

Athens Theatre

COVID-19

Guidelines & Procedures

(REVISED 3/14/2021)

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Live Auditions

- Social Distancing will be observed, when possible, throughout the audition facility at all times.
- Hand Sanitizer will be available at the sign-in table.
- Sanitized pens will be available for use when filling out audition forms.
- Auditionee must leave audition space after audition, unless needed for a call-back or dance audition at a later time.
- Audition Space, Holding Room, Piano, Tables, and Chairs will be sanitized before doors open to Auditionees.

- Auditionees must supply their own bottles for water. There will be a water cooler available when possible for water bottle filling.

Attire

- All backstage stage management, crew, technicians, and wardrobe must be dressed in black long-sleeve shirts and black pants.
- Nose/mouth coverings will be worn by backstage crew who are not fully vaccinated.

Backstage and Greenroom Sanitation

- The crew will sanitize and disinfect all props, scenery, light switches, and all touch-able surfaces in backstage and the green room prior to call time.
- Actors must provide their own water bottles and will need to take them home each day.

Costume and Wardrobe

Nose/mouth coverings will be worn by Wardrobe crew who are not fully vaccinated.

Following each performance:

- Machine Wash all undershirts or underclothes, bloomers, tights, socks, and mic belts provided by the Costume Department. Personal undergarments/leotards will be the responsibility of the actor.
- Spray with disinfectant all hats
- Spray with disinfectant all costumes not machine washed

On rotation throughout the run:

- Machine wash or Dry Clean all garments per manufacture cleaning instructions.

Dressing Rooms

- Stage management will perform a final sanitation of the dressing room once all cast members have exited.
- Actors will not be permitted to keep dressing table items on dressing room tables overnight. Actors will be provided a small container to store make-up/make-up bags containers in overnight. The only items permitted on tables overnight will be small tabletop mirrors, and container supplied for actor's pre-show make-up and accouterment.

Properties

Props will be disinfected before call time and at the end of every rehearsal by the assistant Stage Manager. The crew will disinfect props and the prop table at the theater in accordance with the Backstage and Greenroom Sanitation guidelines.

Sound / Microphones

Sound Technicians & Actors will follow the steps below concerning sanitation, distribution, and collection of microphone packs:

- Nose/mouth coverings will be worn by Sound Technicians who are not fully vaccinated.
- Sound Technician will place new prophylactics on microphone packs, turn them on, and place them in designated sleeves for actor pick-up at their call time.
- Sound Technicians will collect microphone packs from the sleeves after each show, sanitize them, and place them back in the sleeves.
- Sound technicians will store the microphones in a safe place following every performance after microphones have been sanitized.
- Actors will collect microphone packs from their personal sleeve and place them in their newly laundered microphone belts.
- Actors will connect the Velcro on their belts after every performance and place them in the designated laundry basket.

Performance Standards

The Production Stage Manager and Dance Captain will maintain production standards to the best of their ability when implementing understudies and covers due to absence caused by illness.

The Production Stage Manager is responsible for working with the director, choreographer, and dance captain to create four options of performance when implementing understudies or covers.

The options are as follows:

- Option 1: Implement understudies last minute without full company rehearsal.
- Option 2: Implement understudies with 12 hour notice for a full company put-in rehearsal.
- Option 3: Perform a Concert Version of the show if the amount of absence within the cast is too great to safely perform the show as rehearsed.
- Option 4: Cancellation of performance due to illness.

Understudies and Covers

All shows will have adequate Understudy and coverage within the cast in case of absence caused by illness. Understudies and Covers will be given rehearsal in accordance with the current Athens Theatre company rules.

Acknowledgement of Receipt & Understanding

I hereby certify that I have read and fully understand the contents of the COVID-19 Guidelines and Procedures. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with a company official. I agree to abide by the policies set forth in this handbook and understand that compliance with **Athens Theatre**'s rules and regulations is necessary for my continued participation. My signature below certifies my knowledge, acceptance, and adherence to the company's COVID-19 Guidelines and Procedures.

Employee/Actor Signature _____ Date _____