

Covid Safety and Protocols

Created 8/27/21

Edited 01/10/22

The goal of this document is to allow for staff, artists, workshop participants, and audiences to connect safely alongside one another during the festival while limiting and monitoring the number of people on-site. This is done in an effort to ensure as safe an environment as possible. Flying V recognizes that we cannot ensure a 100% Covid-safe environment but will actively take steps to mitigate the exposure and spread of Covid-19.

The guidelines and protocols set forth in this document are created in an effort to mitigate our community's role in the spread of Covid and ensure as safe an environment as possible. If guidelines and protocols are not being met, here are the ways in which we can take action:

- 1) If comfortable, remind fellow community members about proper procedures and protocols. You can directly link them to this document.
- 2) If you do not feel comfortable and there are causes for concern, you can get in touch with your Concern Resolution Path Contact. Please refer to our CRP document for more information.
- 3) You may also contact our Covid Compliance Officer when they are on site.

Flying V requires all staff, artists, workshop participants, and audiences to be fully vaccinated before entering the building. ***This now includes booster shots when applicable.*** Proof of vaccination for any contracted artists should be sent to the company in advance of entering the building.

Masks will be required to be worn throughout the space at all times for staff, artists, workshop participants, and audience members. The only exceptions to this: if an artist or workshop participant is a) performing their set/act or b) performing a piece for their workshop leader and fellow classmates. Additionally, masks may be temporarily pulled down to consume food and beverage, but must be immediately returned to the face as soon as possible.

To cut down on people removing masks, no concessions will be offered during in-person workshops or performances.

To help with safety measures, staff members will be available Front of House at any in-person events to:

- 1) Check vaccination cards against Photo ID's.
- 2) Fill out a screening questionnaire.
- 3) Log temperature checks and contact tracing information

Anyone who does not have a vaccination card (or exemption) with a photo ID will not be allowed in the building. Anyone who answers "YES" to any of the questions within the self-evaluation will not be allowed to enter the building. Anyone running a temperature higher than **100.4 degrees** will not be allowed to enter the building.

Contracted personnel including but not limited to Artists, Workshop Leaders, and the Creative Team who have shown proof of vaccination and booster (or exemption) to Flying V Staff will be

Covid Safety and Protocols

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provided with Artist passes which will help expedite some of the screening process. These parties will still however need to fill out the screening questionnaire and take their temperature.

In addition, our Covid Compliance Officer will be on site during outward in-person programming where the addition of workshop participants and audiences may yield higher traffic and stricter social distancing measures.

CDC Guidelines on protecting yourself

- 1) Wear a mask
- 2) Stay 6 feet away from others
- 3) Get vaccinated
- 4) Avoid crowds and poorly ventilated spaces
- 5) Wash hands often
- 6) Cover coughs and sneezes
- 7) Clean and Disinfect
- 8) Monitor your health

Access

Access to the building is prioritized for those who conduct essential and show-related business, but is available to all Organizational Staff, including The Consortium (The Silver Spring Blackbox, Flying V, Live Garra, and Lumina). Flying V will work closely with The Silver Spring Blackbox staff to ensure that the building capacity is consistently maintained at any given hour of conducted business. Therefore, a proposed schedule and list of “who is in the building when” will be meticulously maintained and adhered to. If you plan to be in the building, please be in contact with your Showrunner to confirm your access needs to the building on any given day.

Zones

Zone A: FOH/COVID Compliance Officer. CRP Resolution. Instructors. AL's. Stage Manager. ASM's. Videographer. Sound Designer. Light Designer. IWTV Crew. Off-Duty Officer. Commissioner. Overhire LX

This group is defined as any artist, instructor, and creative team member and those who are working in close proximity to them. If we find that other members of the community require close proximity to any of the above to perform necessary job functions, steps will be taken to add them to the group.

Folx in this group will have FULL ACCESS to the FULL VENUE:

- 1st Floor (Rehearsal Room, Green Room, Dressing Rooms, Bathrooms, Lighting Storage, Hallway Closets/Storage, FV Office, Stairs, Elevator)
- 2nd Floor (Theater, Lobby, Box Office, Bathrooms, Hallways, Shop/Backstage/Loading Bay, Stairs, Elevator)
- 3rd Floor (Booth, Conference Room, SSBB Offices, Tension Grid, Hallways, Stairs, Elevator)

Zone B: Contracted Flying V Staff, non-Contracted Flying V Company Members, Consortium Staff Members/Associate Artists.

Folx in this group will primarily have LIMITED ACCESS to the FULL VENUE:

- 1st Floor (Bathrooms, Lighting Storage, Hallway Closets/Storage, FV Office, Stairs, Elevator)
- 2nd Floor (Theater, Lobby, Box Office, Bathrooms, Hallways, Stairs, Elevator)
- 3rd Floor (Conference Room, Tension Grid, Hallways, Stairs, Elevator)

Zone C: Talent (Performers, Wrestlers, Refs, Commentary Team)

Folx in this group will primarily have LIMITED ACCESS to the FULL VENUE:

Covid Safety and Protocols

Created 8/27/21

Edited 01/10/22

- 1st Floor (Rehearsal Room, Green Room, Dressing Rooms, Bathrooms, Stairs, Elevator)
- 2nd Floor (Theater, Lobby, Bathrooms, Shop/Backstage/Loading Bay, Stairs, Elevator)
- 3rd Floor (Hallways, Conference Room, Stairs, Elevator)

Zone D: FOH/COVID Compliance Officer, CRP Resolution, Audience

Folx in this group will primarily have LIMITED ACCESS to the 2ND FLOOR:

- 2nd Floor (Theater, Lobby, Bathrooms)

Physical and Social Distancing

- An effort to remain in primary work areas as much as possible is paramount. Again, Flying V will work closely with The Silver Spring Blackbox staff to ensure that the building capacity is consistently maintained at any given hour of conducted business. If you need to enter other work spaces, a communication system will be in place for folx to chat.
- Even if vaccinated, we recommend maintaining a physical distance of 6 feet or more at all times..

