RCT is stepping out of the wings!

COVID-19 Guidance
Updated 10/07/2021

These guidelines aim to find the appropriate line between protecting the health and safety of our patrons and volunteers involved with RCT while not being so restrictive that the production can be enjoyable for both the volunteers and audience. We took into consideration the available guidance from the CDC, ISDH, the Wayne County Health Department and individual knowledge of what some other theatre steps are.
Table of Contents

General Considerations........................................................................................................1

Productions, Events, Meetings (Volunteers and Staff) .........................................................2
  Vaccinations .......................................................................................................................2
  Face Coverings ...................................................................................................................2
  Communication ...................................................................................................................2
  Proof of vaccination ...........................................................................................................2
  General topics ....................................................................................................................3
  Testing Positive ..................................................................................................................3

Front of House (FOH) Guidelines............................................................................................4
  Face Coverings and Social Distancing ...............................................................................4
  Vaccinations .......................................................................................................................4
  General FOH .......................................................................................................................4
    All Advisory Levels...........................................................................................................4
    Orange and Red Advisory Levels....................................................................................5
  Ushers .................................................................................................................................5
  Outdoors Shows ..................................................................................................................5
General Considerations:

1. This guidance should be taken as a minimal precaution level. Volunteers and staff should always have a conversation with everyone as to the steps being taken within that group and activity. The most important thing is we respect each and every person in the RCT family and do our best to ensure steps are being taken to protect their health.

2. No patrons on stage following a performance. Cast and crew may mingle with patrons outside the main entrance as long as weather permits.

3. The COVID 19 situation is ever-changing and restrictions may need to be added or removed by the board as we move through the remainder of the season. Always be ready to be flexible in your process.

4. RCT should continue to focus on projects to improve the overall environmental health in all spaces.

5. Some polices in this document are based on the county advisory level, as determined by the Indiana Department of Health, that Wayne County is in. This can be found on the Indiana COVID-19 Dashboard and Map at coronavirus.in.gov/2392.htm.

6. The Indiana Department of Health updates advisory levels each Wednesday at noon and all areas are expected to comply to the updated level starting the next day (Thursday).
Productions, Events, Meetings (Volunteers and Staff):

Vaccinations

1. In order to protect the health and safety of RCT’s Artistic Volunteers as well as give the greatest opportunity for the full production of the show, please get vaccinated.
   a. Vaccination is the best way to protect yourself, family, friends and the RCT community.
   b. While we will not require vaccination to participate at this time, we strongly urge that all volunteers that are able to get vaccinated do so.

Face Coverings

Blue Advisory level:

Vaccinated: RCT suggests face coverings be worn when gathered indoors.
Non-Vaccinated: Those not vaccinated must wear face coverings anytime it is feasible.

Yellow, Orange or Red advisory levels:

Use of face coverings is not optional. Regardless of vaccination status, volunteers, staff, and others must wear a face covering anytime it is feasible when gathered indoors for productions, meetings, and other gatherings with others outside their household.

1. RCT continues the goal of having our productions performed without face coverings while performing.
   a. The only way to meet this goal among the outbreak of Covid-19 variants is for volunteers to take the preventive measures above seriously.
   b. Remember, a covid outbreak among a production team or within RCT could result in the delay or even cancellation of not only your production but other productions as well.

2. Production leaders are responsible to regularly communicate and enforce these prevention measures with their team. Failure for any member of the team to reasonably comply, may result in expulsion of that volunteer, or in delay or cancellation of the production.

Communication:

1. Event/production team leader(s) shall ensure all participants (and parents of minors) are aware of the exposure risks they, or their child, may be subject to. This should be done by notifying the entire production team in writing of the RCT covid policy and if any stricter precautions are being asked of them for that event.
2. The RCT Executive Director (john.faas@gorct.org) is to be copied.

