



ACTORS' EQUITY ASSOCIATION: PRODUCER COVID-19 SAFETY WORKSHEET

Producer: Skylight Music Theatre

Date: August 24, 2020

Production Contract: TBD

Theatre: Cabot Theatre

Show: Little Shop of Horrors

Reduced Seating Capacity: 130 -150

Total Seating Capacity: 349

Indoor or Outdoor Performances: Indoor

Indoor or Outdoor Rehearsals: Virtual and Indoor

Outdoor Tent with all flaps up: n/a

Approximate Running Time of a Performance: 2 hours

With or without Intermission: Have been granted permission to perform without intermission

How will the show be performed: Live, with a socially-distanced audience

The Four Principles:

1. The Epidemic must be under control:

Since late May, the City of Milwaukee has steadfastly followed a reopening course independent from the rest of the state and remains far and away the most strictly regulated municipality in Wisconsin. This has led to a significantly more positive epidemiological situation in the City of Milwaukee than the rest of the state. The narrative about the lack of COVID-19 abatement measures in Wisconsin, while accurate for the rest of the state, does not reflect practices in the City of Milwaukee. The City of Milwaukee Health Department modifies and revises health orders in phases, with each phase providing increased capacity for residents and businesses to return to normal operations. Gating criteria is publicly updated daily and assessed cumulatively every seven days.

The City of Milwaukee remains in Stage Four of its five-stage re-opening based on the gating criteria listed below. Milwaukee has held a Green/Excellent rating, which is specifically defined as 100% of hospitals not in crisis. All gating criteria are currently held at Green/Excellent or Yellow/Proceed With Caution. Preliminary data from Wisconsin DHS indicates a downturn trajectory of Milwaukee County in deaths over the past 60 days, with data from the last 30 days indicating 0-2 deaths per day. City of Milwaukee Health Department statistics can be found here:

<https://city.milwaukee.gov/coronavirus>

2. Individuals who may be infectious can be readily identified and isolated:

With advice from medical experts, frequent testing, daily health screenings and increased communication between actors, stage management and staff of SMT, we have built a strong system for identifying those who may be contagious.

3. The way we audition, rehearse, perform and stage manage may need to change:

Auditions will be entirely virtual; rehearsals until tech will also be virtual (via Zoom or another streaming platform), tech rehearsals will be on the Cabot stage, with ample space for social-



distancing, masks required up until dress rehearsals, with staging designed to keep performers apart. Stage management will function virtually during prep and distanced when in person.

4. Efforts to control COVID-19 exposure must be collaborative:

We have directly engaged our landlords at the Broadway Theatre Center (the building owner, Joseph Properties, in creating the practices and solutions outlined in this document and have their full support in executing and maintaining them. We have paid close attention to guidance from local and state health authorities, as well as medical professionals, to ensure that we understand that guidance, and that we agree with all City of Milwaukee gating criteria and markers based on our understanding of their application to a theater setting. We will continue to seek best practice advice from our medical team, led by Dr. Anna Huppler MD, Infectious Disease Specialist at Medical College of Wisconsin and Children's Wisconsin, throughout the process and adjust to new knowledge as circumstances dictate.

AEA Contracts

Number of Actors/Understudies on AEA contract: 1
Number of Stage Managers on AEA contract: TBD
Number of Actors and Stage Managers on AEA contract coming from out of town: 0
Each Out of Town Actor or Stage Manager is coming from where: n/a
Schedule SM Pre-Production Date/Location(s): 10/13/2020; virtual
First Rehearsal Date/Location(s): 10/20/2020; virtual
First Day of Tech Date/Location: 11/10/2020; onstage
First Preview Date: 11/12/2020
Opening Date: 11/13/2020
Closing Date: 12/27/2020

Government

State/County/City: Milwaukee, WI – Milwaukee County

Reopening plans for live theatrical productions: Theatrical productions are currently legally able to operate within Wisconsin, Milwaukee County, and the City of Milwaukee as long as they operate within the venue capacity regulations as outlined by local government. More details on gating criteria and business regulations may be found here:

<https://city.milwaukee.gov/coronavirus>

Contact Tracing in effect in the area:

<https://www.dhs.wisconsin.gov/covid-19/contact-tracing.htm>

COVID Testing plans

Brand/Test: Abbott/ID NOW COVID-19 test

Test Results (Speed): 48 hours or less

Who Gets Tested: cast, crew, any theatre employee that interacts with cast/crew

Frequency of Tests: once per week



Costs of Tests: offered free of charge

Employer's Health and Safety Protocols

Types of and Frequency of Screenings:

Daily health screenings; temperatures taken by stage management daily

Quarantine guidelines or rules of employment for Pre-Employment, During Employment, and Off Hours:

48-hour, entire production shutdown; if case confirmed, individual goes into quarantine according to CDC guidelines. Off-hours gatherings and congregating is advised against.

Preparation when Infected, including isolation in different and separate housing, food delivery, and if family members with infected will be isolated, too, and other employees in close contact:

Employees will self-quarantine at home for 14 days: per CDC guidelines and only return to work after a negative test result and no fever or new symptoms for 48 hours.

Medical Resources:

Skylight is working closely with Dr. Anna Huppler MD, Infectious Disease Specialist from the Medical College of Wisconsin and Children's Wisconsin. Dr. Huppler is available to advise SMT employees on safe practices and medical protocol, as needed.

Social Distancing guidelines or rules of employment during rehearsals, backstage, and off-hours:

All artists/employees will be required to wear masks while in the theatre, with the exception of actors during dress rehearsals and performances. When offstage, they will be required to wear masks. Social distancing is required at all times. Wearing masks and social distancing and "safer at home" protocols strongly encouraged for all employees during off-hours.

Audience members will be required to wear masks at all times.

Personal Protective Equipment will be provided by Employer and training on how to use it:

Masks will be provided to all artists/employees, with an expanded safety walk/safety protocol demonstration led by the stage manager and Director of Facilities, at the beginning of in-person tech rehearsals

Health and Safety Expert is who and what are their responsibilities:

Anna Huppler, MD Pediatric Infectious Diseases, Medical College of Wisconsin; Children's Wisconsin. Dr. Huppler is available for advising on best practices, consulting on safety protocols, questions from Skylight Music Theatre Senior Management Team.

Orientations and Trainings for Actors and Stage Managers that will take place during rehearsal hours:



Safety protocol documents provided pre-production; safety practices outlined on first day of prep for stage management and first day of rehearsal for actors/creative team, via Zoom, by Artistic Director Michael Unger; Director of Facilities, Dustin Haugen and stage management.

Venue's Health and Safety Protocols:

Deep Cleaning, Disinfecting, and Sanitation of rehearsal rooms, onstage or recording studio, backstage, dressing rooms, lavatories, wardrobe, hair, makeup, and front of house:

Electrostatic sprayer deployment; HEPA filter air exchange; increased custodial cleaning protocols

Ongoing Cleaning, Disinfecting, and Sanitation regarding low to high touch areas for rehearsal rooms onstage with sets and props or recording studio, backstage, dressing rooms, lavatories, wardrobe, hair, makeup, and front of house:

We have purchased a Clorox Total 360 electrostatic disinfecting sprayer which we will be able to use throughout the building.

Air Flow/Ventilation changes onstage, backstage, dressing rooms, lavatories, wardrobe, hair, makeup, and front of house:

Filter changes with increased MERV rating: HVAC consultants working on increased exchange.

Maximum number of employees planning to work together in each rehearsal room:

Rehearsals will be exclusively via Zoom (or similar platform) until tech; in person tech will happen socially-distanced on stage

Maximum number of employees planning to work together in each recording studio:

n/a

Maximum number of employees planning to work together onstage and backstage:

7 performers; 1 puppeteer; 4 musicians; 4 operations crew.

Configurations of areas and/or rooms to promote social distancing in dressing rooms, lavatories, wardrobe, hair, and make-up: each performer will have either a private dressing room or a physically-distant, partitioned space in a shared dressing room.

Areas restricted to visitors:

Visitors will not be allowed in any backstage area

Emergency Evacuation Plan modifications for the Actors and Stage Managers:

SMT is adjacent to Catalano Square Park; our usual protocol includes evacuation for actors, stage management and audience from the theatre into the park; the modification would include socially-distancing in the park immediately upon exiting the building.

Housing's Health and Safety Protocols:

****NO OUT OF TOWN ARTISTS/EMPLOYEES****



**Deep Cleaning, Disinfecting, and Sanitation of bedrooms, lavatories, and common areas:
Ongoing Cleaning, Disinfecting and Sanitation from low to high touch areas in
bedrooms, lavatories, and common areas:**

n/a

Air Flow/Ventilation changes made for each room:

n/a

Maximum number of employees planning to house in each bedroom and in each unit:

n/a

**Configurations of areas and/or rooms to promote social distancing in dressing rooms,
lavatories, and common areas:**

Areas restricted to visitors, including family members:

No visitors allowed inside the Broadway Theatre Center at any time. Patrons are encouraged to meet family/friends associated with the production at home, outdoors, or not at all.

Transportation's Health and Safety Protocols:

****ALL ARTISTS/EMPLOYEES RESPONSIBLE FOR OWN TRANSPORTATION****

Deep Cleaning, Disinfecting, and Sanitation of the vehicles:

n/a

**Ongoing Cleaning, Disinfecting, and Sanitation regarding low to high touch areas in the
vehicles:**

n/a

Air Flow/Ventilation changes made in the vehicles:

n/a

Maximum number of employees planning to be each vehicle:

n/a

Configurations of seating in each vehicle:

n/a

Vehicle(s) restricted to visitors:

n/a

Elements for the Show:

Actors wear masks and/or face shields onstage during performance:

No

Social distancing protocols in the staging and/or choreography and from the audience:

Staging will maintain 6-12 ft distance for actors/crew: Audience will be 12 ft from the actors



Remediation plan for singing and the playing of musical instruments that requires the use of the mouth:

Singers will be masked for rehearsals; singers will face away from each other and distanced for performances. Certain characters will have their own isolated spaces. Chiffon, Crystal, and Ronette will have their own “apartments” above the flower shop and will do their numbers and choreography in their own spaces. When they do come down to the main floor, physical distancing will increase or they will travel in individual phone booths (literally) – with four sides. Seymour, Mushnik, and Audrey will have their own physically distanced areas where they will spend most of their time. No instruments will be played by mouth. Orchestra will consist of piano, bass, drums (percussion) and guitar.

Limitations on the number of costumes, wigs, hair, and make-up application for each Actor:

Actors will be responsible for putting on their own costumes, wigs, and make-up. Quick changes will be self managed.

Restrictions on the use of set pieces, props, smoking/vaping, special effects, and technologically complex production elements:

The production has been conceived with minimal special effects; puppet will have one dedicated operator; actors who are “eaten” by the plant will be masked as they enter the plant and never meet the puppeteer at face-level. They will crawl away after reaching backstage.

Actors and Stage Managers performing any additional duties regarding COVID-19:

ASM will also serve as check-in monitor; overseeing sign in, health check completion (via health app) and temperature taking, for artists, crew and employees interacting with artists/crew.