



PRODUCER COVID-19 SAFETY WORKSHEET

Please complete the following and return to your assigned Business Representative. Please remember to keep the document in a Word version. We will not accept PDFs. Thank you.

Producer:

Date:

Production

Contract:

Theatre:

Show:

Reduced Seating Capacity:

Total Seating Capacity:

Indoor or Outdoor Performances:

Indoor or Outdoor Rehearsals:

Outdoor Tent with all flaps up:

Approximate Running Time of a Performance:

With or without Intermission:

Number of Two Show Days per week:

Live with an audience (and/or) recorded with or without an audience (or) in a recording studio:

The Four Principles:

1. The Epidemic must be under control:
2. Individuals who may be infectious can be readily identified and isolated:
3. The way we audition, rehearse, perform and stage manage may need to change:
4. Efforts to control COVID-19 exposure must be collaborative:

AEA Contracts

Number of Actors/Understudies on AEA contract:

Number of Stage Managers on AEA contract:

Number of Actors and Stage Managers on AEA contract coming from out of town:

Each Out of Town Actor or Stage Manager is coming from where:

Schedule

SM Pre-Production Date/Location(s):

First Rehearsal Date/Location(s):

First Day of Tech Date/Location:

First Preview Date:

Opening Date:

Closing Date:

Government

State/County/City:

Reopening plans for live theatrical productions:

Contact Tracing in effect in the area:

COVID Testing plans

Brand/Test:

Test Results (Speed):

Who Gets Tested:

Frequency of Tests:

Costs of Tests:

Employer's Health and Safety Protocols

Types of and Frequency of Screenings:

Quarantine guidelines or rules of employment for Pre-Employment, During Employment, and Off-Hours:

Preparation when Infected, including isolation in different and separate housing, food delivery, and if family members with infected will be isolated, too, and other employees in close contact:

Medical Resources:

Social Distancing guidelines or rules of employment during rehearsals, backstage, and off-hours:

Types of Personal Protective Equipment that will be provided by Employer to all employees, training on how to use it, and guidelines or rules of employment during rehearsals, backstage, and off-hours:

Infection Control Specialist is who and what are their responsibilities:

Orientations and Trainings for Actors and Stage Managers that will take place during rehearsal hours:

Venue's Health and Safety Protocols:

Deep Cleaning, Disinfecting, and Sanitation of rehearsal spaces, onstage or recording studio, backstage, stage manager's calling desk onstage or in a booth, dressing rooms, lavatories, wardrobe, hair, makeup, and front of house:

Ongoing Cleaning, Disinfecting, and Sanitation regarding low to high touch areas for rehearsal spaces, onstage with sets and props or recording studio, backstage, stage manager's calling desk onstage or in a booth, dressing rooms, lavatories, wardrobe, hair, makeup, and front of house:

Air Flow/Ventilation changes in rehearsal spaces, onstage, backstage, stage manager's calling desk onstage or in a booth, dressing rooms, lavatories, wardrobe, hair, makeup, and front of house:

Maximum number of employees and total square footage of space that are planning to work together in each rehearsal space:

Maximum number of employees and total square footage of space planning to work together in each recording studio:

Maximum number of employees and total square footage of space planning to work together onstage and backstage:

Configurations of areas and/or spaces to promote social distancing in rehearsal spaces, stage manager's booth, dressing rooms, lavatories, wardrobe, hair, and make-up:

Areas restricted to visitors:

Emergency Evacuation Plan modifications for the Actors and Stage Managers:

Housing's Health and Safety Protocols:

Deep Cleaning, Disinfecting, and Sanitation of bedrooms, lavatories, and common areas:

Ongoing Cleaning, Disinfecting and Sanitation from low to high touch areas in bedrooms, lavatories, and common areas:

Air Flow/Ventilation changes made for each room, including lavatories:

Maximum number of employees planning to house in each bedroom and in each unit:

Configurations of areas and/or rooms to promote social distancing in rooms, lavatories, and common areas:

Areas restricted to visitors, including family members:

Transportation's Health and Safety Protocols:

Deep Cleaning, Disinfecting, and Sanitation of the vehicles:

Ongoing Cleaning, Disinfecting, and Sanitation regarding low to high touch areas in the vehicles:

Air Flow/Ventilation changes made in the vehicles:

Protocols for Driver:

Maximum number of employees and driver planning to be in each vehicle:

Configurations of seating to promote social distancing in each vehicle:

Vehicle(s) restricted to visitors:

Mass Transit options:

Elements for the Show:

Actors wear masks and/or face shields onstage during performance:

All others wear masks and/or face shields during performance:

Social distancing protocols in the staging and/or choreography and from the audience:

Restrictions on audience interaction with Actors:

Remediation plan for singing and the playing of musical instruments that requires the use of the mouth:

Limitations on the number of costumes, wigs, hair, and make-up application for each Actor:

Restrictions on the use of set pieces, props, smoking/vaping, special effects, and technologically complex production elements:

Social distancing protocols at the Stage Manager's calling desk in a booth or onstage:

Actors and Stage Managers performing any additional duties regarding COVID-19: