

**1 James J. Eagan Dr.**

**Florissant, Mo 63033**

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**Directions:**

From Interstate 270, head north on New Florissant Road (exit 27). Make a right on to Parker (there is a stoplight), drive for about 1 mile. The Florissant Civic Center Theatre is located at the corner of Parker Road and Waterford Drive, inside the James J. Eagan Civic Center

**Nearest Hospital:**

Christian Northeast  
11133 Dunn Road  
Florissant MO 63033  
314.362.9355

**General Information:**

**Local Bank:**

US Bank  
1000 North Highway 67  
Florissant MO 63031

**Airport:**

Lambert International St. Louis  
10701 Lambert International Blvd  
St. Louis, MO 63145

**Grocery Store:**

Schnucks  
8200 N Lindbergh Blvd  
Florissant, Mo 63031

**This is a non-union house.**

**-VENUE TECHNICAL INFORMATION ON THE NEXT PAGE-**

## -VENUE TECHNICAL INFORMATION-

### STAGE:

- **Proscenium** opening is **40 feet wide by 19 feet tall**.
- **From the plaster line to the back wall is 26 feet**.
- The stage **APRON** is **14 feet 9 inches** downstage of the plaster line.
- The **stage left wing** is **20 feet wide**.
- The **stage right wing** is **16 feet 10 inches wide**.
- There is a **3-foot-deep cross-over upstage** of the blackout.
- The **stage floor** is a black “mar-moleum” (rubberized linoleum); it **CAN NOT** be screwed in to.

### ORCHESTRA PIT

- The orchestra pit is covered by 9 feet long by 4 feet wide removeable sections.
- The orchestra pit is **7 feet deep below stage level**. It can not be raised or moved in any way.
- The orchestra pit is **14 feet deep**. It extends below the stage.
- The orchestra pit is **32 feet wide**.

### AUDITORIUM

- Stadium style padded seating with 557 seat capacity.
- There is ample ADA accessible seating available in both the back of house left and right.

### LIGHTING

- Venue control console is an ETC Element 2.
- The light booth is located at the BOH above the audience in a windowed booth.
- For a complete list of all available lighting instruments, please see “Lighting Inventory”.
- Power tie in is located stage left. Cam-lock connector are available for 200-amp 3 phase power.
- Dimmer rack has available 129 2.4kw dimmers available. Circuit locations are fixed.
- For hanging position, please reference “FCCT CAD Drawing”.

### SOUND

- Venue has available two sound consoles. The main console is an Allen and Heath ML 3000. A Soundcraft Expression III is available upon request.
- Venue uses two JBL PRX715 speakers for main house sound.
- Monitors are available upon request. Venue uses JBL PRX712 monitors.
- For a complete list of venue sound equipment, please see “Sound Inventory”
- The house sound mixing position is located at ground level with the back row in the back center of house.
- Hearing assist is available.
- Playback: Venue has available multiple CD players, direct line in, or the use of Qlab.
- Clear-com **wired** communication is available at multiple points throughout the theatre.

### DRESSING ROOMS

- Two chorus dressing rooms are available. They are located upstairs off the down stage left side.

- The chorus dressing rooms are equipped with showers, restrooms, lighted mirrors, ample counter space and hanging racks.
- There are two large bathrooms located in the green room off up stage left. They are large enough to serve as single or two person dressing rooms.
- There is a washer and dryer on the premises available upon request.

### **FLY SYSTEM**

- The venue has 23 fly lines with 7 dedicated lines.
- There are 4 electrics. Please reference “FCCT CAD Drawing” for specific placement on stage.
- There is a full black Mid-Traveler curtain on Line 11.
- There is a full black out curtain located all the way upstage on Line 23.
- The fly system consists of both single and double purchase line sets. Please reference “Batten Schedule” for specifics.
- There are two main drapes available. One is a traveler option, the other is a guillotine curtain. Both are a blue valor fabric.
- There are 4 sets of black legs and borders available.
- The venue owns a white CYC located on Line 22.
- The venue owns a black sharkstooth scrim.

### **LOADING DOCK**

- The loading area is located on the North East side of the building. It is the only garage door you can access via the parking lot.
- The loading door is 11 feet high by 10 feet wide.
- The loading area is located at ground level at the end of a ramp that slopes towards the building.
- If your transport vehicle can fit inside the loading door, you may park your vehicle inside the scene shop and unload inside.
- If your transport vehicle is a box truck or larger, you will need to supply a loading ramp to access the ground level.
- From the loading dock to the upstage loading doors is approximately 25 feet.
- There is ample free parking in the venue’s parking lots located on the premises.

