



# RE-OPENING GUIDE and COVID-19 SAFETY PLAN



**This Re-Opening Guide will be updated as needed and is subject to change depending on local, state, and CDC guidelines.**

330 S. Scott Ave., Tucson, AZ 85701 | 222 E. Monroe Street, Phoenix, AZ 85001  
Sean Daniels, Artistic Director | Geri Wright, Managing Director  
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## Summary

The safety and well-being of our patrons, artists, and staff are our top priority. As we prepare to welcome you back to the Arizona Theatre Company, please know that we place safety at the top of our priority list and have included measures to make your experience as safe as possible.

This Re-Opening and Safety Guide has been put in place to welcome patrons, artists, and staff safely back to the Temple of Music and Art in Tucson and the Herberger Theater Center in Phoenix. This plan was developed following guidelines from the Centers for Disease Control, OSHA, Arizona Department of Health, and available resources provided by LORT, Actors' Equity Association, the Stage Directors and Choreographers Society, United Scenic Artists, and IATSE. It will be updated as guidelines are released regarding COVID-19 safety protocols updated by government officials.

In order to keep our employees and guest artists as safe as possible, ATC requires staff and artists be vaccinated against COVID-19 as a condition of employment. It is important to note that masks may be worn by employees at any time.

## Current Government Information

The health and safety for all associated with ATC is paramount. We will follow appropriate state and local guidelines pertaining to COVID-19. Any changes in guidelines will be adjusted in this document. ***This Re-Opening Safety Guide was updated after the CDC made changes to the level of transmittal of COVID-19 in Arizona February 25, 2022 for Maricopa County and March 1, 2022 for Pima County. These updates specifically state that masking indoors is now optional.***

## COVID-19 Safety Officer and Advisors

The COVID-19 Safety Officers for Arizona Theatre Company have completed the COVID-19 Safety Compliance Training and will be responsible for implementing the safety protocols outlined in this document.

**Safety Officer:** Mark Kochman, Chief Financial Officer: [mkochman@arizonatheatre.org](mailto:mkochman@arizonatheatre.org) | (602) 926-0620

### Additional trained Safety Officers include:

- Nick Cianciotto, Executive Assistant: [ncianciotto@arizonatheatre.org](mailto:ncianciotto@arizonatheatre.org) | (520) 209-2733
- Bill Bethel, House Manager: [bbethel@arizonatheatre.org](mailto:bbethel@arizonatheatre.org) | (520) 547-3981
- Geri Wright, Managing Director: [gwright@arizonatheatre.org](mailto:gwright@arizonatheatre.org) | (520) 290-2721

### Health Care Consultants:

- **Brian Jorgensen, MD:** [drjorgensen@mdvip.com](mailto:drjorgensen@mdvip.com) | (480) 296-1840  
Dr. Jorgensen serves on the Board of Trustees for Arizona Theatre Company and is our Theatre Physician. He specializes in combining diagnostic skills, cumulative experience practicing medicine with a sincere interest in making the lives of his patients better.
- **Rebecca Smith Moore, RN:** [Rebeccamoore79@gmail.com](mailto:Rebeccamoore79@gmail.com) | (602) 705-8142  
Rebecca Moore, RN is a hardworking nursing professional with more than six years' experience at the hospital bedside caring for patients and their families when they are most vulnerable. Rebecca graduated from Grand Canyon University with her Bachelor of Science in Nursing and

has continued education in aesthetic injections. She has been practicing at several Phoenix area hospitals on telemetry units and beyond as a per diem nurse.

## Symptom Monitoring, Testing, and Contact Tracing Protocols

The following contains specific procedures for isolating, transporting, testing, and treating any actors, staff, and support personnel who display potential symptoms of or test positive for COVID-19.

### Effective March 14, 2022 and Until Further Notice

To address the uncertainty around the transmissibility of the COVID-19 Omicron variant, LORT and Equity agree to the following addendum to the July 1, 2021 Memorandum of Understanding Regarding COVID-19 Pandemic Reopening Process outlined within this Guide.

