

Blue Hill Troupe, Ltd

COVID-19 Safety Policies and Protocols

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BLUE HILL TROUPE, LTD

The Blue Hill Troupe brings high-quality theater performances to New York City audiences while raising money for New York City charities. The Troupe has raised over nine million dollars (adjusted for inflation) for its charity partners since its founding in 1924.

The Troupe is an all volunteer organization. Except for a leased 3,400+ square foot, well ventilated workspace located in Industry City, Brooklyn, NY, the Troupe has no other physical presence. The Troupe leases theatre and rehearsal spaces as necessary. It shall be the Troupe's policy to follow the safety policies and protocols of the CDC, New York City, and New York State, of the leased theatres, of the leased rehearsal spaces, in addition to those laid out in this document. The more conservative policies and protocols shall be followed.

BHT COVID-19 SAFETY SUPERVISOR

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CURRENT GOVERNMENT REGULATION (NEW YORK STATE): COVID-19

<https://forward.ny.gov>

Governor Andrew M. Cuomo announced that COVID-19 restrictions are lifted immediately as 70 percent of New Yorkers aged 18 or older have received the first dose of their COVID-19 vaccination series. The State's health guidance and New York Forward industry specific guidelines—including social gathering limits, capacity restrictions, social distancing, cleaning and disinfection, health screening, and contact tracing information—are now optional for retail, food services, offices, gyms and fitness centers, amusement and family entertainment, hair salons, barber shops and personal care services, among other commercial settings.

Unvaccinated individuals continue to be responsible for wearing masks, in accordance with CDC [guidance](#). Consistent with the State's [implementation](#) of the recent CDC guidance, masks are still required for unvaccinated individuals. Further, the State's health guidelines continue to be in effect for large-scale indoor event venues, pre-K to grade 12 schools, public transit, homeless shelters, correctional facilities, nursing homes, and health care settings per CDC guidelines.

SAFETY POLICIES AND PROTOCOLS

a. Member Events/Meetings

1. Members must be fully vaccinated to attend in-person events. “Fully vaccinated” means completion of one or two doses, depending on the vaccine, plus an additional 2 weeks. Proof of vaccination plus government issued photo I.D. (“I.D.”) shall be presented.
2. Members will be required to complete a health screening survey before every event.
3. Safety protocol signs will be posted and enforced at the entrance and in entrances and exits to and around the event space.
4. Hand sanitizer stations will be located at all entrances to the space.
5. Disposable masks will be made available.
6. High-touch areas will be sanitized before use by designated staff. Sanitizing spray/wipes will be made available.

b. Productions/Concerts

i. *Participants*

1. Members, Professional Resources, and Patrons must be fully vaccinated to participate in **any** aspect of a production or concert. “Fully vaccinated” means completion of one or two doses, depending on the vaccine, plus an additional 2 weeks. I.D. will accompany proof of vaccination.
2. Members and Professional Resources: proof of vaccination with I.D. will be required and noted in a database by a designated staff member.

3. All participants will be required to complete a health screening survey prior to every event.

ii. *Auditions*

1. Safety protocols will be posted at the entrance and in the waiting room.
2. All participants (including residents of apartment being used for auditions) will be required to provide proof of vaccination accompanied by a government issued photo I.D.
3. All participants will be required to complete a health screening survey before entering audition space.
4. Auditions will be scheduled so that persons waiting for their turn will be socially distanced in the waiting room.
5. Everyone outside of the audition area will be masked.
6. Except for person auditioning, everyone in the audition room will be masked.
7. At the completion of their audition, persons shall exit the premises immediately.
8. There will be no shared food or beverages.
9. The apartment and especially the audition area will be well ventilated (windows opened) and a portable HEPA filter air purifier will be available as necessary.
10. The audition location will be properly sanitized before and periodically during the audition time frame.
11. Hand sanitizing stations will be at the entrance of the apartment, in the waiting area, and in the audition area.

iii. *Work Space and Rehearsal Space*

1. Safety protocol signs will be posted at the entrance and in several places around the workspace.
2. At a participant's first appearance, proof of vaccination and I.D. will be required and recorded in a database by a designated staff member.
3. All participants will be required to complete a health screening survey before entering space.

