



COVID-19
Responsible Reopening
Plan

COMPREHENSIVE

Effective 7.3.2020

As we look ahead to the reopening of Beef & Boards Dinner Theatre, the health and safety of our guests and employees is of utmost importance.

Beef & Boards is taking the COVID-19 virus seriously. We are following the lead of our city, state, and federal elected officials as we implement strategies recommended by public health authorities and the Center for Disease Control in our theatre and office.

In addition to our ongoing cleaning and sanitizing procedures already in place, we are implementing the following precautions above and beyond these ongoing procedures for the safest possible environment for our employees and guests.

These procedures will be in effect until further notice.

STAFF PROCEDURES

Procedures Applicable To All Staff

COVID-19 testing for all staff prior to returning to work and the public reopening.

Staff should remain at home if they are suspected of having COVID-19, are experiencing a fever greater than 100.4° Fahrenheit, exhibiting symptoms of COVID-19 (cough, scratchy throat, fatigue, shortness of breath, loss of taste or smell, etc.), or recently came into close contact with someone confirmed as or suspected of having COVID-19. Please notify Nick Stark at 317.654.8497 if such situations arise.

If staff experience COVID-19 symptoms while at work, they will be sent home and recommended to self-quarantine for the requisite amount of time.

If staff recently traveled to a Level 2 or 3 country, they will be asked to self-quarantine for 14 days. This also applies if staff traveled to an U.S. city with a high number of COVID-19 cases.

Please notify Nick Stark at 317.654.8497 if such situations arise.

Temperature checks and health screening are mandatory at the beginning of each shift. Once passed, staff should go directly to wash their hands.

Masks are required at all times for all staff (including Actors and Band members*). Masks need not be worn while consuming personal meals. We will provide and launder masks to staff. (*As long as mandated by city and/or state officials.)

Performers are not required to wear masks; however, it is strongly recommended. We will provide and launder masks to staff.

Hand sanitizer will be available and frequent hand washing is encouraged.

A plexiglass shield has been installed to provide a barrier between guests and our box office employees.

Sharing food or community style meals are not allowed in employee break room areas.

Employees will no longer be able to go to the kitchen to retrieve food for personal meals. Employee meals will be provided with request for specific items from the kitchen staff for the time being, as we are able.

Maintain social distancing as much as possible.

The entire theatre building will be professionally sanitized by an outside company once every ten days until further notice.

Signs are posted throughout the theatre as reminders to follow these procedures.

Service Staff

PPE – Face shields will be required and provided for servers on the floor while serving guests. Masks required in break area if not wearing shields.

Kitchen Staff

Gloves are required when handling food and when bus staff is collecting dishes following dinner service.

Once cooked, no food will be touched by staff.

Backstage Staff

As stated above, all backstage staff and performers will receive a COVID-19 test before returning to work. Once rehearsals begin, testing will be required every 2 weeks, or more frequently if needed.

No guests will be allowed backstage before, during or after the show. Walk-in guests will not be permitted until further notice.

Comp ticket reservations will need to be made through Eddie Curry. His email address is eddie@beefandboards.com. Actors, Crew and Band members are not permitted to make reservations at the box office.

The Green Room, downstairs toilet, kitchen and dressing rooms are off limits except during one hour before and after scheduled show times.

Trash cans in the backstage areas will be removed and emptied at the end of each week by the stage crew.

Company manager, stage manager, or other theater staff will perform more frequent cleanings of high touch surfaces (minimum of every day) using an industrial cleaning solution or sanitizing wipe.

Follow normal procedures for sanitizing tables and food surfaces. Use the same procedure for doorknobs, light switches, sinks and faucets, chairs, and other hard surfaces.

Company manager, stage manager, or other theater staff will clean and sanitize props at the end of the day as normal.

Community food is not allowed. Only food brought in by an individual and consumed only by that individual will be permitted.

Actors and staff will be separated as much as possible when in rehearsal and in performance.

There will be no contact with audience members.

An outside cleaning contractor will perform nightly cleanings.

Performers

General

No handshaking, no hugging, no touch greetings of any kind.

We have posted signs in multiple areas throughout the theatre to remind staff, performers, and guests of our safety protocols.

Actors are not required to wear disposable gloves but they are available if desired.

Housing

All Housing has been deep cleaned by an outside company.

Housing units will be completely empty of anyone, including cleaning crew, for 3 days prior to any new occupants moving in to avoid cross-contamination.

All previously used items have been thrown out, like food, beverages, etc.

All linens (towels, sheets, bath mats), have all been cleaned by an outside company. All Comforters, mattress covers, pillows, & pillow covers have either been washed or replaced.

All soft surfaces in housing (couches, mattresses, chairs etc.) have been sprayed with disinfectant.

For the remainder of the year, we will not house anyone from an upcoming show in the same unit as someone from the current show and will make best efforts to provide private housing where possible.

The new units being moved into will remain empty for at least 3 days prior and get the same cleaning treatment as all other housing.

We ask that individuals staying in the housing units practice social distancing whenever possible and practice personal hygiene.

Rehearsal

Seated singing rehearsals are encouraged to allow for compliance with social distancing procedures.

ONLY ESSENTIAL PERSONNEL (Director, Choreographer, Music Director, Actors and Stage Manager) will be permitted admittance to the rehearsal space.

Each person entering the rehearsal space, during scheduled rehearsal hours, must be health screened and checked in.

No other use of the rehearsal space will be permitted during the rehearsal period (ie. production meetings, workshops, auditions, etc.).

Delivery of office maintenance, props, set pieces, costume pieces and costume fittings must be scheduled with stage management prior to arrival.

Costume Fittings

Fittings are not permitted in the theatre one hour before and one hour after a performance.

All costume staff will wear masks when unable to maintain social distancing of 6 feet. We will provide and launder the masks.

Hand sanitizer will be placed in each dressing room and the costume shop.

Prior to fitting, actors will be instructed to wash their hands in the upstairs restroom. Staff will wash hands in the upstairs restroom while Actor is changing into first look.

Prior to fitting, staff will preset all costumes to be tried on in dressing room #5. Staff will never have to directly hand a costume piece to the actor. When actor is ready to be reviewed, they simply open the door and alterations will be marked. Both actor and Staff will be using masks.

Only one fitting will be scheduled at a time. After each fitting, costume staff will Lysol wipe clean all common touch surfaces such as door knobs and stair hand rails.

A laundry basket labeled "used masks" for soiled masks will be placed out and staff will wash them after each use.

Production Week

Only essential personnel should be in the theatre during scheduled rehearsal hours. No one from front of house, box office or change over crew should be in the theatre during this time.

No activity in the scene shop during scheduled rehearsal time in the theatre.

Dressing Rooms

Each dressing room will be fully stocked with hand soap and hand sanitizer.

After each performance, the stage crew will clean the dressing rooms.

Trash cans will be placed outside the door for the overnight cleaning crew.

High touch surfaces are wiped down and disinfected including, but not limited to, sinks, door knobs, chairs). Upon completion, the door will be closed and locked assuring no other entrants.

Each actor will be responsible for wiping down and disinfecting their dressing table area.

For the production of *Beehive*, there will be no more than 2 actors per dressing room.

Sound

Microphones will be cleaned and maintained after each performance.

Actors will retrieve and return microphones from a designated area. Microphones will no longer remain in dressing rooms.

Orchestra

Band members will be responsible for keeping their area disinfected and maintained.

The band will be responsible for disinfecting and maintaining the band loft green room.

The stage crew will empty the trash can outside of the band green room at the end of each week.

Theatre Building

No one is permitted in the house with the exception of Sound Man Dan.

There is to be no direct interaction with the audience members before, during, or after the performance.

No guests will be allowed backstage.

No going to the theatre kitchen for food.

Additional sanitizing procedures in place for both bar areas, the employee break room, and employee restrooms.

Scene Shop

Maintain a safe and clean environment.

Staff will exercise smart social distancing practices and wear masks when that is not possible.

General Costume Shop - Working

Door knobs and surfaces will be disinfected multiple times a day.

Staff will practice safe social distancing of six feet or more. Masks will be available for staff when social distancing can't affectively be practiced.

Staff will be strategically scheduled to limit the time multiple staff will be in the shop together.

Laundry

Laundry staff will wear a mask and gloves while pulling laundry and will have hand sanitizer at disposal.

At this point, we can continue with the same dry cleaning schedule of every 2 or 3 weeks.

Questions or Concerns

If guests have questions or concerns about the procedures we are taking, please do not hesitate to reach out to Jennifer Beth, Director of Audience Development, 317.876.0514, or jennifer@beefandboards.com.

PROCEDURES TO PROTECT GUESTS

Your Health

We are excited to welcome guests back to the theatre with our reopening in July.

However, for the safety of our employees and others we ask that guests remain at home if they tested positive or are suspected of having COVID-19, are experiencing a fever greater than 100.4° Fahrenheit, exhibiting symptoms of COVID-19 (cough, scratchy throat, fatigue, shortness of breath, loss of taste or smell, etc.), or recently came into close contact with someone confirmed as or suspected of having COVID-19.

Limited Audience Size and Increased Spacing

Starting with the reopening of Beehive in July and until further notice, the audience for each performance will be limited to a maximum of 250.

The tables for guests will be arranged so that each party will be seated (and will maintain) an adequate distance from others during performances.

Floor indicators have been installed to remind guests to maintain a six-foot physical distance from others.

Signs have been posted in multiple places reminding guests to follow our safety protocols.

For the immediate future, our gift shop will remain closed to avoid guests coming into close proximity with each other.

Buffet

For the time being, the buffet will be discontinued.

Guests will order from disposable menus and be served plated meals by food runners wearing personal protective gear.

Sanitization & Additional Precautions

Upon entry to the theatre, all guests will be monitored for abnormal temperature readings above 100.4 degrees with a touchless temperature detection thermal binocular camera. Guests experiencing a fever greater than 100.4 will not be admitted to the theatre.

Touchless hand sanitizer stations are available immediately upon entering the theatre.

Face coverings are required for all individuals entering the theatre, as mandated by our city/state officials.

We will continue daily sanitizing of door handles, chairs, tables, handrails, and other frequently touched surfaces.

We have increased the frequency of daily restroom cleaning and sanitizing, including prior to intermission and the end of each performance.

UV lighting is being added to all air handlers.

The air inside the theatre is filtered with an industrial HEPA filter between shows.

A virus vaporizing service will be utilized regularly throughout the entire building to kill viruses on all surfaces.

We ask that our guests also remain diligent in self-care, including hand washing and monitoring their health, and maintain social distancing while in the theatre.

At this time, guests are not permitted backstage or to have direct interaction with performers.

Contact tracing and virus containment plan in place should a positive case become known.

Questions or Concerns

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