



COMPANY COVID HANDHOOK

COVID-19 Protocols for Nebraska Shakespeare
as of 8/25/2021

Nebraska Shakespeare is committed to providing quality theatre to artists, patrons and the community, in a safe and effective manner. In following the continuous change of recommendations and guidelines from the CDC, the State of Nebraska Governor's office, the Douglas County Health Department, and the status of the virus in the state and country in general, policies are reassessed regularly and passed along to company and audience members as appropriate. Any concerns in the handling of Covid-19 during Nebraska Shakespeare events should be directed to Nebraska Shakespeare Director of Production (Covid Compliance Officer), Lara Marsh at lmash@nebraskashakespeare.com.

What and how:

1. To provide theatre to a live audience
2. Every company member is 100% responsible to follow the prescribed COVID risk mitigation behavior.

***Our bubble is our safe haven.
Protect it. Protect one another.***

General Day to Day Operation for all company members and staff:

- All company members will have their temperatures checked by a touchless thermometer. Temperatures will be documented. If a temperature is over 100.4 degrees, the company member will be asked to sit in a private space for ten minutes and have their temperature retaken. If a company member's temperature remains above 100.4 degrees, they will be asked to go home/to their hotel room. If sent home, any asymptomatic company member will then be expected to zoom in/electronically come in on the rehearsal as organized with the stage manager. The company member will be allowed back in the spaces (with no symptoms) once their temperature is 100.4 degrees, or below. (No company member will be allowed back in the spaces until the next working day.)
- When working indoors, all company members are required to wear a mask while on duty. (Change out your masks if they wear down; no gators, scarfs or bandanas allowed as masks.)
- When working outdoors, all company members are required to wear a mask when getting as close as six feet from others.
- Singing and choreography are recommended to be twelve feet apart when possible, and masked.
- All company members are to social distance as much as the job will allow. Masks are to be worn when proximities are forced closer together.
- All company members are to wash their hands and/or use sanitizer regularly throughout the day.
- All company members are to wear masks when doing business with outside vendors, educators, patrons, or any other persons not part of the company, while on duty; recommended when off duty.
- Masks are to be worn over the mouth and the nose, as recommended by the CDC.

- Nebraska Shakespeare is eliminating all backstage tours for the foreseeable future. Any meet and greets will be communicated in advance, and masks will be required.
- Added signage is to be hung to reinforce expected guest behavior (social distancing, hand washing, masks, etc.)
- Workers are discouraged from using other workers' phones, desks, offices, or other tools and equipment when possible.
- Safety locations and/or stations containing hand sanitizer, wipes, gloves, masks, and disinfecting solution will be placed in all common areas and shared workspaces.
- Staff are encouraged to keep office doors closed while at work as much as possible.
- During regular business hours, staff members must minimize contact among workers, clients and vendors. This may include replacing face-to-face meetings with virtual communications, implementing remote work, if feasible, and/or shifting hours to a day or evening option with supervisor approval.
- Company members are encouraged to talk with the Covid Compliance Officer, or management about their concerns and how they are feeling.
- Company members are encouraged to keep one another in check, and feel comfortable in being able to communicate safety reminders to one another. Admonishing or minimizing any company member's concerns will not be tolerated, and any company member compromising the safety of our company may be asked to go home for the rest of the day.

HVAC Systems

- Nebraska Shakespeare is a gypsy and a touring entity; it is subject to the HVAC of the entities of which NS is a guest. All efforts will be made with entities to promote air flow and cleanliness in all spaces.

Face Masks and PPE

- Audience members will be required to wear masks at all times Nebraska Shakespeare can be of influence and cooperation with entities it is performing in.
- Masks are to be worn properly in accordance with CDC guidelines.
- Excluding the actors onstage, all artists, stagehands, wardrobe, security, stage door, staff, teachers, ushers, volunteers, students, etc. and other contractors must wear masks in a shared space.

Non-stage spaces

- Congregating in the greenroom is discouraged. We will take all measures appropriate and possible to spread out company members in greenrooms, dressing rooms, lobbies, and backstage as much as possible. Company members should be proactive in social distancing their spaces, including "zones" backstage, social distanced awareness in lobbies and hallways, and awareness of the (safety) behaviors of all they are interacting with.

- Company members are encouraged to stay in their cars (weather pending) if they arrive more than ten minutes early to their call time space to eliminate indoor congregating.
- Furniture in the spaces should be socially distanced.

Back Stage

- Backstage safety should match that of the entire process.
- In addition to standard washing and dry cleaning, costumes and wigs are spritzed with alcohol before or after use.
- Crew must wear appropriately determined PPE.
- Eliminate buffet style eating / catering. Special accommodations will be made for any food events such as one masked/gloved server, individually wrapped items, etc.
- Performers singing/warming up backstage must be in their own “wing” and be facing the stage while singing.
- Hand sanitizer will be provided backstage. See your stage manager for those locations.
- Actors will be masked off stage.