4. Hand sanitizer stations will be located at all entrances and at least two other locations in the space.
5. Disposable masks will be made available.
6. High-touch areas will be sanitized before use by designated staff. Sanitizing spray/wipes will be made available.
7. A portable HEPA filter air purifier will be available as necessary.

iv. Theater

1. Front of House:
 - a. Ticketing staff and ushers will be checked for proof of vaccination plus I.D.
 - b. Patrons will be checked for proof of vaccination plus I.D. by a masked designated staff member(s) BEFORE entrance into the theater building.
 - c. All participants will be required to complete a health screening survey.
 - d. Unvaccinated minors will be required to wear masks throughout performances.
 - e. Hand sanitizer stations will be located at the entrance to the lobby and at all entrances to the theater.
 - f. Disposable masks will be available.
2. Concessions:
 - a. Concession staff will be checked for proof of vaccination plus I.D.
 - b. A no touch payment process will be implemented.
 - c. Preorder of beverages and/or snacks will be required.
 - d. Hand sanitizer stations will be located at the concession.
 - e. Concession areas will be sanitized before and after operating time. Sanitizing spray/wipes will be available.
3. Backstage:
 - a. Safety protocols will be posted at entrance to backstage, in all the dressing rooms, stages left and right, in the orchestra pit, and the green room.

- b. Callboard and sign-in sheet will be eliminated and replaced with text check-ins to the stage manager.
- c. All participants will be required to complete a health screening survey before every performance.
- d. Hand sanitizer stations will be available:
 - i. at all entrances and must be utilized upon entry;
 - ii. at stage right and stage left wings;
 - iii. in all dressing rooms;
 - iv. in the green room; and
 - v. in the orchestra pit.
- e. Sanitizing spray/wipes will be available:
 - i. at stage right and stage left wings;
 - ii. in all dressing rooms; and
 - iii. in the orchestra pit.
- f. There will be no shared beverages or food.
- g. All crew headsets will be assigned and must be sanitized by the user and stored in assigned separate containers when not in use.
- h. All actors will be responsible for sanitizing dressing rooms before every rehearsal and performance.
- i. **Props** will be sanitized and stored in closed containers if item size permits. This will be completed by a designated crew member before and after every rehearsal and performance.
- j. **Hair & Makeup** Each professional tool (e.g., brushes, applicators) will be assigned to one actor and not used for anyone else. Disposable tools will be utilized whenever possible. After each use, non-disposable hair brushes, combs and makeup brushes will be cleaned with appropriate disinfecting solutions. All supplies will be kept in individual cast bags.
- k. **Costumes** worn by cast members will be laundered and cleaned before the start of every performance. Cast members will clean costumes after each performance with a sanitizing spray.

HEALTH SCREENING SURVEY

All participants will be required to complete the following health screening survey before every in-person event (rehearsals, production work at work space, meetings, concerts, performances, etc.).

BHT HEALTH SCREENING SURVEY	YES	NO
<p>1. Have you had known close contact* with a person confirmed or suspected to have COVID-19 in the past 14 days?</p> <p><i>*The definition of a close contact is someone who was within 6 feet of a person diagnosed with COVID-19 for a total of 15 minutes or more over a 24 hour period. The definition of a close contact applies regardless of whether either person was wearing a mask.</i></p>		
<p>2. Have you recently tested positive for COVID-19?</p>		
<p>3. Have you experienced any cold or flu-like symptoms in the last 48 hours?</p>		

Persons who have answered YES to any of these questions will be denied entry.

Question 1: If said person has not experienced symptoms and feels healthy in the past 3-5 days; proof of a negative COVID-19 PCR or Antigen (Rapid) test taken within 72 hours of the event is acceptable for entry.

Questions 2 & 3: Proof of a negative COVID-19 PCR test taken within 72 hours of the event is required for entry.