



# COVID 19 PROTOCOLS

MUSICAL THEATER HERITAGE 2450 GRAND BLVD, SUITE 301 KANSAS CITY, MO 64108

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To help slow the spread of COVID-19 and safeguard our staff and visitors, Musical Theater Heritage (MTH) has created an action plan based on the Center for Disease Control and Prevention (CDC), City of Kansas City Health Department, and Occupational Safety and Health Administration (OSHA) guidance, highlighting the responsibilities of the Board of Directors, MTH Staff and Volunteers, and outlines steps being taken to address the COVID-19 threat. A summary is provided below for the general building, performance and summer camp guidelines.

## GENERAL BUILDING PROCEDURES

- All Staff, Cast, Crew and Volunteers working at MTH will wear masks.
- Office staff will continue to work at home. Limited staff will work on the theater premises.
- When on site, health screenings will be performed.
- Signs will be posted on the doors that masks are recommended for unvaccinated patrons, physical distancing and directional traffic signs will be on the floors.
- Hand sanitizer stations are located throughout the facilities and at the bar at MTH.
- Surfaces and common touch points will be sanitized.
- These protocols will be posted internally for staff training.
- Public protocols will be posted on the website or available for viewing at the theater.

## **BEST PRACTICES FOR STAFF, PERFORMERS, CREW & VOLUNTEERS**

Staff, Performers, Crew, and Volunteers play a critical role in MTH's COVID-19 prevention efforts. To protect everyone in the facility, here are best practices to follow:

- Understand the signs and symptoms of COVID-19, stay home if you are feeling sick. Any Staff, Volunteer, or Attendee who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from CDC on seeking medical care and testing.
- Wear face masks where physical distancing measures are difficult to maintain.
- Avoid touching eyes, nose and mouth whenever possible.
- Refrain from sharing equipment. In instances where this is unavoidable, MTH will provide alcohol-based wipes and other cleaning materials that employees can use to clean equipment.

- Clean and disinfect frequently touched surfaces, including workstations, door handles, props, equipment, tables and countertops on a regular basis.
- Practice proper hand hygiene. Wash hands regularly with soap and water for at least 20 seconds. An alcohol-based hand sanitizer containing at least 60% alcohol can also be used. Employees should wash their hands:
  - Before eating food
  - After using the restroom
  - After blowing their nose, coughing or sneezing
  - After putting on, touching or removing face masks
  - Periodically throughout the day
- If experiencing COVID-19 symptoms (e.g., fever, cough or shortness of breath), notify MTH Team Member, get a Covid test and stay home. When self-quarantining:
  - Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
  - Do not allow visitors.
  - Wear a face mask if they must be around people.
  - Avoid sharing household items, including drinking cups, eating utensils, towels, or bedding.
  - Clean high-touch surfaces daily.
  - Continue monitoring their symptoms, calling their health care provider if their condition worsens.
- Sick family member with COVID-19 - Notify an MTH Team Member and follow CDC-recommended precautions.
- Take additional preparations in the event they are traveling:
  - Check the CDC's Traveler's Health Notices for the latest guidance and recommendations.

## **CLEANING AND DISINFECTING PROCEDURES**

Surfaces and equipment will be disinfected at the end of each event.

- Employees responsible for cleaning will be given the appropriate protective equipment. Cleaning will be completed using CDC-recommended products, including:
  - Environmental Protection Agency-registered household disinfectants
  - Alcohol solutions with at least 60% alcohol
  - Diluted household bleach solutions (if appropriate for the surface)
- Hand sanitizer dispensers will be refilled frequently.
- If an employee has tested positive for COVID-19, deep cleaning will be triggered, and MTH will ensure areas in which the individual worked are cleaned thoroughly.

## **INDOOR PERFORMANCES**

The following is a summary of the amended **indoor performance experience** at MTH with Covid Protocols in place. These protocols may be adjusted at any time to reflect the current provincial health guidelines. We appreciate your understanding and patience as we work to reopen safely.

### **MASKS**

MTH staff and volunteers will wear face masks when interacting with the performers, guests and each other. Masks will be recommended for all unvaccinated and at risk patrons. Disposable masks will be available on site.

