



# **Actors' Equity Association / The Broadway League**

## **Health & Safety Protocols:**

### **Touring Productions**

**As of July 28, 2021**

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## INTRODUCTION

The protocols and guidelines in this document are based on the expectation that all members of the traveling company have been fully vaccinated against COVID-19. “Fully vaccinated” shall mean the participant received an FDA authorized or approved vaccine or a WHO authorized or approved vaccine, and the participant is more than 14 days following the final dose of a vaccine. Recommendations will be updated as often as necessary as more scientific knowledge about COVID-19, any variants to the virus, its transmission and further vaccine recommendations from the CDC and FDA become available. The protocols and guidelines discussed are intended to provide an outline for health and safety for North American touring productions. If a production plans to travel outside of the United States of America, the parties’ health and safety experts will discuss applicable regulations and other references they deem appropriate. This document will be continually assessed as frequently as needed, on no less than a quarterly basis—for the adequacy of prevention efforts and modified based on evolving circumstances and scientific knowledge regarding COVID-19.

The proposed recommendations are based on preventive strategies from the CDC, WHO, OSHA, State and City DOH, and medical and infectious diseases specialists, with the expectation that all members of the touring company have been fully vaccinated prior to first rehearsal. It is preferred that a company-member is fully vaccinated prior to the first day of any in-person work (fittings and other activities prior to rehearsal), but in circumstances where the individual has not yet completed the vaccine process, efforts will be taken to promote a safe environment including masking, hand hygiene, sanitization of the workspace, enhanced air filtration and ventilation where possible and distancing where possible.

References used included:

[www.cdc.gov](http://www.cdc.gov)

[www.annals.org](http://www.annals.org)

[www.jamanetwork.com](http://www.jamanetwork.com)

[www.nejm.org](http://www.nejm.org)

[www.idsociety.org](http://www.idsociety.org)

[www.osha.gov](http://www.osha.gov)

## GUIDING PRINCIPALS

The safety of our audiences, touring company members and venue staff is of the utmost importance and our highest priority. Re-opening the industry and returning to work are also significant and important priorities.

These guidelines are intended to provide an outline of achievable health and safety guidelines that will apply to touring companies to minimize and mitigate the risk of COVID-19 transmission during a tour. There is no mechanism at present to completely prevent COVID-19 transmission. Currently, being fully vaccinated is the best way to prevent serious illness from COVID-19 and its variants. As to all persons who work in, or who may visit the theatre (house employees, production employees, related third parties, and patrons), it is essential that people DO NOT come to the theatre if they feel ill or are experiencing symptoms consistent with COVID-19 as defined by the CDC. People who are sick or who are experiencing symptoms consistent with COVID-19 should stay home and will be denied entry to our theatres in accordance with CDC and state and local DOH guidelines.

The parties recognize that the changing landscape of COVID-19 and its variants may require modifications in the safety protocols based on government regulations and local epidemiology. Responsive actions might impact:

- Vaccination guidelines
- Masking for employees
- Masking for audiences
- