**COVID-19 Safety Protocols for USO Show and Beyond**

The purpose of these protocols is to ensure the safety of our staff, volunteers and contractors, to make sure Pentacle Theatre complies with all state and local regulations regarding COVID-19 and to limit the liability of Pentacle Theatre to the greatest extent possible.

For the purposes of this document the term “activity or event,” or any variation thereof, will refer to any meeting, audition, costume fitting, construction process, rehearsal or performance where more than one person is present and is conducted under the auspices of Pentacle Theatre, without exception.

1. Per the most recent Oregon Health Authority regulations and in accordance with verified instructions from the Marion County Health Department, all participants are required to wear a mask that completely covers the mouth and nose at all times while involved in any capacity at a Pentacle activity or event, even while rehearsing or performing. Face shields are not considered effective and will not be allowed unless combined with a properly worn mask.
2. The entire work, rehearsal or performance space needs to be cleaned before and after each event or activity. This includes full sanitization with a cleaning product from the EPA list N.
3. All participants must be screened every day before participating in any event or activity at Pentacle Theatre. No participant will be allowed to enter the production or work area or its surroundings without being properly screened. Screening includes:
	1. Filling out a screening survey prior to entrance to the activity or event. Any response that indicates a potential COVID-19 symptom will result in that person be excluded from the activity or event.
	2. Having their temperature taken by an authorized representative. Any temperature of 100.4°F or above will result in that person’s exclusion from participation. If a person has a measured temperature above 100.4°F they can be isolated and re-tested after 10 minutes if they wish. If their temperature is still elevated, they will be excluded.
	3. Each participant will have their name, contact info and time of arrival recorded on a roster for contact tracing purposes.

If the event lasts longer than 4 hours, each participant should be screened a second time.

1. Each participant will be given a new, clean paper mask before admittance. Outside masks will not be allowed.
2. Hand sanitizer will used by all participants before doffing or donning masks.
3. All participants should wash or sanitize their hands often, but especially after touching any item.
4. High-touch areas need to be sanitized regularly, a minimum of 3x during a full day event but preferably every hour. This includes doorknobs, faucets at hand washing locations, toilet handles, etc.
5. All props should be sanitized before and after every use.
6. Communal-use items are not recommended, but if used (such as a microphone on a stand) they will need to be sanitized before and after each use.
7. No food or drink is to be consumed indoors. This includes water, even with a straw.
8. No potlucks, communal coffee or other group dining or drinking is allowed.
9. Social distancing guidelines must be followed. This means everyone must maintain six feet of distance whenever possible, and performers that are singing must maintain at least eight feet of distance.
10. Each participant will be required to attend an orientation about safety protocols at the beginning of production. Anyone who enters late will be required to receive this orientation prior to active participation.
11. No one not actively involved with the activity or event will be allowed to enter.
12. Any activity that can be done remotely should be.
13. Items such as headsets or walkie-talkies should not be shared and must be sanitized when issued and returned.
14. All participants should refrain from touching any items, surfaces or people unless necessary for the performance of their duties. Hands should be washed or sanitized after any such contact.
15. Each participant will follow the guidance and instructions of the COVID-19 Compliance Officer or their designated agent quickly and completely.
16. If anyone begins exhibiting symptoms of COVID-19 during an activity or event they should be immediately isolated and sent home with the recommendation to visit their health care provider. The rest of the participants will be informed that someone has exhibited symptoms, and the production must be shut down for 24 hours while cleaning and sanitization takes place.

If a participant tests positive for COVID-19:

1. If a participant receives a positive test result during the event, the event will be cancelled immediately, and all participants will be advised to visit their health care professional. If the event is ongoing it will be shut down for 14 days.
2. If a participant tests positive for COVID-19 within 14 days of the end of the event, all participants must be informed, even if the person was asymptomatic.
3. If any participant tests positive within 14 days of the event, the event must be reported to the Marion County Health Department as a potential transmission event.
4. A person who has tested positive for COVID-19 will only be allowed to resume work or volunteer activity after they have complied with the protocols laid out in the Pentacle Theatre Volunteer Safe Return Guide.

Any failure to adhere to these protocols or to disclose a positive COVID-19 test result in the last 14 days will result in that person being asked to leave the activity or event, and could result in disciplinary action up to and including the revocation of the privilege to volunteer with Pentacle Theatre in the future.