The Theatre's safety protocols for members of the PRODUCTION GROUP of each production include:

- a. Required COVID-19 testing within 72 hours of the start of in-person work and for Actors and those in the Production Group returning to the Theatre from out of town. Out of town is defined as out of state.
- b. Weekly Testing
  - I. Required daily COVID-19 testing for any unvaccinated child.
  - II. In any week where Actors rehears or perform without a respirator (e.g. KN95, N95 KF94), a COVID-19 Antigen test will be provided once per week for all Actors, Stage Managers and individuals in the "Production Group". **Note: Although the MOU requiring twice weekly testing expired February 28, 2022, ATC has chosen to continue testing once per week out of an abundance of caution.**
  - III. The Production Group will be defined weekly and are those who come in close direct contact with Actors (e.g., wardrobe fitters, dressers, hair and makeup crew).
  - IV. An individual who has had a confirmed positive test result is exempt from testing for 90 days following their positive test.

### Positive COVID-19 Test Protocols for Production Group

- In the event of a positive test in the Production Group, follow-up Antigen or PCR testing will be conducted immediately for any individual(s) in the Production Group whom the COVID-19 Safety Officer determines was exposed.
- If there are three or more than three confirmed positives for COVID-19 in the Production Group using PCR tests within three consecutive days follow-up testing will be conducted immediately for the Production Group.
- The COVID-19 Safety Officer will ensure that the individual isolates from the rest of the Production Group and will direct them to contact their licensed health care provider.
- For any guest artist who is away from their place of residence and must quarantine, ATC can arrange for access at reasonable intervals to deliveries for food, groceries, laundry, and medications, and will pay the delivery fees. The guest artist will be responsible for the costs of the goods or services.
- If there are six or more confirmed positive for COVID-19 cases in the Production Group using PCR tests within seven consecutive days, in-person work will be paused.

- No individual in the Production Group shall return to in-person work unless and until they receive a negative result on a follow-up Antigen test OR are cleared to return to work by a medical professional.
- The COVID-19 Safety Officer will notify Equity.

### Symptom Monitoring of non-Production Group Company Member

In the event that a Company member feels ill for any reason, they must report their symptoms to their supervisor and the Safety Officer and stay home. Depending on the symptoms, the Safety Officer will determine next steps, which could include:

- Taking an Antigen COVID-19 test;
- If that test is positive, take a PCR at a pre-determined location;
- If the PCR test is positive, isolate from other staff.
- No Company Member shall return to in-person work unless and until they receive a negative result on a follow-up Antigen test OR are cleared to return to work by a medical professional.

## Temple of Music and Art | 330 S. Scott Ave., Tucson 85701

### Cleaning Protocols

*Primary point of contact: Dean Morgan, Maintenance Supervisor*

Cleaning and disinfecting throughout the Temple of Music and Art will be done by our staff in the facilities department. Our staff will also implement the following:

- Cleaning kits containing hand sanitizer, cleaning/disinfectant spray, and microfiber rags will be in all common areas and rehearsal rooms.
- If at any time supplies run low in any area of the Temple, ATC staff is to notify Facilities.
- All restrooms will be cleaned daily. Lobby restrooms will be cleaned after each show.
- Working areas and common spaces will be cleaned daily at a minimum.

### HVAC System

The HVAC units at the Temple of Music and Art are running with as much outdoor air as the system can handle.

- The City of Tucson is replacing seven of the older units with new units.
- The City of Tucson has provided air purifiers for the following rooms: Rehearsal Hall, Dressing Rooms, Green Room, Costume Shop, Booths, and Cabaret Theatre (sometimes used for rehearsals).

