**Willits Community Theatre COVID-19 Safety Plan**

Note: This Safety Plan is based on the Mendocino County Business-Specific Health and Safety Form for Movie Theatres and Family Entertainment Centers. The following protocols will be observed during the time that Mendocino County is in the Red, Orange or the Yellow tiers.

1. **Signage.** WCT will have standard, downloadable signage requesting patrons to wear masks, to practice social distancing and to wash their hands frequently. These signs will be printed on paper and posted on a bulletin board in the lobby, on the double swinging doors to the auditorium, and on the double doors that lead out to our yard and the Green Room (where the actors change costumes and wait to come on stage. ) They will also be posted in the Green Room.
2. **Describe the PPE you will use.** Patrons will be asked to bring their own masks and will not be permitted to enter if they are not wearing a mask. In addition, WCT will have masks available for the public.
3. **Plans to train employees on how to prevent spread of COVID-19**.

Our theatre has only four employees but we have many volunteers, including actors, stage managers, house managers and tech booth operators.

* Actors will be required to wear masks and to practice social distancing while rehearsing.
* Our house managers will be required to wear masks and to disinfect the counters before and after each performance.
* Stage Managers will be required to wear masks during rehearsals.
* The Tech Booth Operator will be required to wear a mask.

1. **Plans to protect employee’s health**.

Anyone entering the Playhouse will have their temperature checked upon entry. People with a temperature of 100.4 Fahrenheit, or higher, will be denied entry. In addition to the above, all

people who are involved in the show will get a COVID-19 test weekly. That means the actors, the director, the stage manager.

1. **Plans to protect health of patrons**.

If Mendocino County is in the Orange Tier, WCT will allow 15% of our capacity – a maximum of 11 people -- in to see the show. That amounts to 9 or 10 paying customers per show. (We usually have one or two house managers per show.) These customers will be “socially distanced” to a distance of 6 feet between patrons who are not of the same household.

If Mendocino County is in the Yellow Tier, WCT will allow 25% of our capacity – 17 people , or a paying crowd of 15 – in to see the show.

In all cases we will incorporate the 6 foot social distancing rule in our seating arrangements.

**Distancing of actors from the public.**

Mendocino County Public Health Officer Dr. Andy Coren has requested that we keep 12 feet of distance between the actors and the audience. The “C” row is 12 feet from the stage; the “E” row is 20 feet from the stage. Audience members will not be permitted to sit in the A row (5 feet from the stage) or the B row (8 feet from the stage.) Audience members will only be permitted to sit in either the E row or the C row.

**Food and refreshments**

If we are in Orange of Yellow tier, we will not sell concessions, in order to avoid the formation of a line.

1. **How we avoid crowds**

See number 5.

1. **How to enforce physical distancing.**

See number 5. Any person who fails to follow the social distancing protocol shall be required to leave the facility.

1. **Payment method. Ticketing.**

WCT will be providing secure and easy to use online ticket sales through our domain's built in applications.  Currently we use [wix.com](http://wix.com/) which will allow us to create events that end users can access, pick time and date, view ticket availability and pay for their ticket via credit card or ACH.  The theatre and ticket purchaser will receive confirmation and ticket via email which they can print or simply show on a smartphone when arriving at the theatre for the show.

In short, we will sell tickets digitally, in advance, and only to patrons who reside in California. After patrons show us their tickets, or their ticket invoices, we will wave them through quickly, and thereby will avoid the formation of a line.

1. **Limitation on number of patrons**

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1. **Reservation system.**

See 8.

1. **Separate entrances/ exits into facility**

Not applicable.

1. **How we will configure seating**

See number 5.

1. **How to insure patrons maintain physical distancing**

If Mendocino County is in Orange or Yellow tier, we will “stagger” the entrance of our patrons, so that there is no bunching up at the door to the auditorium. After the show, the house manager will “stagger” how people leave, so that there will be no crush to get out. There will be no “meet and greet” in the lobby after the show.

1. **Sanitation of seating area.**

During the rehearsal period (April 15 to July 1) this is not applicable, as we will not be having an audience. During performance period, the house managers will sanitize the seats .

1. **Parking areas**

Not applicable, because the Willits Community Theatre does not own its own parking area.

1. **Physical distancing in restrooms**

Our restrooms are single-toilet, single-sink restrooms so only one person is allowed in at a time. Physical distancing is automatic.

1. **Concessions**

If we are in the Orange or yellow tiers, we will not have concessions.

1. **Retail shop protocols**

Not applicable.

1. **Disinfecting equipment and props**

All equipment and props will be disinfected following use.

1. **What about scorecards, pencils, etc?**

Not applicable.

1. **General cleaning and disinfection practices**

The theatre will be disinfected following use. During the rehearsal period, the stage manager will disinfect the props and set pieces; the actors will disinfect their props; the producer will clean and disinfect the bathrooms. In addition to the foregoing, during the performance period, the house managers will disinfect the lobby counters and the auditorium seats.

Note: to contact Willits Community Theatre, please contact:

Robert Ford President of the Board of Directors 354-3231

Steve Marston Interim Managing Director 337-6090