



COVID RE-OPENING GUIDELINES

HEALTH & SAFETY PLAN

Seattle Theatre Group (STG) is committed to the health and safety of everyone involved while in our venues. This COVID-19 RE-Opening Guideline outlines the procedures that will be followed in compliance with OSHA, CDC and King County Phase 2 COVID-19 Requirements. These guidelines are subject to change at STG's discretion and as new guidelines are announced by CDC or Government officials.

GUIDING PRINCIPLES AND PRACTICES

- Mitigation measures will be consistent with CDC and public health guidelines and timing recommendations.
- Mitigation measures must be effective, manageable, consistent and tenable.
- Communication to staff, guests, artists and visiting companies must be transparent, empathetic and meaningful.
- Expectations regarding staff, guest, and artist responsibility for adhering to the venue's and artists guidelines will be effectively communicated.
- Robust training and support programs must be in place to empower staff with a level of confidence to return to work.
- Venues should support continued remote work whenever possible and limit onsite work to essential roles and responsibilities.
- Supply chain, including PPE, disinfectant and testing resources must be widely available and reliable to begin a phased reopening.
- Venues must be prepared to assess and adjust their operations based on changing circumstances.
- Vulnerable and at-risk guests should be encouraged to stay home.
- Venues must remain ADA compliant when implementing mitigation measures.*

* If you are unable to wear a mask in accordance with the parameters that Washington state or King County has defined as exceptions for face covering use, or if you meet any of the exceptions for face covering use indicated by the Centers for Disease Control and Prevention (CDC) please contact David Allen at davida@stgpresents.org or Misty Stevens @ mistys@stgpresents.org to discuss accommodation.

EMPLOYEE RISK CATEGORY

In the COVID-19 context, OSHA has classified jobs into four risk exposure categories. Performing arts center jobs would fall into the medium exposure risk category as defined below (the high exposure risk category is reserved for jobs such as healthcare delivery and support staff that involve potential exposure to known or suspected sources of COVID-19):

“Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).”²

RESPONSIBILITY of MANAGERS and SUPERVISORS

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example by following this Plan at all times. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

RESPONSIBILITY of EMPLOYEES

STG is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 while at work everyone must play their part. As set forth below, STG has instituted various housekeeping, social distancing, and other best practices while in the theaters and Paramount tower. All employees must follow these.

In addition, employees, guests and artists are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

- If you are not feeling well, please stay home. STG reserves the right to ask anyone to go home who appears sick.
- If you are a higher risk person with underlying health issues or living/taking care of someone who is high risk, you are encouraged to use your best judgment on contact with others. If you feel uncomfortable or unsure if you should be on the premises, please talk to your manager.

- A forehead thermometer & Clorox wipes will be provided. Upon entering, take your temperature and clean off the thermometer. If you have a temperature above 100.4, please go home immediately and let your manager know.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes preferable into your elbow.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider and notify your supervisor right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider and notify your supervisor right away.

PERSONAL PROTECTIVE EQUIPMENT (PPE) and MASKS ¹

All cast and crew should wear face coverings (masks) at all times while in workspaces, except when exempted. Masks help prevent disease being spread from the person wearing the mask to those around them and may provide limited protection for the person wearing the mask. Masks, face shields, and other PPE that are required shall be provided by the employer.

- STG will provide necessary PPE and mask training to all workers at no cost. The training will comply with applicable regulations and guidelines (CDC, Public Health, NIOSH, and OSHA).
- Personal face coverings should not be shared with others.
- PPE may be disposed of as regular (non-biohazard) waste. Ample trash receptacles are available, and will be emptied regularly.

ENVIROMENTAL VENTILATION ¹

Transmission of CoV-SARS-2 virus is known to occur by aerosol transmission through the air and through touching of contaminated surfaces. There will be explicit attention paid to adequate ventilation in all locations with particular attention to spaces where crowding may occur as well as attention to either elimination of recirculated air flow or the management of such flow with appropriately filtered ventilation.