For any other technical information inquiries, please contact the Technical Director using the information provided above.



**City of Florissant – Florissant Civic Center Theatre**

**1 James J. Eagan Dr.**

**Florissant, Mo 63033**

**[www.Florissantmo.com/theater](http://www.Florissantmo.com/theater)**

**Re-opening/Mitigation Operating Plan**

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## INTRODUCTION

While our doors have remained closed during the COVID-19 pandemic, Florissant Civic Center Theatre's (FCCT) thoughts have been with our patrons, volunteers and employees. As we look toward the future, we have created a plan that we believe will allow us to reopen to the community in a safe and responsible way following all recommended safety guidelines.

This Safety Guide contains the guidelines that we recommend, in accordance with those set forth by St. Louis County Health Department, recommendations by the CDC and the universal measures set forth by the Missouri Art Safety Alliance, in order to keep each employee, volunteer and patron safe and healthy.

COVID-19 is an extremely contagious disease that can lead to severe illness and death. By entering FCCT's facilities, employees, volunteers and patrons voluntarily assume all risks related to exposure to COVID-19. FCCT is continually monitoring the current recommendations, guidelines and restrictions that we are subject to; as such, everything in this safety guide is subject to change based on local, state, and federal regulations and recommendations.

FCCT intends to put forth its best efforts to encourage compliance with the guidelines outlined in this document. We remain committed to enriching lives through theatre and other live performance in a safe and responsible way as we do what we can in striving to protect our employees, volunteers and patrons from inadvertent exposure.

The guidelines contained in this plan are subject to changes and exceptions without prior notice, at FCCT's discretion, based upon new information and guidance regarding COVID-19.

As we operate as a rental venue as well as producing original productions, we require all rental production companies to submit a production specific operating plan in accordance with the requirements set forth by the St. Louis County Health Department. Only upon written authorization will FCCT allow any production to move forward.

# GENERAL COVID-19 POLICIES and PRACTICES

## I. GENERAL EMPLOYEE PRACTICES

All employees are required to put the following guidelines into practice, both while at work and in their day-to-day lives:

**HAND WASHING.** When available, employees will wash their hands with soap and water for at least 20 seconds. When this is not an option, employees will use sanitizer containing at least 60% ethanol or 70% isopropanol. Employees should also wash their hands at the beginning and end of each shift and break, AND after using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking.

**SOCIAL DISTANCING.** Whenever possible, employees should leave at least 6 feet between them and the person closest to them. When this is not possible due to the task being performed, employees should limit close proximity to the same personnel day-to-day to create a “work group.”

**FACE COVERINGS.** Employees should wear physical respiratory protection, such as cloth face masks, whenever possible. When handling face coverings, employees should observe the following:

- Wash your hands before putting on a face covering.
- Put the same side against your face each time to avoid wearing the “contaminated side” against your nose and mouth.
- Remove your face covering using the straps to avoid touching the part that protects your face.
- Wash face coverings frequently (preferably after each use).

**OTHER PRACTICES.** Employees should avoid touching their face, especially their eyes, nose, and mouth, whenever possible. Microphones, headphones, cell phones, keyboards and other personal equipment should be cleaned and sanitized before and after each use. Employees should also cover their cough or sneeze with a tissue, or elbow/shoulder if no tissue is available, followed by thorough hand washing or hand sanitizer. It should be common practice to avoid close contact with people who are sick (COVID-19 or not), stay home when sick, and clean/disinfect frequently touched surfaces and objects.

## II. TESTING & SCREENING POLICIES

All employees may be subject to the following:

**BUILDING ACCESS SCREENINGS.** A routine temperature check using a touchless or minimal touch thermometer which will be sanitized between each use. If employees test for a temperature of 100.4F or higher, they may request a second screening. If after a second screening has been completed with a temperature of 100.4F or higher, the employee will be sent home and not allowed to return except as set forth below. All employees must have a temperature below 100.4F and be wearing a mask to be granted access into the theatre or rehearsal space.

