



COVID 19 Safety Practices for OUR PATRONS

The risk of contracting COVID-19 creates a new social contract between Staff, Volunteers, and Patrons. We all have a duty to behave reasonably under the circumstances; working to maintain social distancing and engaging in appropriate sanitary practices.

Likewise, Directors and Staff should implement robust health and safety measures. Goals are:

- compliance with National/State/Civic mandates (WE WILL FOLLOW THE RESPONSIBLE RESTART OHIO GUIDELINES for PERFORMING ARTS THEATERS 8/21/2020) Copies of these will be available to all staff/volunteers/crew/cast. Many of the items listed below are directly from this source but there are additional guidelines set by PMT. PATRONS CAN ACCESS THIS ON PMT'S WEBSITE.
- safety and continued good health of volunteers, patrons & cast/crew

BELOW YOU WILL FIND GUIDANCE AND A LIST OF RESPONSIBILITIES FOR ***OUR PATRONS. KNOW BEFORE YOU GO--We will be posting on our social media sites, website and ticket check out (online) so patrons are aware of guidelines before they attend.***

PLEASE NOTE THAT OUR CAST, DIRECTING STAFF, CREW, MUSICIANS AND VOLUNTEERS WILL FOLLOW ADDITIONAL GUIDELINES AND WILL NEED TO FOLLOW STRICT PROCEDURES FOR AUDITIONS, REHEARSALS, DRESS REHEARSALS, PERFORMANCES AND POST-PERFORMANCES. IF ANY PATRON WOULD LIKE FURTHER INFORMATION, PLEASE CHECK OUT OUR WEBSITE UNDER "COVID-19 SAFETY PRACTICES"

PATRONS AT PMT PERFORMANCES:

- Patrons must conduct daily health symptom assessments at home. PLEASE DO NOT COME TO THE THEATRE IF YOU PRESENT ANY COVID-19 SYMPTOMS.
- Temperature checks may be conducted per the facilities or PMT's request.
- Tickets are encouraged to be purchased thru our website pre-show. Tickets will be available up to an hour pre-show. Please print your tickets or show volunteers on your device your receipt.
- Although not encouraged, if unable to purchase a ticket online, PMT's box office will be open 1 hour prior to show. Social distancing is required and if a line occurs, space will be marked for patrons.
- Social distancing must be maintained throughout the venue. PMT will only sell ticket quantities based on the Responsible RestartOHIO guidance.
- Family members should sit together and distance themselves from other groups/individuals. No more than 4 per group.
- Must always wear a mask If you do not have a mask, you will be asked to purchase a mask or return with one. You will not be able to enter the venue without a mask. The mask must be worn properly. NO MASK-NO ENTRY.
- PMT may not have an intermission. If you must leave the performance at any time, please wear your mask. If intermission is needed, PMT ushers will dismiss patrons so that congregating in

lobby area and lines will be minimized for restrooms. Please do not congregate in the venue space.

- Restrooms will have social distancing markings for lines if they should occur.
- PMT may not have paper programs. Online programs will be available on our website as well.
- There will be no meet and greet for our actors and patrons before or after performances.
- PMT will not have concessions. Food is not permitted inside any venue.
- Patrons will be seated at least 12 feet from the stage.
- Doors will open 30 mins. prior to show time.
- After the show, please have the usher assist you. We will usher you out of the venue at staggered times.



COVID 19 Safety Practices for DRESS REHEARSALS, SHOW, FACILITY for ACTORS

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- safety and continued good health of volunteers, patrons & cast/crew

BELOW YOU WILL FIND GUIDANCE AND A LIST OF RESPONSIBILITIES FOR ***DRESS REHEARSALS, SHOW, FACILITY PURPOSES***. REHEARSALS WILL HAVE ADDITIONAL PROTOCOLS/SAFETY PRACTICES as well as AUDITION & PATRON guidance.

IN ADDITION TO THE REHEARSAL PRACTICES, THE FOLLOWING WILL BE CONDUCTED:

Dress Rehearsals/Performances:

- Only scheduled performers will be allowed backstage
- Get ready at home - Bring only enough make-up or hair supplies for quick touch-ups if needed.
- PMT will stagger call times so that not all cast and crew arrive at the same time.
- It is highly recommended that you wear undergarments, undershirts, leggings under your costume.
- Temperature Checks – do not enter without a temp. scan by Stage Manager. You will need to initial and log your temp.
- ALL volunteers are asked to use masks backstage. This includes crew, costumers, directing staff.
- Intermission may not be held. If we do have intermission, DO NOT go to the Front of House. Instead, weather permitting, take a socially distant mask break outdoors. Take time to drink plenty of water.
- Bring your own water bottle, label it.
- If microphoned, wear it under your mask backstage. We will do our best so that no microphones are shared. If needed, Stage Manager will oversee disinfecting between actors.
- Directing staff notes will be emailed/posted on our cast page for dress rehearsals.
- Pre-show circle up can happen if social distanced and actors/directing staff is masked.
- Drink plenty of water

Backstage/Dressings Rooms:

- A mask must be worn backstage and in dressing rooms.
- Hand sanitizer will be available backstage and easily accessible if able, both wings.

