

GENERAL GUIDELINES THEATRE CLASSES AND PRODUCTION STAFF

The Art Center of Kershaw County will be holding Virtual (Recorded or Live-streamed) and Outdoor Theatrical Performances for the time being. We still must consider guidelines for classes and times production folks come together to record or rehearse. **These guidelines do not include front of house protocol.**

GENERAL

- Follow CDC guidelines: Social distancing, hand washing, mask wearing and self-isolation.
- If you do not feel well, stay home. Better safe than sorry.
- Director/Stage manager - Err on the side of caution—if a cast or crew member says they do not feel well, send them home.
- Minimize in person rehearsals where possible. Whenever possible, hold virtual rehearsals.
- You may also rehearse outdoors on the Shull Pavilion or other area where you can spread out. Remember social distancing protocol still applies outdoors.
- Be prepared to assist in contact tracing should an individual test positive for Covid 19.
- Minimize clustering of persons not directly involved in rehearsal. Only cast and crews who are required to be at rehearsals should be allowed to attend, this includes parents/guardians.
- To that end, a system to drop off and pick up youth should be decided upon to minimize the number of people coming into the facility.
- The lobby, office area, auditorium and hallway of the Bassett Building are closed to those not in the production. They are not to be used to congregate or wait for children until Covid-19 restrictions are lifted.

ONSTAGE:

- Everyone should wear masks throughout rehearsal. Masks come off onstage for performance or filming. With a class, this may also be when a solo performer is onstage doing a monologue for a teacher who is socially distanced in the house.
- Practice social distancing of at least 10 feet distance to the greatest extent possible.
- If you are shouting or singing face out and 20 feet apart or wear a mask. We cannot shout or sing towards each other at this time.
- Clear plastic face shields are the discretion of the production team as a whole or actors/parents for their own personal use.
- Do not share props. If a prop must be used by more than one person and there is opportunity, it should be disinfected between scenes. Actors should set their own props whenever possible and strike their own props whenever possible.
- Avoid unnecessary touching, movement or singing that might increase the transmission of aerosol droplets.

- No script sharing.
- Actors waiting to be onstage during the rehearsal process should be sitting socially distanced in the audience. This means NO groups together.

BACKSTAGE:

- Actors, production staff, and volunteers should wear masks when backstage, in the wings, in the green room or other theatre related spaces and adhere to the CDC guidelines for handling and sanitizing the masks.
- Dress in costume/make-up at home. Limit use of the dressing rooms.
- Minimize wardrobe changes and plan them to allow distance between performers
- Encourage cast and crew to bring their own marked water bottles. No sharing of food or beverages.
- Plan backstage activities to allow for distancing between employees and cast members.
- Do not allow any sharing of makeup, costumes, or wigs.
- Launder/sanitize all costumes and wigs after each rehearsal. ???
- Schedule staggered bathroom breaks to ensure social distancing guidelines, based on the application of the room capacity formula.
- Actors should not come into contact with technical equipment such as cyc, curtains, mics, speakers, cables, electronics/instruments, lights, cameras, computers, etc. without express instruction to do so by technical crew/staff.

TECHNICAL

- Meet technical needs (set and costume construction, lights, sound, etc.) through the application of standard safe practice procedures and a staggered schedule that ensures social distancing in all workspaces.
- Crew should wear masks at all times on- or off-stage, with no exceptions.
- Conduct technical rehearsals with the minimal number of students possible and adhere to social distancing for both performers and technicians throughout.
- Students should not share any voice amplification equipment, if possible. Students should avoid touching any curtain.
- Plan backstage activities to allow for distancing between employees and cast members.
- Follow all recommended guidelines for sanitizing shared equipment, including microphones stands, and other equipment shared by staff and/or performers.
- Minimize wardrobe changes and plan them to allow distance between performers
- Sanitize all technical hardware--microphones/headsets, rigging, sound and light boards, lights and rigging before and after each rehearsal per manufacturer instruction. (For microphone care, see:
- <https://www.shure.eu/musiciansdiscover/educational/keeping-your-microphone-clean>)
- Sanitize all surfaces in the control booth, using CDC-approved disinfectants.
- Limit the number of students in the control booth, based on social distancing rules.

HOUSEKEEPING

- Sinks are available in the green room, dressing rooms and adjoining restrooms as hand washing stations. Hand sanitizer either side of stage and in PAW
- The Arts Center of Kershaw County will perform the regularly scheduled weekly cleanings.
- Production team will be responsible for all required cleaning protocols between classes/rehearsals offered at the Arts Center of Kershaw County.
- Dressing rooms, green rooms, production areas utilized should be sanitized by production staff —before and after rehearsals--using CDC approved disinfectants. Stage manager/teacher will assure this is done.
- Production staff should wipe down or spray all surfaces—chairs, set pieces, props, rails, technical hardware, etc.—before and after rehearsal, using CDC-approved disinfectants. Stage manager/teacher will assure this is done.
- Production costs and ACKC share cost of sanitizers and cleaners.