
Georgia Ensemble Theatre Mitigation Plan

Georgia Ensemble Theatre is committed to the safety of all those we serve, Audience members, actors, creatives, crew, staff, and vendors. The COVID-19 Pandemic has imposed unprecedented challenges in maintaining a safe and healthy gathering place. This mitigation plan is a working document and will be changed and revised as more is learned about this virus and ways to mitigate its advancement while a vaccine is being developed. We are following guidelines from the Centers for Disease Control, Federal, State and Local guidelines and we are currently working with the Emory University Doctor of Nursing program to analyze our plan to ensure that our plan meets the very highest standards currently in place.

COVID -19
PLAN TO REOPEN

GEORGIA ENSEMBLE THEATRE MITIGATION PLAN

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Contents

Patrons.....	2
Actors – Directors – Musicians	3
Crew	4
Staff.....	5
Visitors to the Venue	7

Patrons

All audience members will be notified of our mitigation plan through our web page, online and by email. All subscribers will be given the option to participate in person using these precautions or by watching a recorded performance of the show.

Ticketing – Beginning in August 2020 all ticketing will be touch-free. Tickets will be delivered by email with a bar code or to the patron’s phone. All tickets will be scanned by the patron as they enter the audience chamber.

Entering the Building – Patrons will be asked to remain in their cars until called to enter the lobby. At the lobby doors all patrons will have their temperatures taken and be instructed to put on their masks. All patrons must agree to have their temperatures taken before entering the building and no one with visible symptoms of COVID-19, Flu, or severe colds, will be allowed in the building even in the absence of a temperature. Should they have a temperature of 100.4 or higher they will be asked to vacate the premises and watch the recorded performance. Should they not have a mask, a disposable one will be provided at a nominal fee. Once the group has had the opportunity to use the restrooms (approximately 10 minutes) they will scan their tickets and take their seats and the next group will be called to enter.

While in the Building - At present there is limited seating due to Covid-19 and social distancing. For each performance there will approximately 190 seats available for patrons.

All shows will be performed without intermission for the foreseeable future. Patrons will be strongly urged to use their home facilities before coming to the theatre.

One gowned, gloved, and masked restroom attendant will be in each restroom to sanitize the facility after each use. Should a line develop social distancing will be maintained by placing stickers on the floor to ensure distancing.

Sanitizing stations will be provided throughout the building with hand sanitizer and sanitizing wipes. Gloves will be available at the Box Office and Concession Stand.

Actors – Directors – Musicians

Rehearsals - Upon entering the building all members of the rehearsal team; actors, directors, musicians, etc. All members of the team must agree to have their temperatures taken before entering the building and no one with visible symptoms of COVID-19, Flu or severe colds, will be allowed in the building even in the absence of a temperature. Should they have a temperature of 100.4 or higher they will be asked to vacate the premises and get a COVID-19 test. If the test is negative, they will be allowed to return, if it is not, they will be quarantined for a minimum of 14 days. Once their temperature has been taken and is normal the team member will be required to sign the designated log certifying that their temperature is below 100.4 degrees. While in the building, masks are always required to be worn. In addition, all singers and musicians will be provided clear reusable visors to mitigate any droplets that may be propelled when singing. Georgia Ensemble Theatre will make available weekly COVID-19 testing for all members of the team.

Understudies shall be provided for all roles.

Sanitizing stations will be provided throughout the rehearsal Hall with hand sanitizer and sanitizing wipes. Gloves shall be available for anyone who desires to use gloves.

Musicals shall be rehearsed and performed as concert versions, with social distancing always in play.

Hand props will be kept to a minimum and handled by one actor only. In instances where a single prop might be used and tracked from one actor to another, multiple props will be provided to maintain the “one prop one actor rule.”

Performance – Performers shall be required to enter the building by the stage right door and will be checked in by the Assistant Stage Manager. In addition to signing the check in log, everyone on the team shall be required to take their temperature and sign the designated log certifying that their temperature is below 100.4 degrees. Should they have a temperature of 100.4 or higher they will be asked to vacate the premises and get a COVID-19 test. If the test is negative, they will be allowed to return, if it is not, they will be quarantined for a minimum of 14 days and understudies will be employed.

While in the backstage area, masks are always required to be worn. Backstage area is defined as the dressing rooms and the hallways leading to the stage. In addition, all singers and musicians will be provided clear reusable visors to mitigate any droplets that may be propelled when singing. Georgia Ensemble Theatre will make available weekly COVID-19 testing for all members of the team.

Social Distancing will be maintained with floor signage in the hallways and the area backstage prior to entering the stage.

Restroom facilities for performers are limited to the restrooms in the dressing room. Sanitizing wipes, anti-bacterial soap and hand sanitizer will be available in the restrooms.

Makeup Stations -Hand sanitizer, disinfecting wipes and spray will be provided at the makeup stations. Gloves will be made available to those who wish to use them.

The kitchen area will be closed, and performers will be asked to provide their own beverages and snacks. Sharing of beverages and snacks will not be encouraged.

On Stage – Social distancing will be employed, and each actor will be responsible for their own props. Dancing will be kept to a minimum with no big production numbers. When singing, visors will be used to avoid the spewing of droplets. Actors in musicals will have their own on-stage space where they will maintain their props and visors and/or any other personal property designated for their character.