Employees may also be asked the following questions upon their arrival:

- In the last 14 days have you come in contact with any person who has been diagnosed with COVID-19?
- In the last 14 days have you experienced persistent coughing, difficulty breathing, or have you had a fever of greater than 100.4F within the last 24 hours?
- Should any employee answer “yes” to any of the above questions, the employee will be asked to quarantine at home until such time it is determined that they are able to safely return to work pursuant to FCCT’s protocols and practices listed in this document.

## III. PRACTICES FOR SICK EMPLOYEES

All FCCT employees are protected under the U.S. Department Of Labor Families First Coronavirus Response Act: Employee Paid Leave Rights.

Employees must stay home from work if they have symptoms of acute respiratory illness consistent with COVID-19, including fever, cough, chills, sudden loss of taste or smell, muscle pain, headache, sore throat, or shortness of breath.

If an employee is excluded from FCCT premises pursuant to this plan, they must report it to their supervisor(s).

**QUARANTINE POLICY.** If any one or more of the following occurrences is true of any employee, they will be immediately excluded from FCCT premises and work environments and should immediately self-quarantine:

- The employee tests positive for COVID-19.
- The employee learns that they have been in close contact with someone who has tested positive for COVID-19.
- The employee has been asked to self-quarantine by any hospital, health agency or medical professional.

**SYMPTOMATIC EMPLOYEES.** If an employee exhibits symptom of acute respiratory illness upon arrival to work, or becomes sick during the work day, they must separate themselves from patrons and other employees and go home immediately.

**DOCUMENTATION.** If symptoms occur on site, the supervisor should document the circumstances of the employee's illness and work day to help with contact tracing, as applicable.

**CONTACT WITH SYMPTOMATIC INDIVIDUALS.** Anyone who has been in close contact with a person known to have the virus, or whose family or friends show signs of exposure, should closely monitor themselves for potential COVID-19 symptoms.

**RETURNING TO WORK.** Employees with any symptoms of acute respiratory illness associated with COVID-19 or who have experienced one of the occurrences listed above in "Quarantine Policy" may return to work only if the employee provides reliable proof that a physician has determined that the employee should be released from quarantine or need not be quarantined and may return to work.

#### **IV. RESPONDING TO CONFIRMED CASES OF COVID-19**

In the event that an employee is confirmed to be currently infected with COVID-19, the following actions will be taken:

- Determine what areas of the venue were visited, used, or impacted by the infected employee. Identify if other employees need to be removed from the area and if the area requires sanitization.
- Assess whether the employee's role put them within 6 feet of patrons or other employees. Assess whether the employee's duties create specific transmission risks such as food handling, ticket checking, quick changes, etc.

- Notify the impacted employees that they may have had contact with an infected co-worker (without identifying such person for privacy reasons) 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.
- Any employee who tests positive for COVID-19 should remain in home isolation until the employee provides reliable proof that a physician has determined that the employee should be released from quarantine or need not be quarantined and may return to work.
- During home isolation, if the employee position allows, the affected employee may work remotely to the extent possible. Please note that we may allow remote work for a temporary period due to the extraordinary situation in the workplace caused by the coronavirus. The employee might not be able to perform all of the employee's job's essential functions during this temporary period while working remotely.
- Impacted employees who have been in close contact with a person who tests positive for COVID-19, but who are not presently symptomatic or suffering a fever greater than 100.4F, should closely monitor themselves for potential COVID-19 symptoms.

## **V. SANITIZATION**

**SANITIZING HIGH-TOUCH AREAS.** High-touch areas around the theatre and rehearsal spaces will be cleaned and/or sanitized daily according to our sanitization checklist.

**CLEANING AND DISINFECTING.** Cleaning removes dirt and impurities from surfaces and objects and may lower germ counts by removing them, not killing them. Disinfecting reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.

## **VI. OPEN DOOR POLICY**

Should any employee have any concerns or suggestions regarding conditions related to COVID-19, or if they require any reasonable accommodation or leave related to COVID-19, including leave for qualifying COVID-19 related reasons under the Family First Coronavirus Response Act, they are encouraged to contact Sonya Brooks-White at [swhite@florissantmo.com](mailto:swhite@florissantmo.com) or Brian Paladin at [bpaladin@florissantmo.com](mailto:bpaladin@florissantmo.com); or, in an emergency the cell phone contact number given to every employee.