## Housing | Tucson

*Primary point of contact: Josh Quach, Company Manager*

The apartments that most of the out-of-town (OOT) artists stay in are leased by ATC, and each artist has his/her/their own keyed entry that is not shared with any other resident. The apartments are private one-bedroom lofts and will not be shared or accessed by anyone besides the artist occupying the residence. Each apartment also contains its own washer and dryer.

- The housing where most of the OOT artists are residing will be professionally cleaned and sanitized between occupancy.
- The remainder of the OOT artists will be housed in either another short-term lease apartment (following the same protocol as above) or in a hotel.

- A self-care kit will be placed in each apartment, which will include one thermometer, three masks, hand sanitizer, and sanitizing wipes.

## Production Protocols

*Primary point of contact: Becky Merold, Production Manager*

### Auditions

ATC received permission from AEA to accept video submissions in place of holding the required Equity Principal Auditions (EPAs).

### Contracting

All contracting will be done electronically, and payments will be made via direct deposit. ATC will utilize its payroll system (Paylocity) to execute any tax paperwork that needs to be completed. If it is not possible to do the paperwork digitally, it will be placed in the out-of-town (OOT) artists' apartment at the time they are being cleaned.

ATC will provide information about our safety measures, materials, and proper PPE usage to all employees, over-hire employees, and union members to review prior to their first day of work.

All rehearsal materials will be sent virtually, but if requested, ATC will mail hard copies of the scripts.

### Design Meetings

All design meetings will be virtual. They will also be recorded and stored on our ATC One Drive. The recordings will only be used internally. Design drawings will be shared digitally through ATC's One Drive.

### Production Meetings

Production meetings will be a mix of in-person and virtual. They will take place in the rehearsal hall with the Production Group. There will be an opportunity for out-of-town members of the design team to participate via ZOOM. These meetings will also be recorded and stored on our ATC One Drive. The recordings will only be used internally.

### Rehearsal Protocols

In-person rehearsals will take place in the rehearsal room at the Temple of Music and Art on the 2<sup>nd</sup> floor. The rehearsal room is 35'x 55' or 1,925 square feet.

- Effective February 2022 and until further notice, all Meet n' Greet will take place in the rehearsal room prior to first rehearsal and will only include those in Production Group. All other attendees will participate via ZOOM.
- Each person will be supplied a personal supply kit that includes pens, pencils, highlighters, and hand sanitizer.
- Rehearsals are closed to anyone outside of staff, guest artists and vaccinated media.
- Everyone in the rehearsal hall must bring their own water bottles to rehearsal. No water pitchers or disposable cups will be provided. There is a water cooler in the rehearsal hall.
- No coffee or food will be provided by the theatre. Communal food items and any sharing of food is not permitted.

## Props & Costumes

- All rehearsal props will be cleaned prior to delivery to the rehearsal hall. If an item must be taken back to the shop, it will be cleaned prior to delivery back to the rehearsal hall. Once an item is in the rehearsal hall, stage management will be responsible for any additional cleaning of said item.
- All rehearsal costumes will be cleaned prior to delivery to the rehearsal hall. If an item must be taken back to the shop, it will be cleaned prior to delivery back to the rehearsal hall. If costume pieces cannot be laundered, they will be sanitized with an alcohol spray. Rehearsal costumes will be laundered following normal ATC procedures.

## Costume Shop

*Primary point of contact, Mary Woll, Costume Shop Manager*

- Costume fittings will take place in the curtained off area of the costume shop. Areas that the actors have contact with will be sanitized between each fitting. There will be 15 minutes between each fitting to allow for cleaning time.
- Wig fittings will take place in the wig room. Areas that the actors have contact with will be sanitize between each fitting.
- Fittings will not be taken before the scheduled time.
- The personnel will be limited to vaccinated staff and guest artists.
- If masks are not required, a conversation prior to every fitting will happen to determine whether all parties are comfortable with not wearing a mask.
- No food, drink (other than a personal water bottle) or personal items will be allowed in the fitting area.
- For the most part, smaller hand tools are assigned to each individual at the top of each build. These will be cleaned by the individual as needed.
- Shared tools will be cleaned between each use. It will be each employee's responsibility to wipe down a shared tool before using it. This includes the shared computer.