Lights / Sound

- By enlarge, lights are what we inherit in each space; there should be no reason for anyone to touch theatre space light equipment.
- Company members should hand sanitize after touching any light switches in other public spaces (i.e., dressing rooms, etc.)
- When we do have lights, they will be for outdoor performances. Only then will designated company members handle lighting equipment per their assignment.
- By and large, sound support comes from the company members; project and support your work as communicated by your director and/or music director.
- Microphones will only be used during outdoor performances and for video-taping.
- Microphones will be put on and taken off by the sound/microphone engineer. Company members should not handle one another’s microphones or pacs unless an emergency occurs (such as changing a battery or checking the on/off switch, only as directed.)
- The sound engineer will designate a microphone for each actor. There will be no shared microphones.
- The sound engineer will clean each microphone before and after each performance.

Props

- Food prep (if appropriate) will be done by the stage manager or designated company member in masks and gloves.
- Props hand offs are discouraged; think out of the box and creatively about your props table and placements on and off stage.
- Pros should be wiped down before/after every usage.

Wardrobe

- Designated company member(s) will wipe down costume stations between shows and upon the load out.
- During fittings both the actor and the fitter will wear a face mask.
- Company members will wash or sanitize hands before fittings.
- Dressing room/make up stations will be spread out as much as our venues are capable of. While dressing rooms can be a place of chatter and bonding, we must control these habits during the pandemic. Please accommodate each other with “clean air”, social distancing, and peace/quiet. Earbuds are encouraged if you need noise.

Post show

- Upon arrival at the theatre building, patrons are encouraged to use hand sanitizer from a touchless dispenser.
- Audience will be encouraged to wear masks.
- All volunteers must wear face masks.
- Company members will not be allowed to go to the lobby to meet friends and family. We do not want to congregate, and we will need to complete the load out. If you have friends and family coming to see the show, make arrangements to see them after your show duties are complete; and arrange your plans for as small a bubble as you can.
- These points may be adjusted as requirements change.

In case of positive Covid-19 case Nebraska Shakespeare

- The Executive Director, Artistic Director, and Director of Production are contacted immediately upon discovery of a positive case of COVID-19. NS leadership will adhere to the latest CDC recommendations and consult with Douglas County Health Department.
- Those who were in close contact (as defined by the CDC) with the positive case will be required to self-isolate per CDC guidelines.
- The CDC guidelines for return-to-work timeline and requirements will be followed.
- These will be adjusted as requirements change.

Privacy and testing

- HIPAA rules are to be complied with. This means that when a company member tests positive, or any other health matters occur, NS is obligated to keep that company member's information private (unless given permission to disclose).
- Company members may be asked by NS to test for Covid at any time. If requested by NS, NS will pay (or reimburse) for that testing through the dates of the contract.
- All this said, Nebraska Shakespeare's fall tour is small, and it is not hard to figure out who may be isolated and positive. Company members should keep all health information in the company private and within the company. Any disclosure beyond the company is terms for termination of contract.

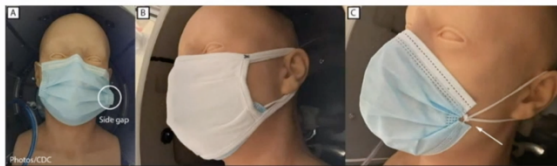
- In the event an individual tests positive, the company members should be made aware so that company members exposed can take proper precautions.
- Covid testing privacy laws are evolving, as are the rest of the policies. Health screenings shall be documented, and policies can change per CDC and city/state/federal officials in real time.

Tips for risk mitigating behavior

- No hugs or air kisses.
- No sipping of water, sharing of drinking or eating items.
- Do not share make-up items.
- Extra awareness of your breath and what you are doing (i.e. yelling, singing, blowing on a wound, blowing eraser fragments.)
- Location and proximity for eating/drinking
- Activities you are doing in your off time; explore the outdoors; consider hikes and parks instead of bars and grills.
- Wipe off your props.
- Wipe down your cell phones.
- Don't share pens/pencils.
- Resist the natural temptation to remove your mask when trying to communicate. This defeats the purpose!

MASK AND MYTHS

From the CDC



- A: sample of an ill-fitted surgical mask with a side gap.
- B: sample of a cloth mask over a surgical mask that eliminates the gap.
- C: knotted and tucked surgical mask that eliminates the gap.

SIGNS AND SYMPTOMS

Symptoms develop within 2 – 14 days.

- Fever
- Fatigue
- Shortness of breath or difficulty breathing.
- Cough
- Muscle aches
- Sore throat
- Headache
- Loss of taste and smell
- Runny nose and congestion
- Nausea, vomiting, diarrhea

Be aware that asymptomatic people DO NOT show any symptoms.

Company Covid Handbook Signature page:

I have read the Nebraska Shakespeare Company Covid Handbook and agree to the terms as they have been laid out.

Name (print)

Name (signature)

Date