- Actors who waiting off stage for a cue must be socially distant from other actors and wear mask. Stage Manager will mark space.
- You must maintain social distancing in these rooms
- Dressing rooms and spaces will be assigned and to be used by only the actor playing that character on that day.
- Stations must be disinfected at the end of each night. This is an ACTOR'S responsibility. Disinfectant will be provided and available in the dressing rooms.
- Actors must take ALL personal items with them at the end of the night.
- No guests will be permitted backstage at any time.
- Eating is not permitted backstage or in dressing rooms. No one should eat while in costume.

After the performance:

- Do not go out into the audience for any reason
- Do not bring guests on stage after a show
- Congregating before or after a performance or dress rehearsal is not permitted. This includes greeting patrons after performances (meet and greets)
- Please disinfect your station/dressing room area before you leave.
- Return your microphone and pac to the designated area or person. Stage manager/or tech director of facility will oversee cleaning nightly when used.
- Attend to your costume nightly before you leave—Hang inside out. Spray with Costume Spray (provided) - Do not use Febreeze EVER. It is our intent to NOT share costume items, but should that prove impractical, please follow posted instructions to air out and disinfect shared items.
- If you should have any personal items, please take them home with you each night. Any items left behind will be thrown out.
- Please exit the door you have entered. * Because PMT does not have a “home” and locations for rehearsals and shows are different show to show, specifics for this will be sent to cast prior to show/rehearsals



COVID 19 Safety Practices for STAFF, CREW, SHOW VOLUNTEERS AND MUSICIANS

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Likewise, Directors and Staff should implement robust health and safety measures. Goals are:

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- safety and continued good health of volunteers, patrons & cast/crew

BELOW YOU WILL FIND GUIDANCE AND A LIST OF RESPONSIBILITIES specifically for **STAFF, CREW and MUSICIANS**. REHEASALS WILL HAVE ADDITIONAL PROTOCOLS/SAFETY PRACTICES as well as AUDITION & PATRON guidance. All staff, crew and musicians will be provided these guidelines as well as those specific to their job.

STAFF: (Directors, Choreographers, Stage Manager, Crew)

- Must know the risks and commit to following guidelines for best practices for COVID-19 and familiarize themselves with RESPONSIBLE RESTART OHIO GUIDELINES for PERFORMING ARTS THEATERS 8/21/2020)
- Staff must wear a mask, social distance with cast when not directing or conducting. *If you cannot wear a mask for a medical reason, it will need to be approved by the WOOD COUNTY HEALTH DEPT.
- Must follow audition, rehearsal, dress rehearsal & show guidelines.
- Be committed to ensure safety for all production team and cast. Be leaders and set clear expectations.
- Production meetings will be held via Zoom and/or a location where social distancing/masks can be used.
- Commit to blocking/marking and inventive choreography that is socially distanced on stage. If actors are singing, increase distance between actors at least 8ft apart.
- Music directors-pre-recorded chorus numbers may be used to reduce the number of performers on stage.

MUSICIANS:

- PMT will maximize musicians' performance space onstage and in orchestra pits as possible.
- Actors will distance at least 6ft (8ft preferred) from musicians.
- If available, musicians should install bell/instrument covers.
- Musicians should wear masks at all times unless approved by the WOOD COUNTY HEALTH DEPT. It is recommended that a slit in a face covering for mouthpieces should be worn while

performing. In instrument groups that cannot wear a mask physically while performing, a mask should be placed on their chin to be placed on immediately while not playing.

- PMT may have musicians play off stage or not in the pit. Recordings may also be used.
- Musicians must acknowledge the risks of COVID-19 and assess their health before shows and dress rehearsals. Temperature checks with written logs will be enforced by Music Director and Conductor.
- Conductor-A mask should be worn when not conducting.
- PMT will provide hand sanitizer in the musicians' space.
- Each musician will have their own music stand and be responsible to disinfect after use.

