

THE BELFRY THEATRE COVID-19 (CORONAVIRUS DISEASE) POLICY

**IN ORDER TO KEEP OUR PATRONS AS SAFE AS POSSIBLE DURING THIS PANDEMIC,
THE BELFRY HAS INSTITUTED THE FOLLOWING RULES:**

1. Our house capacity will be reduced to 25% so that patrons may socially distance. By keeping every other row empty, we can maintain six feet between each patron (or family group of patrons) as is recommended by the CDC.
2. We will have hand sanitizer in the lobby and in front of the bathrooms for patron use.
3. Attendees are required to wear a mask during their time in the building. If a person arrives at the theatre without a mask, they may purchase one from us for one dollar or they will be asked to leave. All masks must be properly worn, covering both the nose and the mouth, or a staff member will ask you to correct it. If a patron refuses to correct the mask to proper form, he/she will be asked to leave.
4. To ensure mandatory social distance in the auditorium, we will require that all patrons have prior reservations. Families who wish to be seated together should buy their tickets together. There will be no walk in seating. Reservations will close TWO hours prior to curtain.
5. There will be a check point where patrons will have their temperature taken (temperature must be below 99.9) and will be asked a short list of health questions. These questions would refer to any recent NEW symptoms...unrelated to any pre-existing conditions that are ongoing for the patron.
These will include:

-Are you currently experiencing any of the following symptoms related to COVID-19 that are NOT PRE-EXISTING CONDITIONS:

- * Fever or chills
- * Cough
- * Shortness of breath or difficulty breathing
- * Fatigue
- * Muscle or body aches
- * Headache
- * New loss of taste or smell
- * Sore throat
- * Congestion or runny nose
- * Nausea or vomiting
- * Diarrhea

-In the past 14 days have you experienced any of the above symptoms related to Covid-19?

- In the past 14 days have you knowingly been exposed to anyone who has had symptoms related to Covid-19 (see above list)?

6. We will not be able to sell concessions during the pandemic in order to lessen possible exposure to the virus. When the pandemic ends, we will return to offering concessions. Outside food or beverages are not allowed in the theatre.
7. We will have no regular paper programs. Programs will be digitally acquired by each patron. Patrons will be given a QR code to access the program on their phone. However, we ask that this access be done prior to the show. Please refrain from using your phone during the performance.
8. We would ask that patrons do not congregate in the lobby prior to or after the shows. When in the lobby or house, patrons should maintain six foot spaces between themselves and others. As weather permits, if patrons wish to take pictures, they should plan to do those activities outside in front of the theatre.
9. If you have any symptoms of illness (see above list), please stay home.

IN ORDER TO KEEP OUR ACTORS AND TECHNICIANS AS SAFE AS POSSIBLE DURING THIS PANDEMIC, THE BELFRY HAS INSTITUTED THE FOLLOWING RULES. THESE RULES APPLY FOR EVERY REHEARSAL AND PERFORMANCE.

1. There will be a check point where actors/technicians will have their temperature taken which must be below 99.9 and they will be asked a short list of health question. These will include:
- 2.

-Are you currently experiencing any of the following symptoms related to Covid-19 that are NOT PRE-EXISTING CONDITIONS:

- * Fever or chills
- * Cough
- * Shortness of breath or difficulty breathing
- * Fatigue
- * Muscle or body aches
- * Headache
- * New loss of taste or smell
- * Sore throat
- * Congestion or runny nose
- * Nausea or vomiting
- * Diarrhea

- In the past 14 days, have you experienced any of the above symptoms related Covid-19?
 - In the past 14 days, have you knowingly been exposed to anyone who has had these symptoms?
2. We will have hand sanitizer in the dressing rooms, outside the actor bathrooms and back

stage for actor/technician use.

3. Actors/technicians are required to wear a face mask to all auditions and rehearsals. Everyone is expected to provide their own mask. Should they arrive to the theatre without a mask, the director will require that one be purchased for one dollar from The Belfry.
4. Actors/technicians will need to carry in their own reusable water bottles. The Belfry will provide no food or beverage.
5. Actors/technicians should show up to all rehearsals prepared with all of their own materials, including, but not limited to, scripts, pencils, masks, water bottles. No company members should share writing utensils or other items unless it is a prop in the show. All actors and technicians should wash/sanitizer their hands before and after rehearsal.
6. Dressing rooms will be sectioned off to allow for social distancing between actors.
7. Actors/technicians will wear a face shield covering during performances. This covering will be provided by the theatre as part of the overall costume. All actors will be responsible for keeping their shield sanitized by cleaning it with a CDC approved disinfectant after every rehearsal and performance.
8. Props and touch surfaces will be sanitized before each rehearsal and performance for the stage, backstage, dressing rooms, and the booth.
9. Actors will bring and use only their own make-up and hair styling equipment. There should be no sharing of these personal items. All of these items will be taken home after each night's rehearsal or performance.
9. Prior to being cast, all actors will be asked to sign a form agreeing to "quarantine" themselves during the rehearsal and performance period. The actor should avoid what the CDC has identified as risky behaviors during a pandemic. This includes, but not limited to, large gatherings, parties, bars/indoor restaurants and travel. This also includes agreeing to wear a mask when in public places.
10. If an actor or technician tests positive for COVID during the early portion of rehearsal, s/he will be removed from the production and the role will be reassigned. Re-casting will also occur if this situation happens close to opening, and the role is small. If a positive test occurs too close to opening night, the show may need to be delayed until any danger of COVID is obviously eradicated. Any member of the company who believes they have been exposed to COVID should IMMEDIATELY contact their director.
9. There will be no reception lines or gathering of actors or company members in the lobby following the performance. Any greeting or picture taking with friends or family should occur outside the theatre, at a safe social distance.

Thank you,
The Belfry Theatre Play Directors
Nov. 1, 2020