Use of Spaces

Flying V will discourage large-scale congregations in shared waiting areas during public facing events indoors by encouraging folx to arrive early for check-in and waiting outside. For internal events such as workshops, technical rehearsals, etc. designated break spaces defined by zone roles will be posted each day.

In-Person Meetings

- Meetings are encouraged to take place virtually whenever possible. In person meetings will have physical distancing measures in place. Outdoor meetings are encouraged when possible.

Eating and Meal Breaks

- Meal breaks are staggered when possible
- Designated indoor eating spaces will be assigned
 - Rehearsal Room:
 - Conference Room:
 - Dressing Room:
- HEPA filter fans will run in indoor eating spaces
- Folx are encouraged to eat outside when possible

Restrooms

- Employees will be assigned stalls in restrooms that will be stocked with disinfectant spray.
- Lobby Restrooms outward facing to the public will be available for use by the public during in-person events.

Supply and Cleaning Stations

- Fully stocked supply stations (lysol wipes, disposable masks, disposable gloves, and hand sanitizer) will be available in the following areas:

Covid Safety and Protocols

Created 8/27/21

Edited 01/10/22

- The main entrance to the building, the conference room, the rehearsal room, the green room, and dressing rooms.
- Hand sanitizer stations are available throughout the building.

HVAC

- Montgomery County has upgraded the filters in the HVAC system and increased the outside airflow through said system. The Theatre Consortium of Silver Spring has placed air purifiers throughout the building including in the theatre.

Routine Cleaning

- High traffic surfaces, objects, and equipment (including but not limited to door handles, chairs, tables, music stands, microphone stands, tablets, keyboards, etc.) will be cleaned and disinfected prior to the event (rehearsal, meetings, etc.), during breaks, and at the end of the event.
- Trash, garbage, and recycling will be emptied at the end of every event.
- High traffic carpeted areas will be cleaned and vacuumed once a day.
- The Covid Compliance Officer or Flying V Leadership (in conjunction with other staff members) must submit completed checklists for cleaning after each event.

Exposure Protocol

If an individual on site has been exposed to someone who has tested positive with Covid-19, they must immediately get in contact with our Covid Compliance Officer or Showrunner to detail when they found out they have been exposed and on what date. This information will be logged. They should self-quarantine until:

- At least 72 hours after their fever resolves without medication and respiratory symptoms (cough, shortness of breath) improve AND
- At least 7 days have passed since their symptoms first started.

Exposed individuals will not be able to attend in-person work until they are evaluated and cleared by a licensed health care provider or provide proof of a negative test.

Flying V and the Covid Compliance Officer will identify and contact any employees, staff members, workshop participants and audience members who have been in contact with exposed individuals. Those individuals must prioritize getting tested. Only when all parties exposed or potentially exposed have tested negative will they be able to return to in-person work.

If someone develops symptoms while on site

- Individuals will be asked to:
 - Leave the premises immediately. Flying V Staff will do everything in their power to isolate the individual and organize transportation for individuals if they are not able to leave on their own.
 - Continue to wear a mask
 - Maintain 6ft. + physical distance
 - Do not touch any unnecessary surfaces

Covid Safety and Protocols

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Edited 01/10/22

- If exposure is on premises, Flying V will halt all work and initiate a deep cleaning procedure. This procedure includes disinfecting and sanitizing the full building in partnership with our host organization.
- In-Person operations will halt at this time. Anything that can continue virtually will do so.
- Once the deep cleaning procedure has been complete, folx who have been identified as unaffected by the exposure (contact tracing shows they did not come into contact with exposed party or potentially exposed individuals provide a negative test) will be allowed to enter the building and conduct business.

Flying V will not terminate an individual or pause compensation for individuals required self-isolation whether the exposure/infection happened on or off site. If the shuts down due to Covid exposure, employees will be compensated for work completed as per our force majeure clause.

Flexible Ticketing

- In the event of a cancellation or postponement due to Covid on Flying V's part, pre-paid tickets to in-person performances and workshops may be exchanged for future performances or workshops. In certain circumstances, pre-paid ticket holders may receive credit toward a future performance or workshop if they are unable to attend with advance notice to our box office PRIOR to the day of in-person performance or workshop.

Seating

- The number of seats available will be contingent on Maryland and Montgomery County's guidelines for building capacity.

Touchless Ticketing and Ticket Delivery

- To minimize crowding in common areas, Flying V will deliver tickets via mobile device and utilize touchless ticket scanners to gain entry into in-person performances and workshops.

Flying V will keep a close eye on CDC and State/County guidelines to ensure events operate under as safe an environment as possible. These safeties and protocols are subject to change as more information is presented.