VOLUNTEERS:

- Volunteers will conduct daily health assessments and if they experience any COVID-19 symptoms, they **MUST STAY AT HOME**.
- Ushers will help guide patrons to their seats and make sure patrons are social distancing. Patrons can keep printed tickets. No need to collect.
- PMT will provide online programs so there is no need to pass paper copies.
- Volunteers must wear a mask at all times
- Monitor lobby and restrooms. Direct patrons to hand sanitizer and help minimize restroom lines.



COVID 19 Safety Practices for AUDITIONS

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BELOW YOU WILL FIND GUIDANCE AND A LIST OF RESPONSIBILITIES FOR **AUDITION PURPOSES**. SHOW- (including patron & facility responsibilities) AND DRESS REHEARSALS WILL HAVE ADDITIONAL PROTOCOLS/SAFETY PRACTICES as well as REHEARSAL guidance.

PMT will be using one or more of these audition methods for our productions.

AUDITIONS: In person and indoors

- Before you arrive, make sure you have submitted your audition forms, have a mask and have taken your temperature. As always, no forms-no audition.
- Do not audition if you are feeling sick or present COVID 19 symptoms or if you have been exposed to someone with COVID 19. You may submit a video instead.
- If you have been to any of the states listed in Ohio's travel advisory, please do not audition. You may submit a video.
- If you have attended a mass social gathering, graduation party, wedding, etc. 14 days prior to audition date, please only submit a video. Do not audition in person.
- We will continue our audition slots on sign up genius but will spread the timing out to have less crossing of potential actors.
- You must sign up for a slot, no walk ins allowed.
- If you arrive early, please do not enter the building/space until 5 mins. prior to slotted time. Only the auditionee can enter-this includes students under 18 years old. No guests.
- Once you enter the space, there will be markings on the floor to space you out from the person in front of you and behind you. Please social distance. Use hand sanitizer that is provided.
- Wear your mask/face covering.
- A volunteer who will be masked will be there to assist you and call you in to audition.
- There will be no extra audition forms provided, so please fill out and bring with you. You can also email the forms before your audition to the Artistic Director. No form=no audition.
perrysburgmusicaltheatre@gmail.com
- Our directing staff and accompanist (if provided) will be masked. Music must be marked for the accompanist-you will not be able to stand next to them during the audition or give instructions.

- We will have a space marked where you stand to begin your audition. Once in your spot, you will be able to remove your mask. When finished singing, please put your mask back on. If you prefer to wear it while singing, you may.
- A volunteer will assist your exit.
- Please do not congregate before or after your audition.

AUDITIONS: In person and outdoors

- Same as above, however, you may need to bring in your own accompaniment tracks to be played on a speaker/phone.
- If you arrive early, please wait in your car till 5 mins. prior
- Parents/guardians/guests of auditionees—please remain in your vehicle

AUDITIONS: Home videos

- You may be asked to submit a video if you are feeling ill and cannot make your audition slot.
- Specific instructions will be made for home video submissions.

CALLBACKS: IN PERSON: OUTDOOR AND INDOOR

- Same guidelines for in person auditions.
- We will spread out the timing of call backs for each character so we can clean/air out before the next group arrives.
- At times, you may be asked to work with another actor. You will both be socially distanced during the callback during that scene work. If you do not feel comfortable with this, please let us know at auditions.
- If your scene partner asks that you wear a mask, then please respect them and do so. If you do not agree with this, please consider auditioning at a later date for us.
- You will receive callback materials via email so please make sure we have your correct email at auditions. No materials will be available at callbacks. Bring your sides and music if needed. No materials can be shared.

CALLBACKS: ZOOM

- You may be asked to Zoom your callback. An invitation will be sent for time/date. You will be given accompaniment tracks to play from your home during the session if needed.

PMT will provide: hand sanitizer station for before and after auditions/callbacks if needed



COVID 19 Safety Practices for REHEARSALS

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BELOW YOU WILL FIND GUIDANCE AND A LIST OF RESPONSIBILITIES FOR **REHEARSAL PURPOSES**. SHOW- (including patron & facility responsibilities) AND DRESS REHEARSALS WILL HAVE ADDITIONAL PROTOCOLS/SAFETY PRACTICES.

BEFORE REHEARSALS:

- Know and understand the symptoms of COVID 19 and your risks.
- Do not attend rehearsals if you are sick or have been exposed to COVID 19. Keep healthy, drink plenty of water, get rest and inform us if you are not feeling well. **DO NOT** come to rehearsal if you feel sick. PMT will need to be flexible with attendance policies and will respect your commitment to not get others sick. Please contact Julie if you will be missing rehearsal asap.
- Take your temperature daily and keep a log –know your “normal” range.
- Do not bring guests to rehearsals.
- If you do not drive yourself to rehearsals, please have your ride/parent drop you off. They are not permitted to stay or walk you in.
- Remember all your materials needed for rehearsal before you leave: pencil, book, face covering, activity to do when not rehearsing, water bottle, jacket/sweater, personal hand sanitizer. NO materials will be shared! NO FACE COVERING=NO REHEARSAL!