### **DURING THE PERFORMANCE**

Until further notice intermission will be eliminated from performances. Patrons who must exit the theater for a restroom break will be allowed, and are asked to be considerate of neighbors.

Entrance and exit from the theater will be contactless.

### **CLEANING OF THE HOUSE**

All touch points will be sanitized both in the House and Front of House between performances. Blankets will no longer be provided.

### **THEATER CAPACITY AND SEATING**

Theater capacity has been reduced to 50% even though there are no longer city mandates restricting occupancy. Parties may purchase seats together, but empty seats will be left between parties. If a ticketing error is made, seating unrelated parties too close together, House Management reserves the right to move parties in order to maintain an empty seat between parties. Patrons must stay seated in their assigned or reassigned seat during the performance.

- Depending upon the size of each theater and the number of small groups (or parties) attending each show, capacity of each venue loosely is:
  - MAIN STAGE - 122 people (regularly 244)
  - QUIXOTIC STAGE - 225 people (regularly 450)
  - STAGE TWO - 66 people (regularly 132)

### **TICKET PURCHASES**

At this time, ticket purchases will be done on-line or by telephone only. Please ensure that the contact information on your account is accurate and up to date, as this information will be used for contact tracing in the event of a confirmed

infection. Empty seats must be left between parties. The box office will move parties to new seats if tickets are purchased too close together by unrelated parties.

## REFUNDS

**In Person Events:** If a ticket holder is ill or uncomfortable attending a live event, the ticket holders may choose from the options below.

- A refund to a donation and receive a tax receipt for the full amount of your ticket purchase. Donated funds will be used to ensure MTH Theater will continue to operate in the future.
- A refund to a credit voucher which may be used for any MTH Product or Performance.
- A refund for your purchase, less any pre-stated non-refundable fee.

**Rescheduled Performances:** If a performance needs to be rescheduled due to artist illness or other considerations, patrons will be offered a straight exchange for the rescheduled performance, or they may choose the same options above.

## BACKSTAGE

For the Production Covid Safety Protocols, email our Production Manager, Mark Exline at [Mark@mthkc.com](mailto:Mark@mthkc.com).

## SUMMER CAMP PROCEDURES

The wellbeing of our campers continues to guide our decision-making, and our staff and faculty have been hard at work ensuring that our MTH family will be able to connect, learn, and create in a safe and welcoming environment. MTH will continue to review our Health & Safety Procedures to ensure all protocols are in accordance with the latest public health recommendations. Please read the information below to learn more about the Health & Safety Procedures for the MTH complex.

### CLEANING AND SANITATION

- Hand Sanitizer will be located throughout the facility.
- Inside the theater efforts will be made for directional entering and exiting.
- Theater entryways and exits will be left open to allow for a touchless experience.

### CLASSROOM PROTOCOLS

- The number of campers will be limited to 12 campers in each camp in order to allow for social distancing.
- Rehearsal and class spaces will be wiped down and disinfected between camp classes and rehearsals.
- There will be a break for handwashing every 90 minutes.
- Camper contact information will be used for contact tracing purposes.

### BEFORE ARRIVAL

- **Understand the signs and symptoms of COVID-19, and stay home if you are feeling sick.** Any camper who is experiencing symptoms of COVID-19 should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from CDC on seeking medical care.
- If a camper or a member of their family has come into close contact with someone with COVID-19, please notify an MTH Team Member and follow CDC recommended precautions.

### UPON ARRIVAL

- All campers will be required to wear a mask.
- Temperature checks and health assessments will be given once a day upon entry.
- If COVID-19 symptoms are confirmed, the person will not be allowed to attend camp that day.

We appreciate your consideration of these efforts. We understand the responsibility we all share and believe that with these efforts, MTH will be able to offer fun and engaging in-person camp experiences and mitigate the chance of spreading COVID-19. If you have further questions or concerns, please contact our Manager of Education Programs, Dr. Robert McNichols, Jr., by email at [Robert@MTHKC.com](mailto:Robert@MTHKC.com) or by phone at (816) 210-4080.