## Understudies

All understudies will be vaccinated and will follow all the same protocols of the originating artistic team.

## Tech Protocols (In Theatre)

*Primary point of contact: Becky Merold, Production Manager*

Shared food and coffee services will be suspended until further notice. Employees will be responsible for providing their own dedicated water bottles. Disposable cups will be discouraged.

## Schedule

In order to ensure proper rest, ATC has removed all 10 out of 12 rehearsals from its tech process.

- Crew schedules will be negotiated and sent out by the end of rehearsal in order to assess priorities.
- Adequate breaks will be provided to accommodate single bathroom usage.

## Tech Cleaning

- Designated hand sanitizer stations will be placed around the theatre, and use will be strongly encouraged. Employees will be notified of their location at the top of the call and encouraged to sanitize their hands before moving on to a new task.



- All consoles, dressing stations, and any other high-touch surfaces will be sanitized prior to meal breaks and end-of-day calls.

### Load-in/Strike

- Crews will be staggered as much as possible to reduce levels of contact.
- Breaks will be staggered in order to make sure the restroom is accessible. The backstage restroom is a single person, unisex restroom.
- Prior to meal breaks and end of calls, crews will stop early to sanitize their work areas and tools before going to break.
- On days when there are no performances and/or rentals and as needed only, the Lounge will be used for breaks. A staff member must be present in this situation.

### Costumes, Wigs, and Dressing Rooms

Stage Management will obtain preferences from the actors regarding whether staff who need to enter their dressing room to be masked or unmasked. A sign will be posted on the exterior of each dressing room door to indicate preference.

- Wigs will be washed and restyled once a week or as often as needed.
- Wardrobe and Wigs post-show duties will occur after actors have left the dressing rooms.
- All stockings, shirts, undergarments, and skin parts will be laundered for each performance as per the Actors Equity handbook, with doubles provided for two-show days. All costume pieces will be laundered or sanitized with alcohol spray after each wearing. Dry cleaning of needed items will happen once a week.

### Stage Management & Run Crew

Run crew will sanitize all doorknobs and handrails on the scenery before and after every tech session. If there are other high-touch areas on the scenery, Stage Management will inform the Charge Artist to ensure that proper sealing is done before sanitizing. In the meantime, actors will be discouraged from touching the area.

### Body Microphones

- The Sound personnel will use gloves when handling the microphones.
- Pink noise or tone from a tone generator will be used to line check mics to mitigate classic mic checks with mouth.
- Mics will be dropped off in the dressing rooms for the actor to put on.
- Mic placement will be checked following the costume fitting guidelines.
- Mic belts will be sanitized by Wardrobe staff following the same procedures as costumes.
- Actors will return their mics to their dressing room post show. Sound personnel will wear gloves and a mask to de-battery the microphone. The Sound Tech will sterilize all mics by wiping with an alcohol solution.
- No body mic will be shared amongst actors.
- All body mics will be sanitized between productions.

### Handheld Microphones

All hand-held mics will have their screens sanitized between each use.

## Musical Instruments

- Only the musical director/piano player will touch the keys of the piano. The piano will be sanitized before and after any tuning.
- On productions where an actor plays an instrument, it will be the actor's responsibility to tune their instrument. Sound personnel will train said actor in the tuning process, and it will be the actor's responsibility to do so. If a Sound Technician needs to tune an instrument, gloves will be used unless gloves prohibit the tuning process. In this case, the Sound Tech will wash their hands with soap for 20 seconds per the CDC requirements, before and after touching the instrument.

## Designers and Crew Headsets

- Headsets will not be shared between any persons on any given production.
- Designated headsets and com packs will be assigned for each production to all guest designers, stage crew, and front of house personnel required to be on headset.
- Headset mic pop filters will be replaced with new, unused filters for each production, and the used filters will be disposed of properly.