In all venues, all air handlers will be fitted with MERV 13 air filters and UV-C lights (this type of light is effective in killing the COVID virus in the air and on surfaces). Areas which are not serviced by air handler units will have a portable air purifier(s), whose specifications meets or exceeds purification of air by sq. footage of each space and also contains internal UV-C lighting.

STG ensures the ventilation systems are regularly maintained and operated properly. In areas that it is possible STG will increase circulation of outdoor air by opening windows and doors and using fans.

HAND HYGIENE ¹

Hand hygiene is a key element of infection prevention and will be required to be practiced in our industry and work environments. Given the concern that transmission of COVID-19 occurs both by air and by via contact, enhanced hand hygiene measures are critical. Hand washing with soap and water is considered more effective than use of hand sanitizer in preventing the spread of COVID-19.

The following is recommended regarding hand hygiene:

- Workers should make every effort to avoid touching their eyes, nose, and mouth.
- Restrooms will be supplemented with adequate handwashing facilities that include running water, soap, and paper towels, adequate for the number of workers, and accessible from the first day of work.
- Workers shall follow proper hand hygiene practices (washing for a minimum of 20 seconds of duration, scrubbing all surfaces).
- Handwashing facilities will be kept sanitized and well-stocked.
- When work is taking place where handwashing facilities are not readily available, mobile handwashing stations will be provided.
- Stations with alcohol-based hand rub (“hand sanitizer”), with at least 60% alcohol, shall be strategically placed around work areas, and quantities of supplies of hand sanitizer shall be stocked and maintained and readily available. Methanol-containing hand sanitizers shall be avoided.

- Production shall be halted periodically (at least every 4-6 hours) to facilitate a break for hand hygiene and high touch surface wipe down.
- Hands shall be washed or sanitized:
 - Upon arriving at the job site
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom;
 - Before eating or drinking
 - After meals and snacks;
 - After handling equipment or objects that may carry COVID-19
 - After cleaning or disinfecting equipment, tools, or workspaces
 - At other appropriate times throughout the workday
- Handshaking, hugging, and other physical contact with people who are not immediate family shall be avoided.
- Signage will be posted throughout the venues with instructions on how to stop the spread of COVID-19, including hand hygiene and PPE instructions.

COVID TESTING GUIDELINES FOR ARTISTS AND STAGE

There are a number of tests on the market that health and safety experts have found acceptable. A test should have a high sensitivity (Few false negatives), preferably a high specificity (few false positives).

Test Results

- Test results should take no longer than 48-72 hours after the test is administered.

Who gets Tested

- Actors
- Stage Managers
- All Stage Crew
- All other Employees and Employer(s) that will be interacting with Actors and Stage Managers during their time with STG.

Frequency of Test

- No less than Once A Week

Cost

- Shall be built into show cost

COVID TESTING GUIDELINES EMPLOYEES

Who gets Tested

- All STG Staff that will be in contact with patrons, artists or stage managers
- Security