Proof of vaccination:

1. RCT will not require proof of vaccination.
2. RCT volunteers have a right to not disclose their vaccination status if they so choose.
3. Vaccination status will not be asked before selection for any role or position in an event or production.
General topics:

For the general health of the RCT family of volunteers and staff the task force recommends the following:

1. All departments continue their focus on regular and appropriate cleaning procedures.
2. Volunteers continue to diligently wash or sanitize their hands regularly.
3. When indoors, performers that are in the audience space, interacting with patrons or are closer than 6’ to the audience must wear a face covering regardless of advisory level.
4. All participants should watch their health closely and not attend any gathering at RCT if they are feeling ill.
5. HEPA Air Filter machines have been placed in each dressing room and the hall area. Please ensure these are on anytime these spaces are occupied.
6. Weather permitting consider opening doors and/or windows in spaces where groups are gathered to increase air circulation.
7. Advisory level and face covering requirements for volunteers will be posted at all entrances.

Testing Positive:

If a volunteer or staff member that is directly involved in a production or event tests positive for Covid-19:

1. They must immediately notify the event/production director who should then immediately notify the following:
   o John Faas, RCT Executive Director, john.faas@gorct.org
   o Jeff Sheridan, RCT Board President, jeff.sheridan@gorct.org
   o Tina Conti, Director Volunteer Development, tinaconti@gorct.org
   o Include Ryan Shaw, Stage One Managing Director, ryan.shaw@gorct.org if it is a Stage One production.
2. All in-person rehearsals and work is to be halted immediately.
3. The RCT Board of Directors Executive Committee will make a determination of what next steps will be taken. This should be done within 24 hours unless extenuating circumstances exist.
4. All those involved will be notified and be provided appropriate guidance for the situation.

If a volunteer or staff member that is not directly involved in a production but has been on RCT property in the past 7 days tests positive for Covid-19:

1. They must immediately notify John Faas, RCT Executive Director, john.faas@gorct.org.
2. The Executive Director will promptly assess the exposure risk and notify the RCT Board of Directors Executive Committee.
3. The RCT Board of Directors Executive Committee will make a determination of what next steps will be taken. This should be done within 24 hours unless extenuating circumstances exist.
4. All those involved will be notified and be provided appropriate guidance for the situation.
Front of House (FOH) Guidelines

Face Coverings and Social Distancing:

**Blue and Yellow advisory levels:**

1. **Face Coverings for Patrons and Front of House Volunteers:**
   
   **Vaccinated:** RCT recommends face coverings be worn when gathered indoors. **Non-Vaccinated:** Those not vaccinated must wear face coverings.

2. Social distancing is not needed between vaccinated volunteers and staff, however, the non-vaccinated ought to social distance themselves as much as possible.
3. Patrons who wish to sit socially distanced may contact the box office for distanced seating as available.

**Orange or Red advisory level:**

1. **Patrons and front of house volunteers will be required to wear face covering (masks) inside the building regardless of vaccination status.**
   
   a. This is one of the simplest ways that we can create a safe environment for all, including our unmasked actors, and ensure that all shows will go on as planned.
   b. RCT will have masks available at the door.
   c. RCT board members and staff have the authority to allow reasonable accommodation or politely request visitors leave if unwilling to comply.

2. Social distancing is not needed between vaccinated volunteers and staff, however, the non-vaccinated ought to social distance themselves as much as possible.
3. Patrons who wish to sit socially distanced may contact the box office for distanced seating as available.

**Vaccinations:**

1. RCT will not ask about the vaccination status of its patrons.

**General FOH:**

For all advisory levels:

1. FOH and staff will sanitize the lobby and restrooms once the show begins, and after patrons leave.
2. Ushers will escort patrons to their reserved seats. They should make an effort to remain appropriately distanced from the patron while doing so.
3. Lobby main doors should be kept open before and after the show as long as weather permits to allow for more air circulation in the lobby.
4. Advisory level and face covering requirements for patrons will be posted at all public entrances.
Additional steps when at the orange or red advisory level:

1. There will be no food or beverage concessions available to patrons though bottled water is permitted.
2. Shows will be performed without an intermission to prevent crowding in the lobby.
   - A shorter “stretch and bathroom” break may be taken for longer shows
   - Patrons should be encouraged to not congregate in the lobby areas
3. Patrons will be discouraged from congregating in the auditorium or lobby.

Ushers:

1. The Box office manager will ensure the house manager and usher(s) receive appropriate training for each event or show. This training shall include seating patrons and any additional COVID-19 precautions they need to be aware of.

Outdoors shows:

- Outdoors shows are to follow all the guidance in the previous two sections.