## Employee Protocols

Front of House personnel such as Stage Management, Sound Operators, and Lighting Operators will access their respective areas of work via the house left side of the theatre prior to the performance. Since the travel path is through the audience, these staff members will be required to wear masks while in the audience.

## Stage Management and Run Crew

- Where dishes are used in a production, the Assistant Stage Manager (ASM) or other designated Run Crew member will wash dishes with hot soapy water.
- The props kitchen refrigerator is NOT for individual use and is ONLY to be used for production purposes. No personal items of any kind may be stored in this refrigerator.

## Production Shop | 18th Street, Tucson

*Primary point of contact: Charlotte Alcorn, Charge Scenic Artist*

Arizona Theatre Company will be implementing the following measures and procedures at the Production Shop.

- For the most part, smaller hand tools are assigned to each individual at the top of the season. These will be cleaned by the individual as needed.
- Shared tools will be cleaned between each use. It will be each employee's responsibility to wipe down a shared tool before using it. This includes shared computers in the tool room and break room.

## Housing | Phoenix

*Primary point of contact: Josh Quach, Company Manager*

- Actor/Stage Manager housing in Phoenix will be at the Residence Inn in Downtown Phoenix.
- All employees and guest artists who do not already share a household will have separate rooming assignments for the duration of the remount.
- Staff and designers will be housed at the Courtyard by Marriott in Downtown Phoenix.

## Audience Protocols

*Primary point of contact: Juliet Martin, Director of Patron Services*

Arizona Theatre Company will be monitoring city, state and CDC guidelines to ensure a safe and healthy environment for everyone. ATC will require patrons to adhere to guidelines set forth in this Reopening Guide.

- Effective March 14, 2022 masking indoors is recommended but not required.
- Effective March 7, 2022, Proof of COVID-19 vaccination and/or proof of a negative COVID-19 test in the last 72 hours will NO LONGER BE required for entry to either the Temple of Music and Art or the Herberger Theatre Center.
- Arizona Theatre Company will provide hand sanitizer stations throughout the lobby and at entrances to the theatre. Patrons will be encouraged to frequently sanitize their hands where hand washing is not possible.
- All pre- and/or post-show events, such as the Prologues and Post Show Discussions, will be digital until further notice.
- Patrons will receive a “Know Before You Go” email, which will provide any last-minute details and/or safety guidelines regarding the show.

## Front of House Staff

*Primary point of contact: Bill Bethel, House Manager*

- House Managers and Ushers are required to be vaccinated against COVID-19 while adhering to the Re-Opening Guidelines.
- Staff and volunteers will be encouraged to wash hands with soap and hot water regularly. Hand sanitizer and or hand sanitizing wipes will be available when hand washing is not possible.
- The House Manager or Usher will be assigned to assist those with wheelchairs/walkers who need assistance getting to their seats.
- Tickets will be scanned without touching patrons’ tickets using touchless scanners.
- Program Guides will be available in digital format as well as in paper form per patron preference.
- Paper Program Guides will not be reused.

## Box Office

*Primary point of contact: Sara Kavitch, Box Office Manager, Tucson*

- ATC Box Office will have hand sanitizing stations at entrances and windows.
- Assisted listening devices will be sanitized by Box Office personnel prior to each performance and upon return after the performance.

## Travel to Phoenix

Only vaccinated staff and vaccinated guest artists will be allowed to travel together in one vehicle to Phoenix. If people prefer, masks may be worn.