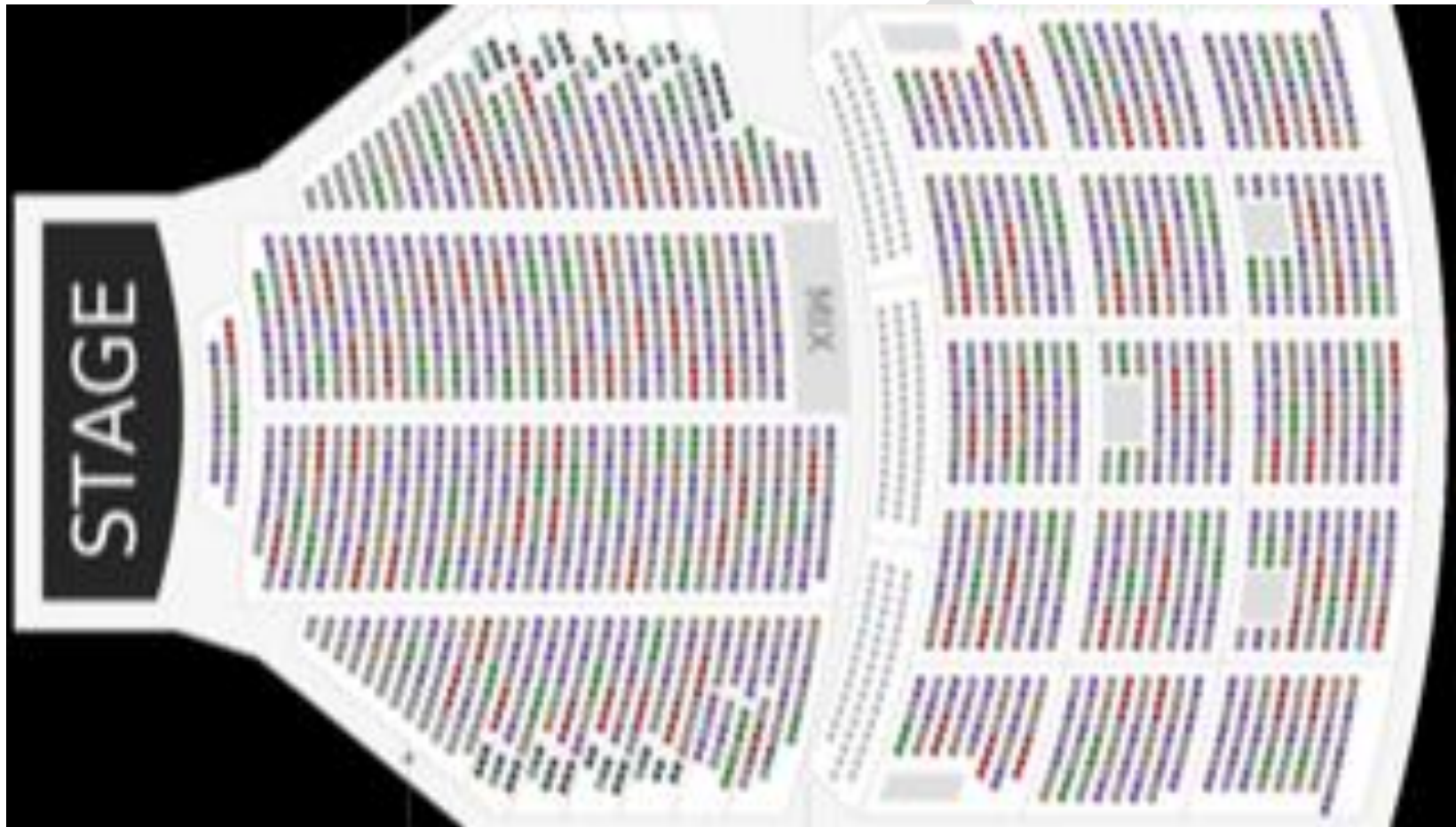
Frequency of Test

- No less than Once A Week

Cost

- STG will cover cost

Paramount 50% Reduced Capacity Seating Chart



Neptune 50% Reduced Capacity Seating Chart



Moore 50% Reduced Capacity Seating Chart



MEDIUM RISK EMPLOYEE PPE REFERENCE STANDARDS

Under OSHA guidelines, mitigation measures for workers in medium risk category jobs as defined above will vary based on work task. Accordingly, PPE ensembles for workers in the medium risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job. PPE ensembles may include some combination of facemasks, gloves and gowns. Respirators (N95 or KN95) should not be required except in rare situations or for other non-coronavirus activities that would otherwise require them.

