a week during in-person work when the “Risk Level” on the CovidActNow website (<https://covidactnow.org>) for Thurston County is Dark Red (Severe) and Red (Very High)
- Two (2) times a week during in-person work when the “Risk Level” on the CovidActNow website (<https://covidactnow.org>) for the county is Orange (High), Yellow (Medium) and Green (Low).
- Unvaccinated individuals (those under 12 only) will be tested daily.

In addition, any person entering into the rehearsal or performance space for an extended period of time (i.e. a designer attending the design run, a photographer or videographer, or a theatre staff member watching a rehearsal) will be tested with a rapid COVID-19 antigen test prior to entering the space if they have not had a negative test result within the past 72 hours.

Procedure Following a Positive Test Result

If a company member tests positive on an antigen, the following procedure will be engaged:

1. A second rapid COVID-19 antigen test will be administered
2. If the second test returns a negative result, a third antigen test will be administered.
3. If the second or third test returns a positive result, the result must be followed up immediately with a COVID-19 PCR test. The company member must quarantine until the results from the PCR test are returned.
4. If the PCR test confirms a positive case of COVID-19, the company member must quarantine until released to return to work by a qualified healthcare provider.
5. If the PCR test confirms a positive case of COVID-19, in person work will cease while enhanced cleaning is performed. All company members will again test prior to returning to in person work.

Cleaning

All spaces must adhere to CDC guidelines for cleaning, sanitization, and cleaning products: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

- High-touch surfaces will be cleaned daily. More frequent cleaning will be at the discretion of the CSM.
- Props, set pieces, microphones, transmitters, and headsets that actors and stage managers use will be cleaned after each use.
- Costumes will be cleaned after each use.

Rehearsal

All rehearsals will be conducted at a venue that adheres to the Actors' Equity Association (AEA) VENTILATION FOR WORKPLACES guidelines. At all rehearsal cleaning protocols will be observed, and sanitization and personal protective equipment (masks) will be available for all attendees.

All company members attending rehearsals must adhere to the following:

- Rehearsal attendees must wear masks at all times. Actors may unmask only while rehearsing scene work in the space.
- Rehearsal attendees must maintain at least 6 feet of social distancing, while 9 feet is preferred at all times. Actors may relax social distancing practices only while rehearsing scene work in the space.
- All efforts shall be made to limit the amount of time actors rehearsing scene work should come into close contact with each other.

Load-In and Tech

All company members working load-in and tech must adhere to the same regulations and protocols as stated above in "Rehearsal".

There may be instances when the social distancing or mask wearing requirements may not be able to be observed due to specific duties required at load-in or tech. In these instances, company members will limit the amount of time in each situation, and return to social distancing and mask wearing as soon as possible.

Performance

All company members working a performance must adhere to the same regulations and protocols as stated above in "Rehearsal".

There may be instances when the social distancing or mask wearing requirements may not be able to be observed due to specific duties required of the performance. In these instances, company members will limit the amount of time in each situation, and return to social distancing and mask wearing as soon as possible.

Ventilation

Harlequin Productions will conduct a ventilation verification of the theatre venue according to the Actors' Equity Association regulations listed here:

<https://www.actorsequity.org/resources/Producers/covid19-info/ventilation-guidance>

Current HVAC renovations are set to be complete in mid-September of 2021, and will include upgrading to MERV-13 filtration throughout the theatre facility and the lobby, offices, and backstage areas.

HEPA filtration systems will run in the house and all enclosed spaces: 1 in the box office, 1 in the lobby, 1 in each dressing room backstage, and 6 in the main theatre space.

Audience and Public Interaction

No visitors will be allowed backstage, and signage will be posted in all spaces and corridors to provide this information. In addition:

- There will be at least six (6) feet between audience members and the stage.
- There will be no interaction between company members and patrons. During performances, all company members (including those working on the tech deck) will use the backstage bathroom.
- There will be no meet-and-greets, backstage tours, or autograph signings.
- Any press events must be approved by the CSM. The CSM will accompany all company members to any off-site events.
- At talkbacks, there must be ten (10) feet of space between the audience and those onstage.

These procedures are in accordance with the Actor's Equity Association guidelines.