At the end of the performance props will be returned to the prop table by the actor and costumes will be left in the laundry bins in the dressing rooms. Actors are encouraged to maintain their own “next to body” garments. To eliminate unnecessary physical contact dressers will not be provided backstage.

Crew

Crew members with the exception of the Stage Manager, Assistant Stage Manager and Sound Technician shall be required to enter the building by the key card door to the right of the building and will arrive after actors have left the building. They will be checked in by the Stage Manager who will take their temperature and have them sign the designated log certifying that their temperature is below 100.4 degrees. Should they have a temperature of 100.4 or higher they will be asked to vacate the premises and get a COVID-19 test. If the test is negative, they will be allowed to return, if it is not, they will be quarantined for a minimum of 14 days and the Stage Manager and/or Assistant Stage Manager will assume their tasks.

While in the building, masks are always required to be worn by all crew members.

Stage Manager (SM) – The Stage Manager in addition to his/her customary duties will be responsible to wipe all surfaces in the technical booth at the top of the shift and at end of day. On two show days that will be extended to prior to and after each performance. The SM will coordinate with the Sound Designer/technician, and Assistant Stage Manager by headsets. She/he will call the show from the technical booth and operate the lighting board.

Sound Technician/operator – May control sound from the Audience Chamber if deemed necessary. The operator will always wear a mask and the station where the sound board is located will be encased with temporary plexiglass. It is the responsibility of the operator to disinfect all surfaces before and after each show.

Assistant Stage Manager (ASM) – The Assistant Stage Manager will be located backstage to facilitate communication between the Stage Manager and Actors/Musicians. The ASM shall always wear a mask and shall not physically interact with actor’s backstage. Gloves will be made available upon request. It is the responsibility of the ASM to disinfect surfaces in the wing space and on stage before and after every performance.

Props – The Properties Master shall proceed to the backstage area and sanitize all props and preset them on the props table for the next performance. Props will be covered with clean sheets to create a barrier when props are not being used. Back-up props will be kept whenever deemed appropriate to mitigate excessive or unnecessary trips to the venue should a prop need repair and need to be removed from the venue.

Costumers – Costumes will be maintained, repaired, sanitized, and cleaned, as necessary. Wigs will be maintained weekly. The Roswell Cultural Arts Center has no laundry facilities thereby necessitating the need to remove the costumes from the venue. The costumer will return the costumes the next day before actors have entered the building. If there are no costumes to be cleaned or repaired, the Stage Manager will notify the costumer in ample time to prevent an unnecessary trip to the venue.

Staff

Staff members shall be required to enter the building by the key card door to the right of the building and proceed upstairs to the offices. They will be required to take their temperature and sign the designated log certifying that their temperature is below 100.4 degrees. Should they have a temperature of 100.4 degrees or higher they will be asked to vacate the premises and get a COVID-19 test. If the test is negative, they will be allowed to return, if it is not, they will be quarantined for a minimum of 14 days or until a test comes back negative. Staff members are encouraged to have a weekly COVID-19 test. Staff members are encouraged to work from home as often as is possible

Office - Staff members are required to wear masks when moving around the offices and entering or leaving the building. Staff may remove their masks when working at their workstations.

Social Distancing is required for all meetings and sanitizing of all table/workstation surfaces will take place by those staff members involved both before and after the meeting.

Each employee is required to wipe down restroom surfaces whenever they use the restroom. Restroom facility is limited to the upstairs restroom.

Box Office – Box Office staff are required to wear masks when moving through the lobby and entering or leaving the building. And/or, whenever they are interacting with the public or members of the venue staff. Box Office staff may remove their masks when at their workstations.

The box office window will be fitted with a temporary plexiglass barrier to protect staff and patrons from the spread of the virus.

Front of House – Front of house members shall be required to enter the building by the front door of the building and proceed to the box office for check in. They will be required to take their temperature and sign the designated log certifying that their temperature is below 100.4 degrees. Should they have a temperature of 100.4 degrees or higher they will be asked to vacate the premises and get a COVID-19 test. If the test is negative, they will be allowed to return, if it is not, they will be quarantined for a minimum of 14 days or until a test comes back negative.

Ushers – There will be three ushers assigned to the three scanning stations. They will wear gloves and masks and be trained to not have physical contact with patrons. They will assist verbally and answer questions about scanning tickets. They will direct but not touch patrons

There will be three ushers stationed in the aisles to help patrons find their seats. They will wear gloves and masks and be trained to not have physical contact with patrons. They will direct or lead, they will not touch patrons.

Bathroom Attendants - There will be a bathroom attendant assigned to each of the bathrooms. Bathroom attendants will be gloved, gowned, and always wear a mask. They will maintain the sinks, toilets and hard surfaces after each patron vacates the restroom.

Concessions – The concession stand will be by donation only. Soft drinks, water and snacks will be placed at the window. The patron will help themselves and leave a donation if so inclined. The concession area will be maintained by one volunteer. The volunteer will always wear a mask and gloves. The volunteer will not physically interact with the patrons. They will replenish the beverages and snacks, as necessary. The volunteer will be responsible to disinfect hard surfaces before and after their shift.

Coffee and tea service will be suspended until safe to resume.

The concession window will be fitted with a temporary plexiglass barrier

Visitors to the Venue

Visitors, vendors, and other individuals are greatly encouraged to make appointments with staff members before coming to the venue. This pertains to patrons who may want to come by outside of their regularly scheduled show.