



AURORA FOX ARTS CENTER – Artist Health and Safety- rev 8/19/2023

Welcome to the Fox! With guidance from the State of Colorado, Tri-County Health Department (now Arapahoe County Health Department) and City of Aurora, the Fox Staff has worked to design protocols and practices to help mitigate COVID-19 in our theatre.

The COVID-19 pandemic has had a widespread effect on the entertainment industry, and as a result, increased scrutiny is being placed on “infection prevention”. The safety of our artists, employees, patrons, and city are of utmost importance to us.

It is our belief that in the current climate, the arts and shared experiences such as theatre are more needed than ever. People and communities can feel isolated and we can help bring them back together. It is also of great importance that theatres open and remain open for the survival of the artists and institutions that make up the performing arts. We understand that continued operation means taking serious measures to be able to ensure safety and health of all involved. We have worked to establish a transitional normality, with guidelines that can be rapidly scaled in response to changing circumstances, while still permitting artists to work and patrons to gather.

As we transition out of the official COVID emergency and into the new post-pandemic world, these ongoing protocols are meant to be a scalable and ongoing way to help safeguard against the spread of illness. They are a way to protect our artists and patrons for the good of all. They will continue to be revised on an ongoing basis to accommodate the ever changing landscape of the world in which we all live. As information and situations continue to change, we will continue to adapt our protocols and how we work.

We are grateful that you’re participating in this work.

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ARTIST PROTOCOLS

- Guidelines may change to reflect changes in the current rules of local or state government, or Actors Equity Association. Notice will be given prior to any changes taking effect.
- All backstage/actor areas shall be off limits to non-production personnel. For Studio Theatre productions, actors shall not be required to enter the aisles/common crossover areas while patrons remain unseated.
- **Any artist who is experiencing illness or respiratory symptoms should contact their stage manager prior to call.**
- It is strongly recommended that all artists stay up to date on COVID-19 vaccinations as well as flu shots. Other basic doctor recommended vaccinations appropriate to your age and lifestyle are also strongly recommended. Please do your part to care for yourself and your fellow artists by taking appropriate precautions.
- During their time on contract, all artists should be diligent about minimizing exposure to outside illness. Please consider your cast to be your isolation pod and protect them accordingly. This could include masking when in a crowd or limiting social engagements. Please avoid large gatherings, family reunions, weddings or other gatherings where you might let your guard down or be unmasked in close quarters with people you might ordinarily not be in contact with. Please take caution with your household members and minimize their risks of bringing illness into your homes.
- All mainstage performers, directors, and staff shall take a Covid-19 test upon arrival at their first rehearsal onsite at the Aurora Fox and shall continue to **test at least once a week for COVID-19**. Results shall be submitted to the Aurora Fox’s Production Manager via photo email or text message with date stamp. The Fox will reimburse any fees associated with obtaining tests. At-Home Test Kits shall be made available to all production members. Additional kits shall be provided for use anytime someone is in question. Results shall be kept private, but any positive results shall prohibit the artist from attending rehearsal for a period of at least 5 days, or until 2 follow-up tests have shown no active Covid-19. All artists shall follow CDC and/or medical guidance regarding return to work protocols.
- All staff who come in contact with artists shall participate in the ongoing testing protocols.