## Herberger Theater Center (HTC) | 222 E. Monroe St., Phoenix 85001

*Primary point of contact: Tami Updegraff, HTC Director of Production Services & Facilities*

## Cleaning Protocols

- The Herberger Theater Center (HTC), through the City of Phoenix, uses a third-party cleaning company to properly clean their facilities. This company follows procedures as indicated withing the Phoenix Convention Center’s GBAC Star certification. Facilities will be cleaned at the end of each day by this company and regularly throughout the day by HTC and ATC staff.
- In addition, Arizona Theatre Company will also enforce cleanliness and sanitary guidelines as listed above for the Temple of Music and Art Re-Opening Guide.

## HVAC Protocols

- While the building is in use, the HVAC units will be set to “occupied mode” on the Building Automation System (BAS). This mode will move more air and have more air exchange.
- High efficiency MERV-13 filters will be used, which meet the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) rating for non-medical facilities. The new filters will be put in place at the next scheduled filter maintenance change outs on main air handlers and fan coil units. The units can operate at the “occupied mode” with the upgraded MERV-13 filters and maintain air flow in the building.
- Deep cleaning (HVAC units) prior to resuming event performances at Herberger Theater Center is not necessary because any restricted coil identified during Preventive Maintenance (PM) work would be cleaned and noted on the PM work order as part of the existing maintenance program. The coils are inspected at every PM, and if air flow across the coil becomes restricted, then the coils would be cleaned. Additionally, based on the City of Phoenix research of industry best practice, there is no recommendation to increase this maintenance action beyond the normal PM schedule.
- Filters are changed when the Differential Pressure gauge reads  $\frac{3}{4}$ ” water column (WC) on all Air Handling Units (AHU), which are automatically monitored by the BAS system to inform Phoenix Convention Center (PCC) Facilities staff. Fan Coil Units (FCU) are PM’d and filters changed quarterly.
- All PM work orders are issued from PCC SAP system. PCC Facilities technicians received a list of PM work orders to be completed. This SAP system issues and tracks all PM work orders including work performed during the PM and the duration of time to perform the work, and then the information for each work order is retained in the SAP system for future reference.

## Audience Protocols

*Primary point of contact: Juliet Martin, Director of Patron Services*

Arizona Theatre Company will be monitoring city, state and CDC guidelines to ensure a safe and healthy environment for everyone. ATC will require patrons to adhere to guidelines set forth in this Reopening Guide.

- Effective March 14, 2022 masking indoors is recommended but not required.
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- Arizona Theatre Company will provide hand sanitizer stations throughout the lobby and at entrances to the theatre. Patrons will be encouraged to frequently sanitize their hands where hand washing is not possible.
- All pre- and/or post-show events, such as the Prologues and Post Show Discussions, will be digital until further notice.

- Patrons will receive an “Know Before You Go” email, which will provide any last-minute details and/or safety guidelines regarding the show.

### Front of House Staff

*Primary point of contact: Lucas Cullum, Director of Guest Experience*

ALL HTC Associates will refrain from coming to work when sick.

- Patron Services Managers are required to be vaccinated against COVID-19 while adhering to these Re-Opening Guidelines.
- Staff and volunteers will be encouraged to wash hands with soap and hot water regularly. Hand sanitizer and or hand sanitizing wipes will be available when hand washing is not possible.
- The House Manager or Usher will be assigned to assist those with wheelchairs/walkers who need assistance getting to their seats.
- Tickets will be scanned without touching patrons’ tickets using touchless scanners.
- Programs will be handed out by a volunteer Usher, who will be required to wear clean single use gloves in addition to their mask. Programs will not be reused and be available digitally.
- HTC subcontracted Concessionaire personnel will follow guidelines set forth in this Re-Opening Guide as well as HTC policies and protocols.

### Box Office

*Primary point of contact: Linda Schwartz, Box Office Manager, Phoenix*

- HTC and ATC Box Office will have hand sanitizing stations at entrances and windows.
- Glass dividers between HTC staff and patrons are in place at all ticketing windows and will-call windows. Dividers are also in place between HTC staff in the Box Office.
- Assisted listening devices will be sanitized by HTC Associates prior to each performance and upon return after the performance.