# **FRONT OF HOUSE POLICIES**

## **I. GENERAL FRONT OF HOUSE PRACTICES**

All employees will abide by the policies addressed in Section 1: General COVID-19 Policies. As a reminder--any employee who has a temperature above 100.4F or symptoms of COVID-19 will not be permitted into FCCT facilities. All employees must observe all practices listed in General Employee Practices in Section 1, while in FCCT facilities.

FCCT will abide by and enforce local, state and federal mandates regarding face coverings and social distancing.

FCCT reserves the right to implement its own protocols in addition to masks and social distancing outside of governmental authority (e.g. intermission protocols, no meet & greets, etc.).

Socially-distant spacing indicators will be displayed on the floors in front of restrooms and other locations where lines normally form.

FCCT will clean and disinfect high-touch surfaces in all audience accessible spaces daily including the lobby, theatre auditorium, hallways, entrances, restrooms and other locations. Special attention will be given to theatre armrests between uses. All cleaning protocols will occur twice daily on two-show days.

FCCT will encourage patrons to access the program provided digitally on their personal devices. A minimal number of paper programs will be available for patrons who do not wish to access the digital program. Programs will not be recycled and patrons will be asked to dispose of the programs in the trash bins, or take them home.

## **II. BOX OFFICE**

Plexiglass has been installed at each box office window between box office personnel and patrons.

Patrons who purchase tickets at FCCT provide contact information to the box office which may be used to facilitate contact tracing if necessary.

Patrons will check in at the Theatre lobby doors with a box office staff member using a guest list or electronic ticket for a no touch arrival experience.

Patrons will use either a completely digital box office to purchase tickets or may do so over the phone with box office staff.

The following daily protocols will be in place for all box office personnel:

- Face coverings will be worn by personnel at all times when patrons are present.
- Box office personnel will frequently wipe down high-touch surfaces.
- Breaks are implemented to allow personnel time to wash or sanitize their hands.
- Tickets will be provided digitally to patrons. No printed tickets will be issued. Patrons will be checked in by box officer employees as they enter the facility.

### **III. FRONT OF HOUSE/HOUSE MANAGERS/USHERS**

Hand sanitizing stations are located throughout the lobby for public use.

All front of house volunteers will be required to wash their hands and utilize hand sanitizing stations frequently throughout their shift, most particularly after handling items from patrons.

Front of house volunteers will encourage patrons to utilize no-touch policies for all interactions unless absolutely necessary.

The following protocols will be in place for all front of house employees and volunteers:

- Gloves will be worn at all times while seating or interacting with patrons.
- Face coverings will be worn while interacting with patrons. No exceptions: 100% compliance regarding face coverings is required. Any usher or front of house volunteer who does not wear a mask at all times will be asked to leave FCCT facilities.

### **IV. CONCESSIONS**

Concessions will not be sold during which time FCCT is subject to restrictions during the COVID-19 pandemic.

### **V. PATRONS**

Patrons are required to wear masks covering the nose and mouth.

Patrons are required to socially distance between groups and parties as much as possible while on the premises.

There will be no exceptions made to the face covering except those put forth by St. Louis County Health Department or any federal mandates.

Patrons who are guests and/or family members of employees will not be allowed backstage or in restricted areas for any reason.

There will be no meet & greet of cast members, crew or employees on the premises following the performance. Patrons who are waiting will be asked to leave the premises.

Patrons will be encouraged to purchase their tickets in advance online or over the phone.

Patrons who purchase tickets at FCCT will be required to provide contact information to the box office which may be used to facilitate contact tracing if necessary.

## **VI. SEATING**

Patrons will have assigned seating that is socially distanced from other parties.

Once seated, patrons will not be allowed to move to another seat in the auditorium.

Following the conclusion of the performance, once the house lights have come up, house staff will release the audience in groups to assist in social distancing.

Patrons will not be allowed to leave their seats until released by house staff.

## REHEARSAL & STAGING POLICIES AND PRACTICES

The Theatre Manager and Technical Director shall oversee the implementation and adherence to all guidelines in all production departments and daily operations to promote a safe work environment for all employees and volunteers.

### I. GENERAL REHEARSAL PRACTICES

FCCT presents theatrical productions utilizing volunteer cast and crew members. All employees and volunteers will abide by the policies addressed in Section 1: General COVID-19 Policies.

As a reminder--anyone who has a temperature above 100.4F or symptoms of COVID-19 will not be permitted to enter FCCT.

All employees, contractors and volunteers must observe all practices listed in General Employee Practices in Section 1, while in rehearsal spaces.

All volunteer actors and crew members will sign, on their first rehearsal date, FCCT's Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 (attached hereto as **Exhibit A**). If the actor and/or crew member is unable for any reason to sign the Waiver, they will be relieved of their responsibilities for the production.

**HAND WASHING.** All volunteers and employees will be required to wash or sanitize their hands upon arrival to the rehearsal spaces or theatre auditorium and before they leave, as well as wash or sanitize their hands during each break.

**FACE COVERINGS.** Volunteers will be required to provide and wear cloth face masks whenever possible. A "mask" is defined as a close-fitting, 100% cotton, double-layered face covering which covers both the nose and mouth at all times. Masks will be worn for a substantial percentage of each rehearsal. Once a scene is blocked and in condition to be "run" and after receiving approval from stage management, actors may remove their masks to properly run the scene that is rehearsing, but must immediately replace their masks after the scene has completed.

**SOCIAL DISTANCING.** Whenever possible, all volunteers and employees should leave a minimum of 6 feet between them and the person closest to them. Rehearsal spaces will be marked with appropriate distances for cast members who are not in a scene or "onstage." All volunteers will respect any decision rendered by the director and/or stage manager regarding social distancing in rehearsal.

## **II. REHEARSAL SPACE PRACTICES**

The following policies and practices will be in effect in regard to staging while in rehearsal:

- Performers who are not scheduled for a particular rehearsal will not be permitted in the rehearsal space. No one will be allowed in the rehearsal space unless they are in the scene being rehearsed, unless they are invited by the director, stage manager or production manager. There will be no visitors allowed at rehearsals.
- Performers are asked to arrive no earlier than 10 minutes before their call. Those who arrive earlier than 10 minutes prior will be asked to wait outside or in their car. There will be no mingling in the greenroom or any location on the premises.
- Socially distanced seats will be assigned to each performer for day-to-day use in the rehearsal space. Performers are to use only their assigned seat.
- Performers must observe current local, state, and federal recommendations and regulations in regard to social distancing and gatherings.

## **III. STAGING PRACTICES**

The director, designers and stage managers will work diligently to implement social distancing into all staging and choreography, in addition to safe practices involving the amount of time actors are closer than 6 feet (i.e., while making a cross to another part of the stage).

The director, designers and stage managers will maintain an open-door policy for all performers to express their discomfort at any time with any staging as regards safe practices and will work diligently to immediately rectify those concerns.

The director and stage managers will adjust staging and intimacy according to the relationships of the various performers (i.e., if there are family members or partners who are cast together in a production, their staging may differ from other cast members in order to take advantage of their relationship and COVID exposure.)

# BACKSTAGE AND RUN OF SHOW PRACTICES

## I. GENERAL BACKSTAGE AND RUN OF SHOW PRACTICES

**TEMPERATURE & HEALTH CHECKS.** Upon arriving at the theatre each day, Stage Management will sign each person in, take their temperature, ask the required health questions and verify that each person has a mask. Social distancing must be observed while performing temperature and health checks.

**HAND WASHING.** Everyone will wash their hands with soap and water or sanitize their hands when they arrive at the theatre, before the show, at intermission and after the show, as well as sanitize their hands frequently in between.

**FACE COVERINGS.** All crew personnel should wear a face covering at all times backstage. If in the execution of a scene shift or other activity in which the face covering may interfere with vision or safety stage management will advise the crew member to remove their face covering. Once the scene shift or other activity has been completed, the crew member will immediately put their mask back on.

**SHARED ITEMS.** Shared items between cast members or crew members should be sanitized between uses. FCCT will make every effort to avoid more than one cast member touching an item while on stage.

**SOCIAL DISTANCING.** Social distancing will be observed in the wings, voms, and all backstage areas, where and when possible.

**BACKSTAGE TRAFFIC PATTERNS.** Backstage traffic patterns will remain consistent. Technician tracks will be set in a way to minimize exposure. Technicians will remain backstage at all times. Technicians are not allowed into the public areas of the building at any time during performance, set-up and post-show.

**HAND SANITIZING.** Hand sanitizing stations will be positioned on each backstage wing area.

**COMPANY MEETINGS.** There will be no company meetings. Stage management will give individual and safety notes in person and/or electronically as necessary.

