



City of Florissant – Florissant Civic Center Theatre

1 James J. Eagan Dr.

Florissant, Mo 63033

www.Florissantmo.com/theater

Re-opening/Mitigation Operating Plan

TABLE OF CONTENTS

INTRODUCTION	Page 3
GENERAL COVID-19 POLICIES & PRACTICES	Page 4
I. General Employee Practices	
II. Testing & Screening Policies	
III. Practices for Sick Employees	
IV. Responding to Confirmed Cases of COVID-19 in an Employee	
V. Sanitization	
VI. Open Door Policy	
FRONT OF HOUSE POLICIES & PRACTICES	Page 8
I. General Front of House Practices	
II. Box Office	
III. Front of House/House Mangers/Ushers	
IV. Concessions	
V. Patrons	
VI. Seating	
REHEARSAL & STAGING POLICIES & PRACTICES	Page 11
I. General Rehearsal Practices	
II. Rehearsal Space Practices	
III. Staging Practices	
IV. Rehearsal Space Sanitization	
BACKSTAGE & RUN OF SHOW POLICIES & PRACTICES	Page 13
I. General Backstage & Run of Show Practices	
II. Performers	
III. Stage Technicians	
IV. Wardrobe Department	
V. Lighting Department	
VI. Sound Department	
VII. Responding To Confirmed Cases Of COVID-19 In A Cast or Crew Member of a Production	
PRACTICES FOR SPECIAL CIRCUMSTANCES such as AUDITIONS, RENTAL EVENTS, TOURS, VISITORS	Page 18
I. Audition Practices	
II. Rental Events	
III. Tours and Visitors	
IV. Committee Meetings	
LIVING DOCUMENT AMENDMENTS AND REVISIONS	Page 19

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 FCCT staff, volunteer staff and performers are required to put the following guidelines into practice, both while at work and in their day-to-day lives:

(All persons participating in any production at the FCCT facility will undergo mandatory training on the following best practices.)

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 attached spaces.

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 or 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 full time 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 symptoms 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 support bubble 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 what areas require immediate 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.

These areas include but are not limited to arm rests, seating, door handles, light switches, restrooms, railings, fly rail brake locks, clear com communication system, flat surfaces (such as tables and countertops) and any and all high touch surfaces that patrons or volunteer staff or performers come into contact with.

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.

Cleaning and disinfecting will be completed using EPA and CDC approved cleansers.

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 or Brian Paladin at 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 re-used 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.
- Box office personnel will frequently wipe down high-touch surfaces with including service counters, credit/debit card swipe machines after each use, safety rails and any other surfaces exposed directly to patrons during transactions.
- 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. Patrons are greeted with a hand sanitizing station upon entry into the Florissant Civic Center. They also have the option to use restrooms for hand washing located on the main level of the building.

The lobby has easily visible signage informing patrons and staff volunteers of sanitizing best practices and where they may find sanitizing stations.

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.

- All FOH staff will be required to practice 6 feet social distancing at all times.

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.

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. Following guidance from the St. Louis County Health Department, any patron not wearing a face covering, regardless of a medical exemption or age, will not be admitted entry into the FCCT facility.

Upon entry into the FCCT facility, Patrons will be subject to a health screening adhering to current guidance from St. Louis County Health Department. Screening questions may change according to current guidance.

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 policy.

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. Whether purchasing tickets online or over the phone, patrons will be REQUIRED to supply necessary contact tracing information to Box Office personnel.

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 guidance provided by St. Louis County Health Department, patrons of the same household or only two patrons from two different households may sit together inside the FCCT auditorium.

Patrons will be encouraged to arrive at a scheduled time depending on their assigned seat to reduce the potential for crowds or lines forming during entry.

Following the conclusion of the performance, once the house lights have come up, house staff will release the audience by rows, beginning at the back of house and working towards the front of house, to assist in social distancing.

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

Seating will be subject to on-going capacity limitations as set by the St. Louis County Health Department. Current guidelines state that seating capacity will be limited to 25% of total capacity as set forth by fire code.

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.

Hand sanitizing stations will be places throughout the FCCT facility for regular access and use by all staff, volunteers and performers.

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 at all times.

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.

HEALTH SCREENING. All volunteer staff and performers will be subject to a health screening upon entry into the FCCT facility. The health screening will include a temperature check with a no touch digital thermometer as well as all current screening practices as mandated by St. Louis County. No person with a temperature of 100.4 degrees Fahrenheit or higher will be admitted into the FCCT facility.

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. Gathering limitations and capacity restrictions change regularly and as such this operating plan will be subject to those ongoing changes.

All rehearsal spaces and adjoining rooms will have sanitizing stations in plain view with signage reminding all production staff and performers about sanitizing best practices.

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 in regards to 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 risk.)

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 properly fitting mask on. Social distancing must be observed while performing temperature and health checks.

Temperature checks and health screenings will occur behind a plexiglass barrier allowing a touchless thermometer to scan each person upon arrival.

Health screening questions to be asked:

-

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.

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

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, vomms, and all backstage areas, where and when possible. When 6 feet distancing isn't available, exposure to others will be limited to no more than 15 minutes at a time with a goal of keeping close proximity to a minimum.

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. Technicians will be kept at a minimum necessary for the production to operate effectively.

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 located outside the theatre lobby. Those restrooms will only be used by patrons.

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 technician will follow a set track. 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 and then their own hands either by washing them for at least 20 seconds or utilizing one of the many hand sanitizing stations located throughout the backstage area.

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. Microphones should not be shared between performers. In instances when applicable, performers will use either a personal lapel mic or the sound technician will utilize cloud and directional mics to amplify performers.

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.

Auditioners will wear their mask at all times.

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 and all current mandates from St. Louis County Health Department.

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.

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

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: _____