RISK EXPOSURE LEVELS FOR PERFORMING ARTS CENTER TASKS AND ACTIVITIES

Within the medium risk category established by OSHA, we recognize that in the performing arts center context, certain tasks and activities pose a greater risk of exposure to COVID-19 than others (e.g., valet parking versus processing ticket transactions behind a partition). In order to classify these relative risk levels, we have developed the following categories based on the effectiveness of primary mitigation measures for certain tasks and activities:

Risk Exposure Levels

Level 1	<ul style="list-style-type: none">• Social Distancing Measures can be maintained or controlled• Physical exchange of contaminated material is minimal and can be limited or controlled through safe handling
Level 2	<ul style="list-style-type: none">• Social distancing measures can be suggested, but potentially not controlled• Physical exchange of potentially contaminated material can be limited or controlled through safe handling• Person to person contact can largely be avoided
Level 3	<ul style="list-style-type: none">• Social distancing measures CANNOT be adhered to <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Physical exchange of potentially contaminated material CANNOT be limited or controlled through safe handling practice <p style="text-align: center;">OR</p> <ul style="list-style-type: none">• Mitigation controls are untenable

Risk Assessment for Patrons and Guests

Guest Experience	Exposure Level	Mitigating Controls
<i>Patron Services / Box Office</i>	Level 1	<ul style="list-style-type: none"> • Box office staff will be provided appropriate PPE's • Encourage guests to pick up tickets in advance of performance date when possible or permitted by artist • Contactless ticket options – Concerted effort to increase E-ticket use • Relocate printers to allow guests to retrieve tickets directly from the printer. Tickets printed on demand • We encourage cash-free payments – cards preferred • Installation of guest-operated card readers • When employees handle credit cards, they must wear gloves • Installation of social distancing controls for queuing, please stand in designated areas signage • Disinfectant wipes/sanitizer and portable hand washing stations are available to guests throughout the venues • Install partitions between work stations • Establish will-call pickup time slots to control peak traffic • Each employee should clean and disinfect work area upon arriving and leaving

Guest Experience	Exposure Level	Mitigating Controls
Security Screening	Level 3	<ul style="list-style-type: none"> • Security Staff will be provided with appropriate PPE's • Contactless temperature screening has been implemented by means of Cameras and UV thermometers outside of the buildings • Face coverings will be provided to guests who arrive without or who damage/lose while onsite • Queuing areas will be reconfigured and install appropriate floor markings to enforce social distancing • Eliminate secondary hand scanning; require guests to empty pockets and walk through again • If secondary inspection is required, Visual inspection Only; ensure no direct contact with guest or bag • Equipment will be disinfected daily or per performance • Vented masks will require either a second covering or exchange of masks • Extra Staffing to ensure queuing adheres to guidelines • Disinfection of hands required before entry • Disinfection and portable hand washing stations inside doors for further cleaning • Establish protocols/parameters for refusing entry based on observed symptoms • Routine testing required for all staff

Guest Experience	Exposure Level	Mitigating Controls
<i>Ticket Scanning/ Building Entry</i>	Level 3	<ul style="list-style-type: none"> • Ticket scanners will be provided with appropriate PPE's • Guests should be instructed that wearing face coverings is mandatory, except while actively eating or drinking • Implement assigned entry door #s to reduce crowds at main doors • Install social distancing controls for queuing • Adopt touchless ticket scanning -- guest retains ticket or electronic device during scanning • Relocate scanning locations away from doorway to increase distancing • Disinfectant wipes/sanitizer available to guests at touch points • Clear policy signage • Plexiglas separators between ticket takers

Guest Experience	Exposure Level	Mitigating Controls
Restrooms	Level 3	<ul style="list-style-type: none"> • Custodial Staff will be provided with appropriate PPE's • Restroom occupancy limits and entry controls • Disinfectant wipes/sanitizer available to guests at touch points • Temporarily close adjacent stalls and sinks to enforce social distancing • Clean/disinfect touch points constantly during high usage • Installed touch-free faucets/toilets/soap and paper towel dispensers • Assign designated restrooms to sections of theatres to control guest movement • Disinfect restrooms between rush periods (top of show, post intermission) • Have staff monitor and control queuing for Bathrooms.

