



Safety Guidance for Unvaccinated (Non-Touring only) Workplaces

Show:
Employer:
Contract:
Venue:
City:
County:
State:

The following safety protocols are agreed to by the union, the employer, and the actors and stage managers. **Tours or productions that play multiple venues may not produce under these protocols.** Close adherence to these safety protocols is required to ensure the safest possible workplace. “Fully vaccinated” people should avoid attending crowded indoor events or gatherings. When going out in public, “unvaccinated” people must always wear an appropriate face mask that is close-fitting (i.e., surgical mask, multi-ply cloth mask) and certain face coverings (i.e., gaiters) are not adequate. “Unvaccinated” people should not attend crowded events or gatherings. Each person’s decisions affect not only their individual safety but that of their colleagues.

Instructions: Please review the minimum safety recommendations below, note any areas (if any) where your production does not meet the minimum recommendation and provide the required information. Once completed, this document should be emailed to your Equity Business Representative (in Word format) no less than six weeks prior to the first proposed day of work. Feel free to increase font size to enhance readability and add comments as necessary, but do not remove or reorder pre-written text. Upon receipt, Equity staff will review the information and be in contact as soon as possible for follow up questions and discussion. Please plan accordingly as this process may take time and Equity may request additional information based on evolving science.

1. **DEFINITIONS** - The protocols in this document include the following terms:
 - a. “Fully vaccinated”, as defined by the CDC, is more than 14 calendar days following receipt of a final dose of an FDA or World Health Organization authorized or approved vaccine.
 - b. “Unvaccinated” refers to anyone that does not fall under the category of “fully vaccinated” as defined above in 1(a).
 - c. “Unvaccinated Workplaces” refers to a workforce of “fully vaccinated” and “unvaccinated” actors, stage managers and everyone that interacts with them in the workplace if there is more than one “unvaccinated” adult or one “unvaccinated” adult and “unvaccinated” children.
2. **GOVERNMENT** - All federal, state, county and city reopening requirements must be followed and the employer will immediately report any positive COVID-19 tests to the appropriate authorities.

3. COVID-19 SAFETY MANAGER(s) – There must be no less than one dedicated COVID-19 Safety Manager (CSM) for every twenty (20) people in the company and anyone who interacts with the actors or stage managers. This person(s) may not have other duties and must always be onsite.
 - a. The CSM(s) shall oversee and ensure compliance with these safety protocols. The CSM(s) must have autonomy and decision-making authority concerning this COVID-19 related safety protocol.
 - b. The employer confirms that the CSM(s) has completed appropriate training prior to the start of in-person work.
 - c. The CSM(s) cannot be a stage manager or actor employed for the production and actors and stage managers may not be assigned any COVID-19 related duties outside of their individual responsibility as an employee.
 - d. Responsibilities of the CSM(s) include overseeing, monitoring, and enforcing protocols for testing, symptom screening and monitoring, protocols following a positive test, social distancing, masks and respirators, food, beverage and communal objects, cleaning and sanitization, ventilation, press events, elements of the show, case reporting, contact tracing, and conducting orientations and training.
 - e. The dedicated CSM(s) shall be readily accessible to all actors and stage managers, and those that interacts with the actors and stage managers.

4. COVID-19 TESTING PLANS
 - a. Test information can be found at:
<https://www.fda.gov/medical-devices/coronavirus-disease-2019-covid-19-emergency-use-authorizations-medical-devices/in-vitro-diagnostics-euas#individual-molecular>
 - b. Actors, stage managers and everyone that interacts with them must be in the testing group.
 - c. There will be no cost to the actors and stage managers including no upfront/out of pocket nor payment for reimbursement costs. The tests taken for employment cannot be covered by the Equity-League Benefit Funds.
 - d. Wherever possible, employers should select a minimal-contact testing option, such as at-home collection or drive-through testing sites.
 - e. Antigen test results should be received no later than three (3) hours after administration. PCR test results should be received no later than 48 hours after administration. Equity must be notified by email of the late test result(s) and all in-person work must pause until the late negative test(s) results arrive.
 - f. If physical therapy is required in the contract, physical therapists must be “fully vaccinated” and receive a negative FDA authorized antigen test prior to working with employees.
 - g. Any time needed for testing shall count toward allowable compensable hours.
 - h. For “**unvaccinated**” individuals - An FDA authorized test must be administered per the following:
 - i. **If local**, the first PCR test must be administered seven-to-nine calendar days prior to the start of in-person work. The PCR second and third tests must be administered four-to-five calendar days prior to the start of in-person work. These two tests must be administered 24 hours apart. As reminder, the third test result must arrive no later than 48 hours after the test was administered and before in-person work begins.
 - ii. **If traveling** during the first, second and third PCR test before in-person work begins, the individuals must either:

1. Take their first test seven-to-nine calendar days prior to the start of in-person work and have received their negative test result before they travel and take their second and third tests four-to-five calendar days prior to the start of in-person work while quarantining in housing. OR
 2. Travel prior to taking the first test and quarantine in housing for the first, second and third tests per the days described above before in-person work begins.
 - iii. After the first day of in-person work:
 - a. For “unvaccinated” adults, PCR tests must be administered no less than three (3) times a week or antigen tests must be administered no less than six (6) times a week.
 - b. For “unvaccinated” children, antigen tests must be administered no less than six (6) times a week.
 - iv. If anyone leaves the show and then returns (i.e., a creative opening the show, leaving after the first preview, then returning later to conduct understudy rehearsal), the returning individual must repeat the testing protocols before in-person work.
 - i. For “**fully vaccinated**” individuals – An FDA authorized antigen or PCR test must be administered per the following to ensure there is no breakthrough COVID-19 infection:
 - i. No less than three (3) times a week during in-person work when the “Risk Level” on the COVIDACTNOW website (<https://covidactnow.org>) for the county is Dark Red (Severe) and Red (Very High).
 - ii. No less than two (2) times a week during in-person work when the “Risk Level” on the COVIDACTNOW website (<https://covidactnow.org>) for the county is Orange (High), Yellow (Medium) and Green (Low).
 - iii. Everyone must receive a negative FDA authorized PCR test 72 hours prior to the start of in-person work. Testing will continue on a weekly basis throughout employment.
 - iv. Equity strongly recommends that employers require masks and vaccination of audience members. If masks and vaccinations are not required of the audience, the above workplace testing protocols must be increased to three (3) times a week for “fully vaccinated” individuals during in-person work regardless of the COVIDACTNOW risk level.
5. SYMPTOM SCREENING AND MONITORING – When the COVID-19 Safety Manager(s) identify and/or an individual reports to the CSM(s) at least one symptom before or during the workday, the CSM(s) will inform them to self-isolate and contact a licensed health care provider to be evaluated. The CSM(s) will stay in contact with anyone that is isolated. The individual can return to in-person work if they receive a negative antigen or PCR test result or is cleared by a licensed health care provider.
- a. In addition to the above, an “**Unvaccinated**” individual will be:
 - i. directed to conduct a temperature screening daily at home. Stage Managers will not be responsible for temperature screenings.
 - ii. evaluated and cleared by a licensed health care provider before being allowed to return to in-person work.
 - b. When an actor or stage manager is in self-isolation, food, groceries, laundry and medications must be delivered and delivery fees must be paid by the employer.

- c. If the actor or stage manager shares housing with another, including family members at their home, the producer will arrange alternative housing for the actor or stage manager to self-isolate.
 - d. For self-isolation obligations, see 14 below.
6. PROTOCOLS FOLLOWING A POSITIVE TEST – The CSM(s) shall utilize the attached worksheet in the event of any positive tests. Equity must be immediately notified by email.
 - a. Anyone who is sick or tests positive for COVID-19 will not be allowed to attend in-person work until evaluated and cleared by a licensed health care provider.
 - b. Any positive test result from an FDA authorized antigen test must be followed immediately up with an FDA authorized PCR test for confirmation. The COVID-19 Safety Manager(s) will ensure that anyone with a positive test immediately self-isolates per the protocols in (5)(b) & (c) above and contacts a licensed health care provider for further instructions. The COVID-19 Safety Manager(s) will stay in contact with anyone that is isolated due to a positive test.
 - c. If an individual is confirmed positive for COVID-19 using the PCR test, everyone must be retested immediately, and all in-person work must pause. Any additional positive antigen tests must be followed immediately up with a PCR test for confirmation and must follow the same self-isolation protocols. The COVID-19 Safety Manager(s) will determine who has been exposed and what additional precautions are necessary. The CDC’s and local government’s public health recommendations for community-related exposure will be followed.
 - d. If an individual is confirmed positive for COVID-19 using the PCR test, in-person work will pause in any space(s) where the individual worked until enhanced cleaning has been performed as outlined in the CDC’s recommendations for cleaning and disinfection.
 - e. Anyone who may have been exposed will be immediately notified. The producer will maintain confidentiality as required by federal and state law.
 - f. The individual will be evaluated by a licensed health care provider before being allowed to return to in-person work.
 - g. The employer has inquired with its workers’ compensation carrier about any limitations on COVID-based claims and has that information readily available for employees.
7. SOCIAL DISTANCING FOR “UNVACCINATED” – “Unvaccinated” individuals must be instructed those interactions with persons outside one’s household must be limited during pre-employment, employment, and off-hours.
 - a. Food, groceries, and medications should be delivered, and public transportation should be avoided when epidemic is not under control.
 - b. There will be no visitors allowed in employer-provided housing.
 - c. The COVID-19 Safety Manager(s) will enforce social distancing and the use of masks & respirators during the rehearsal process and technical rehearsal process in all aspects of the workplace. The CSM(s) will also instruct the individuals to maintain social distancing during off-hours.
 - d. During rehearsals and in shared employer-provided housing, there must be 100 square feet per “unvaccinated” individual. Areas and/or spaces will be configured to avoid traffic bottlenecks where possible.
8. MASKS AND RESPIRATORS INDOORS –
 - a. **“Fully vaccinated”** actors, stage managers and everyone that interacts with them in the workplace(s) must always wear either a close-fitting mask (i.e.,

- surgical mask, multi-ply cloth mask) or respirator (i.e., N95, KN95 or KF94) and wear it correctly (covering the nose and mouth).
- b. **“Unvaccinated”** actors, stage managers and everyone that interacts with them in the workplace(s) must always wear a respirator (i.e., N95, KN95 or KF94) and wear it correctly (covering the nose and mouth).
 - c. Actors need not wear their close-fitting mask or respirator when rehearsing and/or performing.
 - d. Masks & respirators will be provided at no cost to the actors and stage managers.
 - e. In cases where a production employs actors or stage managers who are d/Deaf or hard of hearing, face masks for all employees shall be the FDA approved transparent type.
 - f. Stage managers and board and/or spot operators will always wear close-fitting masks or respirators and socially distance when working in the booth.
 - g. Stage managers will test their headsets to make sure cues can be heard clearly while wearing a close-fitting mask or respirator.
9. **FOOD, BEVERAGES AND COMMUNAL OBJECTS** –There will be no communal food and/or beverages such as a coffee pot, single serve coffee maker or water dispenser.
- a. The Broadway Green Alliance has created a Backstage Toolkit at <https://www.broadwaygreen.com/greener-reopening-toolkit> to provide sustainable solutions for reopening theatre.
 - b. For eating and drinking in the show, see 13(c) below.
 - c. Eating and drinking will only be permitted in designated areas outside all rehearsal and performance spaces to avoid contamination and ensure adherence to social distancing.
 - d. Hand hygiene dispensers, disposable hand towels, tissues and non-touch trash cans will be readily available in the workplace.
 - e. There will be no sharing of communal objects including, but not limit to, pens, pencils, markers, scripts, towels, cups, utensils, plates, etc.
10. **CLEANING AND SANITIZATION OF THE WORKPLACES AND EMPLOYER-PROVIDED HOUSING** – All spaces will adhere to CDC guidelines for cleaning, sanitization, and cleaning products: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- a. Prioritize cleaning high-touch surfaces at least once a day. If the space is a high traffic area, or if certain conditions (listed at the website above) apply, you may choose to clean more frequently or disinfect in addition to cleaning.
 - b. Props, sets, microphones, transmitters, and headsets that actors and stage managers use will be cleaned after each use. Any costume pieces that are not washed after each use must be appropriately sanitized. See applicable rulebook for full costume cleaning requirements.
11. **VENTILATION FOR WORKPLACES AND EMPLOYER-PROVIDED SHARED HOUSING** – **The Producer/Theater recognizes that adequate ventilation is necessary in the theatrical venue(s), rehearsal studio(s) and employer-provided shared housing unit(s).**
- a. To achieve adequate ventilation in the long term, full information can be found at the following link: <https://www.actorsequity.org/resources/Producers/covid19-info/>
 - b. To achieve adequate ventilation in the short term, the Producer/Theater agrees to provide appropriate mitigation at the workplace(s) and shared housing prior to the arrival of the stage managers and actors. Appropriate mitigation will include

enough HEPA air purifiers that capture 0.125 microns and will cover the entire square footage in each space of the venue(s).

- c. If working outdoors and a tent is used, the tent(s) will have all flaps remain up when rehearsing and performing.
- d. **In addition to the above, the following specifications must be in place for this production only:**
 - i. There must be at least six (6) air changes per hour (ACH).
 - ii. The minimum efficiency reporting value (MERV) should be 13 with 17 (HEPA) being ideal.
 - iii. The percentage of fresh and clean outdoor air (OA) must be based on the MERV filter. The requirements are as follows:
 - 1. If using MERV 17 filters, the OA minimum is 20%.
 - 2. If using MERV 16 filters, the OA minimum is 25%.
 - 3. If using MERV 15 filters, the OA minimum is 30%.
 - 4. If using MERV 14 filters, the OA minimum is 35%.
 - 5. If using MERV 13 filters, the OA minimum is 40%
 - 6. If using any MERV filter <13, the OA must be 100%
 - iv. Exhaust airflows in all restrooms must be a minimum of 1.0 cfm and must run 24 hours a day/7 days a week.
 - v. Ventilation that relies on open windows, portable fans, window air-conditioners, air purifiers with ultraviolet filter units, air ionizers, negative ion generators and/or ozone generators are not acceptable. Additionally, spaces that do not have supply and exhaust vents cannot be utilized.

12. AUDIENCE AND PUBLIC INTERACTION – Signage will be posted in all spaces and corridors to provide information on masking and PPE, and a reminder that visitors are not allowed.

- a. No visitors will be allowed backstage.
- b. There will be at least ten (10) feet between audience members and the actors.
- c. There will be absolutely no interaction between the actors or stage managers and patrons.
- d. Autograph signings, Meet-and-Greets and backstage tours are strictly prohibited.
- e. “Unvaccinated” individuals will not be required to attend opening night parties and other gatherings. Any retaliation for non-attendance is strictly prohibited.
- f. Approval of press events will be given by the COVID-19 Safety Manager(s) and a CSM must accompany members of the cast to all press events outside of the employer-provided venue.
- g. Talkbacks may only happen if the participants remain onstage and audience remains at least ten (10) feet away from the stage.
- h. In-person presentations (i.e., preshow speakers or talkback moderators) to the audience may only be made by a member of the “fully vaccinated” group.
- i. The venue will not be shared with other shows and/or organizations and the space(s) will be locked-out to others.
- j. Patrons will be required to wear masks indoors where local governments still require masks. Ushers will be trained in advance on how to enforce proper mask-wearing amongst patrons.
- k. Patrons will not be allowed to eat or drink in the theater before or during the performance and intermission.

13. ELEMENTS OF THE SHOW FOR “UNVACCINATED” – If costume and hair changes are necessary, “fully vaccinated” dressers must wear PPE, including a close-fitting mask or respirator, face shield and gloves. “Unvaccinated” dressers must wear PPE, including a respirator, face shield and gloves.

- a. Disposable make-up tools (sponges, brushes, etc.) will be used and then discarded. If tools cannot be disposed of, each tool will be properly cleaned between each use.
 - b. “Unvaccinated” actors may not share costumes, wigs, beards, hairpieces and/or costume facial masks (masks that are not related to COVID-19).
 - c. “Unvaccinated” actors may rehearse and perform intimate staging, stage fighting and/or eating and drinking if rehearsal and performance of these elements fall on consecutive days. If “unvaccinated” actors are not residing in employer-provided housing nor do they live alone, they must be provided with a hotel room:
 - i. The hotel must have COVID-19 protocols in place.
 - ii. “Unvaccinated” actors should enter the hotel at least (3) days prior to the first day of rehearsal of these elements and must remain until the final performance.
 - iii. Food must be delivered to the hotel and delivery fees must be paid by the employer.
 - iv. An appropriately masked and gloved crew person must prepare and handle the eating and/or drinking props.
 - d. For live singing, “unvaccinated” actors must be at least (12) feet apart with plexiglass barriers between them. “Unvaccinated” actors will not be staged and/or choreographed to face those who are live singing.
 - e. If there will be “unvaccinated” musicians playing instruments with their mouths, they will need to be in dedicated areas, separated by barriers.
14. SELF-ISOLATION OBLIGATIONS – Producer shall continue full compensation for actors and stage managers requiring self-isolation. Producer’s obligation to continue compensation and housing shall not be limited by the expiration of an actor or stage manager’s individual employment agreement, provided actor or stage manager remains under self-isolation. Any cancellation of rehearsal or performances related to COVID-19 will not reduce actors or stage managers’ rights to compensation, housing, and other benefits under this contract. For self-isolation protocols, see 5(b)&(c) above.
15. TERMINATION – Any closing of the production related to COVID-19 will result in payment to the non-isolating actor or stage manager of salary and benefits for two weeks or the remainder of the contract term, whichever is less. Producer may not terminate actor or stage manager’s contract due to an actor or stage manager’s absence due to COVID-19.
- a. Upon closing of production, if an out-of-town actor or stage manager is unable to travel home by the means specified in the actor or stage manager’s contract due to health impairment or travel restrictions imposed by public authorities, Producer shall continue housing and any contractual per diem until such time as travel is allowed.
16. GENERAL INFORMATION – The Producer will provide the safety protocols in advance of the first day of employment and will review the safety protocols with all employees on the first day of employment.
- a. Equity shall have the discretion to determine whether a Producer has failed to adhere to and enforce these safety protocols. If Equity makes such a determination, Equity may withdraw permission for actors and stage managers to perform. This action shall not be considered a violation of any no strike provision of the agreement. Actors and stage managers shall receive compensation until compliance with the safety protocols is reached.

Revised 10/01/21



Safety Guidance for Unvaccinated (Non-Touring only) Workplaces

Instructions:

Please complete the following and return to Equity. Keep the document in a Word version. We will not accept PDFs. Please provide a response for each prompt that has a colon (:).

Producer:

Date:

1. Confirm that all the above safety guidance has been carefully read and agreed to:
2. Identify the specific training that CSM(s) have received and the link to the training website:
3. Provide links to the state, county and city's reopening requirements for live and recording of theatrical productions:
4. Identify if there will be an audience or no audience:
 - a. If yes, reduced seating capacity is:
 - b. Normal seating capacity is:
5. Identify if rehearsals will be indoors or outdoors:
6. Identify if performances will be indoors or outdoors:
 - a. If rehearsals or performances will be outdoors, identify if there will be a tent:
7. Identify if the production will be captured:
 - a. If captured, identify if indoors or outdoors:
8. Approximate running time of a performance/recording of performance:
 - a. With or without intermission:
9. Identify the total number of performances (including possible extensions):
 - a. Identify number of performances per week:
 - b. Identify number of two-show days per week:
10. Identify dates and locations below -
 - a. Costume fittings date(s) and location(s):
 - b. SM pre-production date(s) and location(s):
 - c. First rehearsal date and location(s):
 - d. First day of tech date and location(s):
 - e. Recording date(s) and location(s):
 - f. First preview date:
 - g. Opening date:
 - h. Closing date (including possible extensions):
11. Identify total Equity contracts:
 - a. Provide a table of individuals and columns for the additional information required below. The list should include actors and stage managers (noting Equity and non-Equity), crew, creatives, management, producers, front of house, facilities, etc. that will be in shared spaces and considered part of the testing group:
 - i. Position/job classification (i.e., Actor #1, Actor #2, etc.):
 - ii. County/state/country they are coming from:

1. For non-local individuals traveling from out-of-country, out-of-state or from a different county -
 - a. Identify quarantine dates if required by government:
 - b. Provide a link to the country, state, or county quarantine requirements:
 - c. Provide travel dates:
 - d. Identify what form of transportation will be used into the state of employment:
2. Vaccination status (“fully vaccinated” before the first day of in-person work or during in-person work, if applicable, or “unvaccinated”):
12. Provide link(s) to the FDA Emergency Use Authorization (EUA) for each of the FDA authorized COVID-19 antigen and PCR test types. Please note that if the tests change at any time before or during employment, the employer must notify Equity immediately:
 - a. Confirm test results will arrive no later than 48 hours after the PCR test is administered and no later than 3 hours after the antigen test is administered:
 - b. Describe how employees will receive their test results:
 - c. Identify who will administer the test, the test process, how it will be delivered to the lab, and if there are differences between the antigen and PCR test processes:
 - d. Identify where the tests will take place, including pre-employment tests:
 - e. Provide the dates for each of the test(s) prior to and during employment:
13. Provide the following HVAC details for each location:
 - a. For the theatrical venue (e.g., onstage, backstage, in the house and in the booth):
 - i. Number of air changes per hour (ACH):
 - ii. MERV filter number:
 - iii. Outdoor Air % (OA%):
 - b. For the rehearsal studio(s):
 - i. Number of air changes per hour (ACH):
 - ii. MERV filter number:
 - iii. Outdoor Air % (OA%):
 - c. For the recording studio(s):
 - i. Number of air changes per hour (ACH):
 - ii. MERV filter number:
 - iii. Outdoor Air % (OA%):
 - d. For the employer-provided shared housing unit(s):
 - i. Number of air changes per hour (ACH):
 - ii. MERV filter number:
 - iii. Outdoor Air % (OA%):
14. Identify the total square footage of the spaces below and the maximum number of the testing group that will be in the space -
 - a. Rehearsal Space(s):
 - b. Recording Studio(s):
 - c. Onstage and Backstage Combined:
 - d. House (Auditorium):
 - e. Employer-provided shared housing units:
 - f. Call Booth(s) (only if it will be shared):
15. List all scenarios in which “unvaccinated” actors will not be wearing respirators: