

Kansas City Public Theatre is committed to the safety of our staff, actors, crew, volunteers and patrons as they participate in and attend our productions during the COVID-19 pandemic. In order to safely begin theater productions, we intend to adhere to the following the guidelines which contain recommendations applicable to our organization in accordance with guidance from local, state, and federal health authorities.

Kansas City Public Theatre does not operate a permanent performance venue. Therefore, the following guidelines describe practices being administered at the company's office location, as well as at performance events in outdoor park spaces.

I. OFFICE USE

The following guidelines apply toward the use of the 400x400 sq ft office space of Kansas City Public Theatre located at 2380 Independence Ave KCMO 64124

- a. Office use will be restricted to once-a-week meetings and company rehearsals.
- b. Capacity at the Kansas City Public Theatre office will be capped at 50%
- c. All employees and visitors to the office are required to wear masks and wash hands regularly
- d. Office surfaces will be disinfected before and after each use of the space. This will include but will not be limited to counter tops, tables, door handles, sink faucets, light switches, and chairs.
- e. Private bathrooms will be sanitized, stocked, and maintained by building custodial staff.
- f. Disposable masks, gloves, and wipes will be provided for employees and visitors by Kansas City Public Theatre.
- g. Hand Sanitizer will be kept at all times near a hand washing sink.
- h. All employees and visitors will receive a temperature check at the building entry point. Anyone with a temperature of 100.4 F or greater will be denied entry.
- i. All employees and volunteers will be trained on these and other elements of the COVID-19 prevention plan.

II. EVENTS

As Kansas City Public Theatre does not have a permanent performance venue, until local, state, and federal safety recommendations have been lifted, **all in-person programming will be held exclusively outdoors** in KC Parks spaces that allow for maximum physical distancing. The following guidelines apply toward the use of public outdoor spaces:

- a. Outdoor programming will begin in June 2021.
- b. All employees will be required to wear masks for the entirety of the event.
- c. Audience members will RSVP to the event, giving their name and contact information, through the Kansas City Public Theatre website.
- d. Audience members will be seated in a series of twenty (20) designated 10ft x10ft sections of grass delineated by signage and tape.
- e. Each seating section may hold four audience members, for a maximum of eighty (80) seats.
- f. Each seating section will be distanced no less than 8ft apart from other seating sections.
- g. Audience members are required to wear masks when walking outside of their designated seating section.
- h. Entry into the seating area will be staggered to avoid a large concentration of people.
- i. All staff, actors, crew and patrons will receive a temperature check prior to entering seating area. Anyone with a temperature of 100.4 F or greater will be denied entry.
- j. No food or beverage items will be made available to audience members by Kansas City Public Theatre
- k. Visitors are discouraged from congregating in large groups

III. CONTACT TRACING PROTOCOLS

- a. A record of all employees and visitors to the office will be kept with the person's name, contact information, and check-in/out time.
- b. Audience members who do not RSVP will be required to provide their name and contact information prior to entering the event.
- c. In the event of a report of positive COVID-19 infection, all persons documented will be notified of a possible exposure and advised to contact their physician for further guidance.
- d. Kansas City Public Theatre will notify the Jackson County Health Department of any known exposures and will provide contact lists as requested.

IV. ONSITE AND REMOTE STAFFING

- a. All staff and volunteers are required to watch the Best Practice for COVID-19 Safety training video on the Missouri Arts Council website prior to beginning onsite work at the theater.
- b. All staff and board meetings are to be conducted remotely until pandemic has ended.
- c. All forms and paperwork are to be made available digitally.

V. APPROVAL AND REVISIONS

- a. This plan is approved by the Kansas City Public Theatre board of directors
- b. This plan will be re-evaluated by company staff and board of directors monthly and will be modified based on its effectiveness, best practices and the most up-to-date public health and safety guidelines.