

COVID-19 Safety Protocols for The Phipps Center for the Arts

The Phipps is excited to have you back with us, though your experience may be a little different than before. We have incorporated enhanced health and safety measures—for you and all participants—based on guidance from health authorities, such as the Centers for Disease Control and Prevention (CDC) and appropriate government agencies.



Self-Health Assessment

We encourage all participants to self-monitor for signs and symptoms of COVID-19 prior to visiting The Phipps Center.

- Do you have: a fever or feel feverish, chills, a new cough, shortness of breath, sore throat, muscle aches, a new headache, a new loss of taste or smell?
- Do you feel well, but someone in your household DOES NOT and are experiencing any of the above symptoms?
- Have you been in close contact with someone who tested positive for COVID-19?

If you answered YES to any of these questions above, please stay home.

General Safety and Hygiene Protocols

- All visitors must enter and exit through the front doors and sign in the entry log daily.
- Face masks must be worn at all times and will be available for a suggested donation of \$1.00.
- Frequent hand washing or disinfecting is encouraged. Hand Sanitizer stations will be available throughout the building.
- No food or beverages will be allowed in the building (except for water). Drinking fountains will not be available.
- All gatherings in common areas are prohibited.
- A limit of two (2) persons or one (1) household unit will be allowed in an elevator at a time.
- Restroom occupations will be limited (*signs will be posted with maximum number*).
- Seating for all events will be assigned to maintain 6-foot physical distancing
- Rehearsal rooms, studios, and theaters will be disinfected between usages.
- Air flow has been increased throughout the building wherever possible.

If you are diagnosed with COVID-19, the following protocol must be followed:

- Contact The Phipps and please provide date(s) of visit to The Phipps and date of diagnosis.
- Participants diagnosed will not be allowed to resume participation until quarantine period has been met and the patient cleared by a doctor for reentry.

Notification of Potential Exposure

- If The Phipps is notified of a visitor or participant who has been diagnosed with COVID-19, we will use the entry log to notify all participants who may have been exposed by e-mail and phone within 24 hours.
- The identity of the diagnosed individual will be kept confidential.

Non-Attendance due to potential COVID-19 symptoms or illness

- As individuals showing symptoms are encouraged not to attend, accommodations will be made to reschedule or refund your ticket price or class fee.
- If you are part of an immunocompromised high-risk group or cannot wear a mask due to an illness, we encourage you to not attend at this time and take advantage of our virtual options.
- If you are in need of other accommodations, please contact us for options.



Theater & Black Box Safety and Protocols

- Students or parents of students under the age of 18 will be required to sign a waiver.
- Everyone must enter and exit the building at the main entrance only.
- Sign in at the main entrance is required by everyone daily entering the building.
- Everyone will supply and wear their own facemasks during rehearsals; for a performance on stage, facemasks may be optional depending on the type of performance.
- Facemasks are required to be worn in all areas of The Phipps.
- Please bring your own facemask.
- Families and friends are not allowed to wait inside the building or to go beyond the sign-in station. Parents may enter lobby to assist their child with sign-in and return to lobby at the end of class to pick up their child or wait for them curbside. If participants need to wait inside the building to be picked up, they will stay socially distanced, using the 6-foot markers on the floor. Parents are encouraged to be on time.
- Restrooms are available in the main lobby only (occupation limit guidelines will be posted)
- There will be no access to drinking fountains in the building – participants must bring own full water bottle.
- Food is not allowed in the studios or building; vending machines will not be available.
- A 6-foot distance from participants will be maintained.
- The Green Room will not be available during rehearsals.
- No items or equipment pertinent to a rehearsal may be shared with other actors.
- A Hand Sanitizing Station will be available outside the Theater/Black Box, must be used entering and existing.
- Hand sanitizer will be available during the rehearsal.

Shared Props:

- A decision by the director will be made to determine safe hygiene protocol when shared props are called for in the script.

Running Crew:

- Maximum of four (4) people; two (2) on each side of stage.
- Social distancing will be maintained when possible.
- Crew will wipe down, disinfect surfaces at the end of each rehearsal or event.

Sound / Light Booth:

- Maximum of three (3) people in the booth. (Sound Tech, Light Tech, Stage Manager)
- A 6-foot distance from participants will be maintained.
- Hand sanitizer will be available in booth.
- Tech people will wipe down, disinfect touched surfaces at the end of each rehearsal or event.

Dressing Rooms:

- Limit of four (4) people at a time.
- Hand sanitizer will be available in dressing rooms.
- A 6-foot distance from participants will be maintained.
- Dressing Room restroom will not be available.
- All touched surfaces will be wiped down, disinfected after each performance.

Green Room:

- A 6-foot distance from participants will be maintained.
- Hand sanitizer will be available in Green Room.
- Restrooms are available during performances.
- Actors or crew at the end of each performance will wipe down bathrooms.
- Actors or crew at the end of each performance will wipe down all surfaces in the Green Room.
- Rehearsals should run on time, and parents should pick up their students on time.