**NO VISITORS.** Only performing cast and working personnel will be allowed backstage. NO EXCEPTIONS.

**EQUIPMENT SANITIZING.** All tools, machinery, work surfaces, equipment, etc. will be disinfected before and after each performance.

**SANITATION CHECKLISTS.** Sanitization checklists will be completed each day for every performance under the supervision of stage management.

**MEALS AND SHARED FOOD.** Until further notice, there will be no meals or shared food allowed anywhere inside the FCCT facility.

## **II. PERFORMERS**

All performers will adhere to the general run of show policies as outlined above.

When possible, performers will be placed in their own dressing rooms or will share a dressing room with a domestic partner or spouse.

Each actor will sanitize their own dressing room area at the end of each performance day.

Each performer is responsible for returning their props to the designated areas, unless stage management approves a hand off to a crew member.

Performers will use ONLY the dressing room restrooms. Performers should not use the public restrooms.

Performers only will be permitted to obtain/return their own microphone.

There will be no meet & greet anywhere on the premises with patrons, family or friends following the performance.

## **III. STAGE TECHNICIANS**

All stage technicians will adhere to the general run of show policies as outlined above.

Technicians are asked to arrive no earlier than 10 minutes before their call. Those who arrive earlier than 10 minutes prior will be asked to wait outside or in their car. There will be no mingling on the premises.

Technicians must observe current local, state, and federal recommendations and regulations in regard to social distancing and gatherings.

Each track will be consistent throughout the run, including which set pieces each technician will move and the maneuver points that are used. Maneuver points should be sanitized between performances by the stage technician.

Props will be sanitized daily according to the sanitation checklist. Some props will need to be sanitized during the show if the prop is used by multiple performers. Each performer is responsible for returning their props to the designated areas, unless stage management approves a hand off to a crew member. Technicians should not touch props unless required to do so and, if necessary, technicians will then sanitize the prop.

Stage technicians may be asked to assist in sanitizing and cleaning the backstage areas between performances.

#### **IV. WARDROBE DEPARTMENT**

All wardrobe technicians will adhere to the general run of show policies as outlined above.

Hands should be washed or sanitized between each quick change.

Where possible, all costume changes should be spaced 6 feet apart.

Quick change areas backstage will be cleaned and sanitized between each performance by the dressers.

Dressers will not be allowed in the dressing rooms while performers are occupying the room. Presets will be completed by the actors and checked by the dressers prior to performance.

#### **V. LIGHTING DEPARTMENT**

All lighting technicians will adhere to the general run of show policies as outlined above.

Follow spot and light board operators will sanitize their hands between uses of their equipment. Each follow spot and lighting console will be sanitized and/or disinfected by the operator after they have completed their shift.

#### **VI. SOUND TECHNICIANS**

All sound technicians will adhere to the general run of show policies as outlined above.

All microphones should be sanitized before each performance while inserting the batteries.

Whenever possible, a technician who services a microphone must attempt to avoid doing so while it is being worn by the performer. If the performer is unable to remove their microphone, the technician should wear gloves and a face covering to service the microphone. The gloves should be discarded afterward, and hands washed or sanitized.

Each microphone and microphone container should be sanitized after each performance.

Performers only will be permitted to obtain/return their own microphone.

## **VII. RESPONDING TO CONFIRMED CASES OF COVID-19 IN CAST OR CREW OF A PRODUCTION**

In the event that a volunteer cast or crew member is confirmed to be currently infected with COVID-19, the following actions will be taken:

- Immediately suspend all rehearsals and/or performances of the production.
- Determine what areas of the venue were visited, used, or impacted by the infected cast or crew member. Identify if FCCT employees need to be removed from the area and if the area requires sanitization.
- Assess whether the cast or crew member's role put them within 6 feet of patrons or other employees.
- Notify the cast and crew members and FCCT employees that they may have had contact with an infected coworker (without identifying such person for privacy reasons) 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.
- Any cast or crew member who tests positive for COVID-19 should remain in home isolation until the cast or crew member provides reliable proof that a physician has determined that they should be released from quarantine or need not be quarantined and may return to work.
- Impacted cast or crew members who are not presently symptomatic or suffering a fever greater than 100.4F but who have been in close contact with a person who tests positive for COVID-19, should closely monitor themselves for potential symptoms.

# **PRACTICES FOR SPECIAL CIRCUMSTANCES such as AUDITIONS, RENTAL EVENTS, TOURS, VISITORS**

## **GENERAL PRACTICES FOR SPECIAL CIRCUMSTANCES**

All employees and volunteers will abide by the policies and practices addressed in Section 1: General COVID-19 Policies.

### **I. AUDITION PRACTICES**

All Audition Practices will follow the policies and practices addressed in Section 1: General COVID-19 Policies and Practices.

All auditioners will be required to wear face coverings which cover the nose and mouth at all times in the lobby sign up area and in the aisles of the theatre.

Auditioners will be directed to a location on stage for their audition clearly marked by an “X” which puts them at a safe distance from production personnel in the auditorium; at that point, they can remove their mask when instructed for the audition process.

Auditioners will wear their mask as they exit the auditorium and at all times following the audition until they exit the building.

Callbacks will include a discussion of all FCCT COVID policies and practices, a detailed explanation of the Risk and Waiver of Liability Related to COVID-19 (attached hereto as **Exhibit A**), and an explanation of expectations regarding risk of exposure during rehearsal and run of the production.

### **II. RENTAL EVENTS**

All COVID-19 rental event policies for both indoor and outdoor venues will be created on a case-by-case basis, following the CDC recommended guidelines, current guidance available from the Missouri Art Safety Alliance, state and local authorities and the FCCT COVID-19 Safety Guide.

All rental contracts will require all participants to sign the Risk and Waiver of Liability Related to COVID-19 attached hereto as **Exhibit A**.

### **III. TOURS and VISITORS**

All visitors to FCCT will be encouraged to arrange an appointment time for their visit with employees. FCCT discourages visitors from “dropping by” in order to enforce social distancing and safety practices.

All visitors to FCCT, regardless of the reason, must wear a mask at all times while in the building or touring the outdoor venue with staff members. NO EXCEPTIONS.

This includes service partners including but not limited to utilities, internet, pest control, cleaning, repairs and all other members of the public.

### **LIVING DOCUMENT AMENDMENTS AND REVISIONS**

This Florissant Civic Center Theatre Safety Guide, Policies and Practices Regarding COVID-19 is a living document subject to amendments and revisions at any time.

FCCT reserves the right to amend or revise this document at any time based upon new information from the CDC, OSHA, ESA and other government and industry entities regarding safety practices related to COVID-19.

FCCT reserves the right to enact new policies and protocols based upon new information from the CDC, OSHA, ESA and other government and industry entities regarding safety practices related to COVID-19.

#### **Reference:**

Ocala Theatre Safety Guide, Missouri Art Safety Alliance, St. Louis County Health Department, CDC, OSHA, ESA, state and federal guidelines.

EXHIBIT A



# City of Florissant

*Honorable Timothy J. Lowery, Mayor*

## Release and Waiver Regarding COVID-19

Lessee acknowledges the ongoing COVID-19 virus pandemic and acknowledges the potential adverse health effects of contracting the COVID-19 virus. Lessee agrees, acknowledges and understands the City makes no representations or warranties concerning the cleanliness of the Facility or that the Facility is free of the COVID-19 virus. Lessee further agrees, acknowledges and understands that although the City and the Entities may have cleaned the [Facility] prior to the proposed Activity, the City and the Entities make no representations or warranties concerning the effectiveness of their cleaning with regard to the COVID-19 virus.

We would further ask that our renters be aware of the guidelines set for by state and federal laws applying to the COVID-19. Therefore, we ask the renter to acknowledge that it is their responsibility to comply with state/federal law guidelines and that the city is not responsible for anyone contracting COVID-19.

UNDER NO CIRCUMSTANCES SHALL THE CITY ITS DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS BE LIABLE TO LESSEE, APPLICANT, OR ANY OF THEIR VISITORS, INVITEES, OR OTHER INDIVIDUALS FOR ANY INJURIES OR DAMAGES INCLUDING BUT NOT LIMITED TO DIRECT, INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR ANY OTHER DAMAGES OF ANY KIND RELATING TO THE COVID-19 VIRUS.