Guest Experience	Exposure Level	Mitigating Controls
<i>Common Spaces & Lobby Congregation</i>	Level 3	<ul style="list-style-type: none"> • Added signage and floor markings to reinforce expected guest behavior (social distancing, masks) • Disinfectant wipes/sanitizer and portable hand washing stations available to guests at entry and touch points • Access control patrons to avoid overcrowding at bottleneck areas • Enforce metering to ensure capacity allows for safe social distancing • Guest movement controls in place to maintain guest separation and prevent the need to share common spaces • Assign specific guest entry doors to control crowd movement and reduce congregating • Eliminate water fountains or bubblers • Open lobby at same time as house to allow guests to move directly to seats or load theatre by row/entry door • Eliminate items that encourage gathering such as step + repeat, photo ops

Guest Experience	Exposure Level	Mitigating Controls
<i>Ingress / Seating</i>	Level 3	<ul style="list-style-type: none"> • Usher staff will be provided appropriate PPE's • Reduce seating capacity to conform to local social distancing guidelines; seats adjacent to aisles should be killed in accordance with distancing guidelines - see 25% and 50% capacity maps • Minimize usher contact with guests • Contact-free playbill/program distribution – use card racks or tables • Provide disinfecting wipes to guests to sanitize their seating area • Increased floor marking and aisle signage to allow guests to find their seats more easily

Guest Experience	Exposure Level	Mitigating Controls
<i>Egress at Intermission/ End of Performance</i>	Level 3	<ul style="list-style-type: none"> • Usher staff will be provided appropriate PPE's • Established direct exit routes for guests – Patrons not allowed to congregate in lobby post show- Staff will ask patrons to keep moving • Pick-up/ride share waiting areas reconfigured to encourage social distancing • Post show backstage access has been eliminated • Stage door waiting for guests has been eliminated • Discontinued reuse practice for playbills/programs, used playbills/programs will be recycled after each performance • Disinfect theatre between performances (spray application) • Safe disposal receptacles for contaminated materials (face coverings, PPE, etc..) will be provided throughout the venues • Post-show announcement to space and slow Egress • Opening as many doors as possible before, during and after performances

Risk Assessment for BOH

BOH Area	Exposure Level	Mitigating Controls
Stage Door Entry	Level 3	<ul style="list-style-type: none"> • Security officers supplied with PPE • All persons entering building must be wearing a face covering • Signage to reinforce expected guest and artist behavior (social distancing, masks, etc.) • All visitors and employees will be subject to temperature screenings • Visitors will be provided appropriate PPE as required • Installed floor markings for safe distancing • Altered configurations of sign in/reception areas to ensure safe distancing • Hand sanitizer and portable hand washing stations inside stage door • Safe disposal receptacles provided for contaminated materials (face coverings, PPE, etc..) • Periodically disinfect touch points within entryway • Explain building rules to occupants that impact how they use and move around the facility • All backstage tours have been eliminated • Access is limited to essential workers only • Implement crew questionnaire to aid in identifying symptoms and to participate in contact tracing • Implement protocols for sick employees including those who become sick during the workday.

BOH Area	Exposure Level	Mitigating Controls
Break Rooms & Crew Common Areas	Level 2	<ul style="list-style-type: none"> • Provide all stagehands appropriate PPE -- be prepared to replace PPE multiple times during the course of one shift • Stagehands and non-performing staff must wear appropriate PPE • Routinely disinfect high touch points • Disinfect restrooms before and after breaks • Provide hand sanitizer station in break room • Limit number of occupants to promote social distancing • Eliminate “buffet style” catering; use individually packaged beverages/ snack • Provide hand sanitizer stations inside stage door • Provide safe disposal receptacles for contaminated materials (face coverings, PPE, etc..) • Periodically disinfect touch points within entryway • Stagger breaks when possible to reduce crowding • Implement protocols for sick employees including those who become sick during the workday.