REHEARSALS

- Understand the risks of contacting COVID 19 and will abide by the measures put in place for your safety and the safety of other Volunteers and Patrons.
- The best line of defense is good personal hygiene – washing hands/using sanitizer.
- Social distancing – standing 6 feet apart when not performing. NO congregating before or after rehearsals.
- Rehearsing, singing, and dancing all involve risk and may result in injury during the best of times – performing takes away the protections of social distancing and mask wearing. Know your comfort zone and wear a mask/shield if that gives you confidence when performing. **YOU MUST** wear a mask when not performing and off stage. This includes directors, producers, crew, music

team, choreographers, dancers, and staff. Directors, producers, and conductors do not need to wear a face covering while performing their job *if* approved by the Wood County Health Dept. If you do not bring a mask or facial covering, you will be asked to leave rehearsal and return with one. If for any reason you cannot wear mask, this probably is not the best time for you to be in a production with PMT, but we welcome you back when these safety measures are not needed.

- Always ask your scene partner what their comfort level is and respect their needs. If they ask you wear a mask, please do.
- If at any time you feel uncomfortable or unsafe with blocking, choreo, singing-please let your directing staff know immediately. They will do their best to accommodate. Your safety is important for a successful show and rehearsal process.
- Do not bring food into the rehearsal space. Bring your own water bottle and label it.
- Materials like script will not be shared. If you forget your music/script, you will not be able to share.

PMT WILL ATTEMPT THE FOLLOWING during rehearsals:

- Clean and disinfect all spaces and pathways.
- Post informational signs and reminders for social distancing
- Provide sanitizing wipes and hand cleaner.
- If outdoor space is available and weather permitted, we will rehearse outdoors.
- Adhere to the guidelines and recommended best practices set forth by the State of Ohio
- Have safe mask breaks outside with social distancing
- Limit the amount of cast at a rehearsal.
- Schedule groups with a 15 min. slot in between groups to sanitize.
- Work with directors/choreographers that are COMMITTED to keeping up with protocols/guidelines. We will do our best to block you so you can be socially distanced, especially when singing.
- Plan breaks with longer rehearsals (over 30 mins.) so that we can air out space (open windows/doors) and allow aerosol particles to disperse when rehearsing outdoors.
- Communicate changes in protocols immediately to our families, cast & crew.
- Remind cast of safety protocols before each rehearsal
- Post notes & email notes so that we do not group together after a rehearsal period
- Attempt to not share props, if props need to be shared-they will be sanitized between actors usage.


AFTER REHEARSALS:


- Please do not have parents/ride pick you up by entering the rehearsal space. Please have them stay in their vehicle. Pick up lines may form depending on our space. We will dismiss at staggered times if it is a large group rehearsing. Masks must be worn at dismissal.
- Please do not forget materials you brought with you, script/water bottle etc. Water bottles will be thrown out and we will not save them for next rehearsal. Scripts will be quarantined for 72 hours before we can return them to you.


- While in production, please do not attend large gatherings. We cannot stop you from doing so, but it is not encouraged. Remember the saying, “You are always auditioning”. We want you to be safe, our cast and crew, patrons to be safe so we can return to theatre. Please keep this in mind.
- If you have contacted COVID-19, please contact the WOOD COUNTY HEALTH DEPT. for actions to be taken and follow them. PLEASE contact Julie Bermudez if you have been exposed so we can inform and trace.
- If you plan to travel outside of Ohio to one of the states listed in the Ohio’s travel advisory list, please inform the Artistic Director, Julie Bermudez, at auditions. You will not be able to rehearse for 14 days and will need to quarantine. If you do not agree with this, please do not audition at this time. 2 weeks is a lot of time to miss for a production.

PLEASE INITIAL AND SIGN BELOW.

 I understand and will follow the protocols listed above.

 I have read the Responsible Restart Ohio guidelines for performing arts. I understand the risks of COVID-19.

 I will do my best to be safe and responsible for the health of my PMT family and the health of others.

 I understand that I will be removed from rehearsals, the production or any process of this production if I do not follow these guidelines.

_____SIGNATURE (parent, if under 18)

_____SIGNATURE OF STUDENT (under 18)

_____PRINTED NAME (Parent, if under 18)

_____DATE