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- Artists shall not be required to mask when rehearsing or performing onstage or while in dressing rooms except as follows:
 - Masking is recommended as a precautionary measure anytime an artist is in doubt about possible exposure to any airborne illness, not only COVID-19.
 - Masking is recommended when returning from travel until 2 clear COVID-19 tests have been performed at least 2 days apart.
 - Masking is recommended when an actor has had increased close public exposure.
 - Masking may be required should local infection case numbers increase, or if a member of the production show signs of respiratory illness regardless of ongoing COVID test results.
 - Masking is required for any company member returning to work following an active COVID-19 case for 5 days following return to work.
 - Actors may choose to mask if they're uncertain about their respiratory health. Be safe!
- Any artist who receives notice of confirmed exposure to Covid-19 shall immediately be tested for the virus prior to returning to the theatre and may be asked to wear a mask. Additional testing may be required.
- All costumers will participate in the ongoing testing protocols for the duration of their contract while they will be in contact with the cast.
- Gathering sizes may be limited by orders of the State, Tri-County Health, and City of Aurora. Should social distancing recommendations or limited gatherings recommendations resume, all seating at the Aurora Fox will revert to the socially distanced seating model including distancing from the stage.
- Artists shall be given a single-show code for the stage door for entrance and shall have access to the Theatre, Green Room, Studio restrooms, main stage and studio dressing rooms as assigned. These rooms shall be sanitized prior to arrival.
- A hygiene station shall made available with a thermometer, hand sanitizer and wipes. Performers and staff should wash hands or use sanitizer upon entrance to the building. All sinks shall be quipped with antibacterial soap.
- All attendees (staff and performers) shall perform a self-health assessment prior to every arrival at the Fox including:
 - Have I been in contact with anyone who has been ill in the last 14 days?
 - Do I have a temperature of 100.3 or higher?
 - Do I exhibit any symptoms of respiratory illness (runny nose, congestion, cough, sneezing, headache)?
 - Have I been practicing appropriate social distancing, masking, limiting close social contact with people outside of my household, hand washing and other sanitizing and hygiene?
- Should any person scheduled for entry not pass the assessment, they shall not enter the building, and shall immediately return to their vehicle and contact their stage manager. For instances where illness is detected prior to leaving for a rehearsal or performance, all artists should call-in as soon as possible rather than proceeding to the theatre.
- Dressing rooms shall be cleaned and disinfected with hospital grade cleaners after every use. Cleaning staff will not touch any personal items- so please store your belongings if you want your station to be wiped down. Clorox wipes shall be made available for use.
- For rehearsal, actors shall work onstage and in the main stage auditorium, or in the studio theatre when required. Congregation of large groups in the dressing rooms and hallways where distancing is difficult shall be discouraged.
- Dressing rooms shall be arranged to allow maximum spacing.
- Dressing rooms shall be provided with a HEPA grade air purifier, which shall be in operation at all times when dressing rooms are occupied.
- All rehearsals and rehearsal areas shall be closed to anyone not specifically required (actors, director, music director, stage manager, production designers, crew).
- All backstage areas are closed to non-production personnel from 60 minutes before performance to 30 minutes following performances. Guests should never be permitted in the dressing rooms.
- Once technical rehearsals have begun, there will be no other concurrent use of the backstage or dressing rooms, and no events or classes will be scheduled at the Aurora Fox for the duration of the production's run which would cause crossover or proximity between groups. Should the stage be used for alternate

performances during off hours, all onstage and backstage areas shall be cleaned and disinfected and adequate time between events shall be scheduled to allow full changeover of inside air. No props or costumes shall be touched by other groups. Dressing rooms shall not be used by other groups at any time while a mainstage show is in residence; alternate dressing areas for these events shall be provided.

- Actors shall not be blocked to come in physical contact with audience members, and shall not remain in close (within 6') contact of any audience members for extended periods of time.
- All HVAC systems shall be tuned for maximum air filtration and turnover at all times within the capabilities of the system. Any issues with the HVAC systems shall be reported promptly to City Facilities for immediate repair.
- Once a production enters preview and audiences are onsite, actors shall not cross into audience areas while audiences are present, except as noted above for blocking.
- Except in an emergency, during show calls, stage managers shall communicate with front of house staff primarily via headset, walkie talkie or phone in order to minimize crossover between backstage and audience areas.
- The Aurora Fox shall no longer use the 10 out of 12 rehearsal schedule for the ongoing health and safety of all of its artists. The maximum rehearsal outside of tech shall be a straight 6, which shall be used only sparingly, with preference being for 3-4 hour rehearsal blocks. For technical rehearsals the maximum span of day shall not exceed an 8 out of 10 hour day, which shall include at least 1 break of 90 minutes or more.
- No cast meet-and-greet sessions shall be scheduled inside the theatre.
- Actors should meet family and friends outside following the show.
- All high touch surfaces (doorknobs, handles, sinks, restrooms, etc.) shall be sanitized prior to the artists' arrivals.
- All sound equipment shall be disinfected prior to artists' arrivals.
- All cleaning protocols shall be maintained for the foreseeable future.
- Stage makeup shall be used by one performer only, and no shared makeup, applicators, towels, etc. shall be permitted. Costumes shall be worn by one actor only.
- Base layers, towels and any materials worn near the face shall be laundered daily.
- Any press interviews shall be conducted with appropriate social distancing. Efforts will be made to do such interviews via digital means rather than in person.
- Should illness occur for which coverage cannot be arranged, performances will be cancelled rather than an actor performing while ill. When possible or practical, understudies shall be contracted.
- COVID-19 cases shall be contact traced, and any artists that have potential exposure shall be notified immediately. Contact tracing, temporary closure protocols and deep cleaning protocols have been developed and will be enacted upon any exposure.
- When necessary, any detected cases of COVID-19 within the company shall be reported to Actors Equity, but any personally identifiable information shall be removed prior to the report.
- Given the constantly changing community response and caseload of COVID-19 in the metro area, it is possible, but unlikely, that the facility will be required to close with little or no notice. Should closure occur during a production process, artists will be kept on contract until it is clear that the theatre will have to abandon a production.

We are excited to have you here and to be creating theatre together! Your health and safety, as well as the health and safety of our audiences, artists, and partners is of great importance to us.

If you have any questions or concerns, please don't hesitate to reach out to us.