BOH Area	Exposure Level	Mitigating Controls
<i>Production Common Areas</i>	Level 2	<ul style="list-style-type: none"> • Provide all stagehands appropriate PPE -- be prepared to replace PPE multiple times during the course of one shift • Stagehands and non-performing staff must wear appropriate PPE • Routinely disinfect high touch points • Designate one representative to complete sign-in paperwork to reduce crowding and surface transfer exposure • Provide safe disposal receptacles for contaminated materials (face coverings, PPE, etc..) • Periodically disinfect touch points within entryway • Reduce staff levels to enforce social distancing when appropriate • Provide written and posted protocols of refusal policies for employees displaying symptoms

BOH Area	Exposure Level	Mitigating Controls
<i>Dressing Rooms</i>	Level 3	<ul style="list-style-type: none"> • Provide visiting companies and staff with appropriate PPE as needed • Disinfectant wipes/sanitizer available at entry and bathrooms • Reduce dressing stations to comply with social distancing • Limit occupancy of each room based on social distancing guidelines • Install protective barriers between dressing stations when necessary • Spray and disinfect room/restrooms daily • Reduce staff levels to enforce social distancing when appropriate • Performers not able to wear PPE in costume shall do their best to social distance on and off stage • Provide hand sanitizer stations • Provide safe disposal receptacles for contaminated materials (face coverings, PPE, etc..) • Periodically disinfect touch points within entryway

BOH Area	Exposure Level	Mitigating Controls
<i>Backstage Restrooms</i>	Level 3	<ul style="list-style-type: none"> • Custodial staff will be provided appropriate PPE • Established restroom occupancy limits and entry controls • Provide disinfectant wipes/sanitizer at entry • Temporarily close every other stall/sink to enforce social distancing • Clean/disinfect touch points constantly during high usage • Spray and disinfect room/restrooms daily • Installed touch-free faucets/toilets • Add portable restrooms when needed to allow for use during high impact times

BOH Area	Exposure Level	Mitigating Controls
<i>Touring Company Production Offices</i>	Level 2	<ul style="list-style-type: none"> • Visiting company members will be provided appropriate PPE as required • Limit occupancy of offices to enforce social distancing • Disinfectant wipes/ hand sanitizer and hand wash stations have been placed in backstage areas • Disinfect rooms at the end of the day • Designate one representative to complete sign-in paperwork to reduce crowding and surface transfer exposure • Provide written and posted protocols of refusal policies for individuals displaying symptoms • Safe disposal receptacles will be provided for contaminated materials (face coverings, PPE, etc..)

BOH Area	Exposure Level	Mitigating Controls
<i>Loading Dock</i>	Level 3	<ul style="list-style-type: none"> • All employees will be provided appropriate PPE • PPE must be worn at all times • Drivers should remain in cab of truck or be provided PPE • Hand sanitizer and hand wash stations will be provided • Routine hand washing for employees is encouraged • Stagger vehicle unloading and when possible enforce social distancing • Provide adequate portable ventilation in loading dock areas • Enforce social distancing whenever possible

BOH Area	Exposure Level	Mitigating Controls
<i>Fly Floor / Grid</i>	Level 3	<ul style="list-style-type: none"> • Stagehands and non-performing staff must wear appropriate PPE • Reduce overhead work where possible or Pre-rig as much as possible • Hand sanitizer and portable hand wash stations will be provided • Routine hand washing for employees is encouraged • Stagger vehicle unloading to enforce social distancing • Enforce social distancing whenever possible • Disinfect touchable surfaces and weight stacks daily • Disinfect ropes regularly (be careful of chemical use as not to deteriorate ropes)

