**COVID-19 Safety Protocols for Pentacle Theatre**

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.

To the best of our ability, we will attempt to comply with the rehearsal and performance guidelines **adopted on 3/3/2021** by Actors Equity Association.

1. All participants will need provide evidence (a vaccination record) that they have been fully vaccinated against COVID-19 for in-person activities or events to take place without masks. Fully vaccinated means that at least 14 days have elapsed since receiving the final dose of any COVID-19 vaccine.
2. Wear masks when not actively rehearsing or performing. This includes actors, crew, directors or anyone else involved or present during the event.
3. **If any participant is NOT fully vaccinated as defined above, all participants must wear a mask that always covers the mouth and nose while involved in any capacity at a Pentacle activity or event, even while rehearsing or performing.** The theater does not permit face shields (including chef shields) as they are not effective unless combined with a properly worn mask.
4. Clean the entire work, rehearsal or performance space after each event or activity. The CDC guidelines do not require deep sanitization, but all areas must be clean and sanitary.
5. All participants must wash or sanitize their hands often, especially after touching any item.
6. Sanitize high-touch areas regularly.
7. Sanitize props after each rehearsal or performance. Do not touch anyone else’s props.
8. Avoid use of communal equipment. If used (such as a microphone on a stand) sanitize before and after each use.
9. Food and drink is allowed indoors, but do not share glasses or utensils or a piece of pizza. Pentacle bars potlucks or other group dining or drinking. Do not eat in the auditorium.
10. Follow social distancing guidelines when not actively performing.
11. Each participant must attend an orientation from the COVID Compliance Officer or designated agent covering the theater’s safety protocols at the beginning of production.
12. People who are not actively involved with the activity or event may not enter the performing, rehearsal space or green room.
13. Any activity that you can do remotely, do.
14. Do not share items such as headsets or walkie-talkies. Sanitize these items when issued and returned.
15. All participants should refrain from touching any items or people unless necessary for the performance of their duties. Wash or sanitize your hands after any such contact.
16. Each participant will follow the guidance and instructions of the COVID-19 Compliance Officer or their designated agent quickly and completely.
17. 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 COVID-19 Compliance or designated agent will inform the rest of the participants that someone has exhibited symptoms. The theater will shut down the production must 24 hours while cleaning and sanitization takes place.
18. For in-person performances, maintain 12 feet between and the closest audience member and any performer.

**Pending**: guidance for productions that include minors who cannot be vaccinated.

If a participant tests positive for COVID-19:

1. If a participant receives a positive COVID-19 test result during the event, Pentacle Theatre will cancel the event. The Covid Compliance Officer will advise all participants to visit their health care professional. If the event is ongoing and unvaccinated participants were exposed they will need to quarantine for 14 days and provide proof of a negative test result before returning to the production. The Executive Director will notify audience members (when applicable).
2. If a participant tests positive for COVID-19 within 14 days of the end of the event, COVID-19 Compliance Officer or designated agent will inform all participants. The Executive Director will notify audience members (when applicable).
3. If any participant tests positive within 14 days of the event, COVID-19 Compliance Officer or designated agent will report that fact to the Marion County Health Department as a potential transmission event.

Any person who fails to adhere to these protocols above, fails to disclose a positive COVID-19 test result or falsely claims to be fully vaccinated against COVID-19 will be asked to leave the activity or event. Egregious conduct could result in disciplinary action up to and including the revocation of the privilege to volunteer with Pentacle Theatre in the future.

GUIDELINES FOR AUDIENCES

Since Pentacle Theatre cannot guarantee nor enforce a vaccination requirement for audience members, audiences will be required to adhere to the guidelines laid out by the State of Oregon and the CDC. This includes wearing a mask while on Pentacle property unless actively eating or drinking and maintaining social distancing. Family groups may sit together, but there must be at least 6 feet of distance between groups.

These guidelines apply whether the performance is indoors or outdoors.