LESSEE HEREBY AGREES TO INDEMNIFY THE CITY AND ITS DIRECTORS, OFFICERS, EMPLOYEES AND AGENTS AND SAVE THEM HARMLESS FROM ANY LOSS, DAMAGE OR EXPENSE OF ANY KIND ARISING FROM OR ALLEGEDLY ARISING FROM ANY CLAIM, DEMAND OR LAWSUIT, OR OTHER LEGAL PROCEEDING, FROM ANY PERSON RELATING LESSEE'S RENTAL OF THE FACILITY AND THE COVID-19 VIRUS.

Lessee:

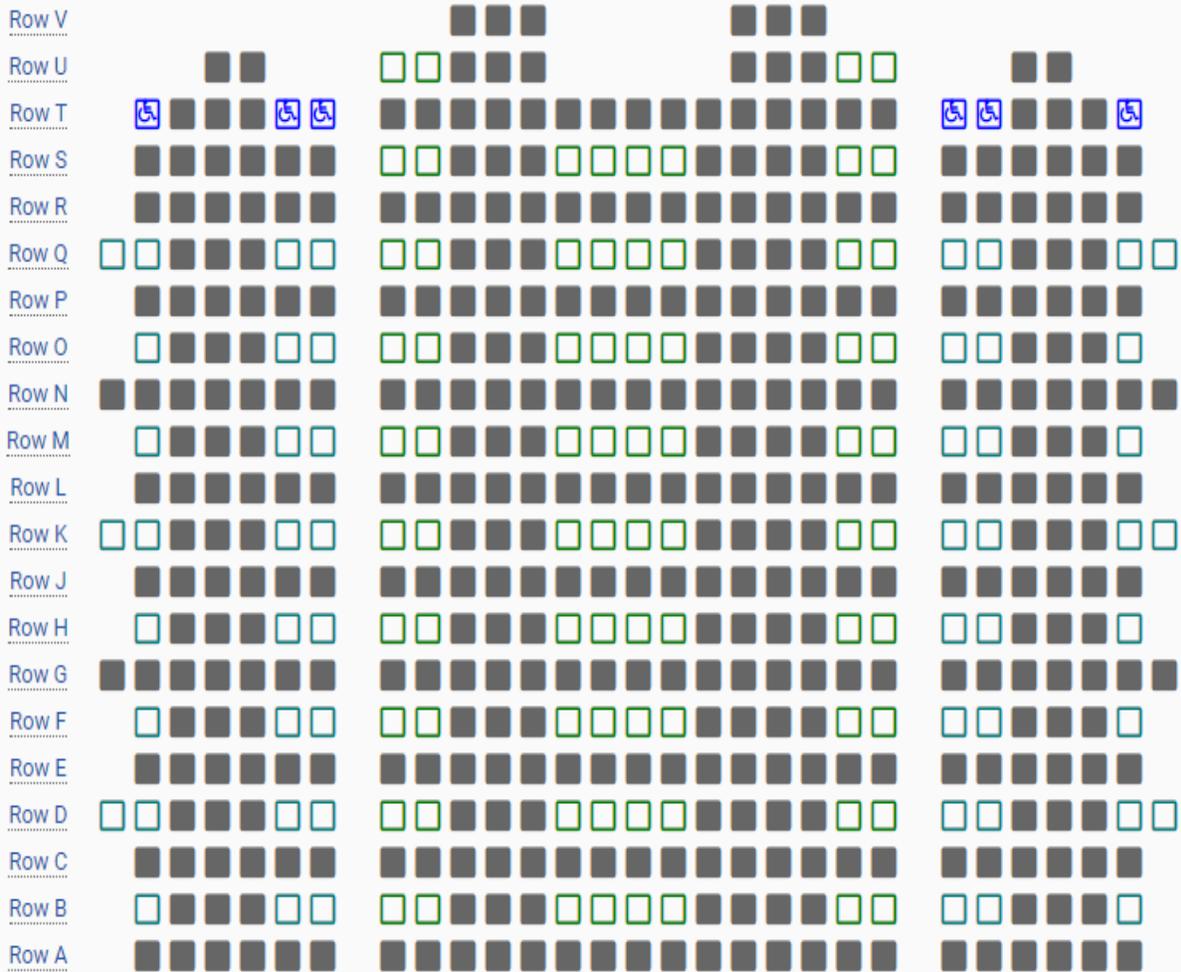
City of Florissant:

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## STAGE

- Available Seat
- Unavailable Seat
- Social Distance
- Accessible Seat
- Pending Purchase
- Reserved Seat
- Obstructed View
- Blocked Seat
- Scanned Seat

Continue