BOH Area	Exposure Level	Mitigating Controls
<i>On Stage</i>	Level 3	<ul style="list-style-type: none"> • Stagehands and non-performing staff must wear appropriate PPE • Enforce social distancing whenever possible • Reduce number of personnel allowed onstage or develop a strategy per show/event for staffing levels and on-stage locations during load-in, run and strike • Disinfect all high-risk equipment after each use (radios, headsets, microphones, costumes, safety equipment, props) • Routine hand washing breaks and addition of hand sanitizing stations offstage • Clean/disinfect touch points constantly during high usage • Spray/disinfect stage daily • Enforce social distancing whenever possible

BOH Area	Exposure Level	Mitigating Controls
<i>Control Booths</i>	Level 3	<ul style="list-style-type: none"> • Stagehands and non-performing staff must wear appropriate PPE • Enforce social distancing whenever possible • Reduce number of personnel allowed in booths to conform with social distancing guidelines • Disinfect all high-risk equipment after each use (radios, headsets, microphones, safety equipment, props) • Install sneeze partitions where possible (follow spot booth) • Encourage routine hand washing by employees • Disinfect touchable surfaces daily • Disinfectant wipes and portable hand sanitizer / hand washing stations will be provided at entry

BOH Area	Exposure Level	Mitigating Controls
<i>Orchestra Pit</i>	Level 3	<ul style="list-style-type: none"> • Stagehands and non-performing staff must wear appropriate PPE • Enforce social distancing whenever possible • Sneeze guards/mute shields will be installed between musicians • Disinfect all high-risk equipment after each use (radios, headsets, microphones, safety equipment, props) • Musician lounges/waiting rooms will be limited to conform with social distancing measures • Routine hand washing by employees and guests is highly encouraged • Touchable surfaces will be regularly disinfected, daily / per performance • Disinfectant wipes and portable hand sanitizer / hand washing stations will be provided at entry

BOH Area	Exposure Level	Mitigating Controls
<i>Rehearsal Spaces</i>	Level 2	<ul style="list-style-type: none"> • Visiting company members will be provided with appropriate PPE as required • Disinfectant wipes and portable hand sanitizer / hand washing stations will be provided at entry points • Will provide portable sneeze guards and partitions • Disinfect all high-risk equipment after each use (radios, headsets, microphones, costumes, safety equipment) • Routine hand washing by employees and guests is highly encouraged • Touch points will be cleaned/disinfected constantly during high usage • Safe disposal receptacles will be provided for contaminated materials (face coverings, PPE, etc..)

BOH Area	Exposure Level	Mitigating Controls
Wardrobe Areas	Level 3	<ul style="list-style-type: none"> • Stagehands and non-performing staff must wear appropriate PPE • Provide hand sanitizer and wipes for all staff and performers • Washing machines use is limited to show laundry only • Will provide portable sneeze guards and partitions • Routine hand washing is encouraged by all employees • Touch points will be cleaned/disinfected constantly during high usage • Steamers and sewing machines used by single user and not shared by staff

BOH Area	Exposure Level	Mitigating Controls
<i>Hair and Makeup Areas</i>	Level 3	<ul style="list-style-type: none"> • Stagehands and non-performing staff must wear appropriate PPE • Provide hand sanitizer and wipes for all staff and performers • Limit use of washing machines to show laundry only • Will provide portable sneeze guards and partitions • Work with visiting companies on quick change positions to add barrier between stations • Routine hand washing is encouraged by all employees • Touch points will be cleaned/disinfected constantly during high usage • Steamers and sewing machines used by single user and not shared by staff

If we all work together, we will be able to return to a safe and healthy work environment for the arts to continue on our stages.

Sources:

- 1) IATSE Stagecraft Safety Committee Recovery Plan https://www.iatse.net/sites/default/files/stagecraft_reopening_guidelines_final.pdf
- 2) GUIDE TO REOPENING THEATRICAL VENUES Principal Authors: C.J. Marshall and Dionne Christian Lead Editor: Lorrin Shepard, Committee Chair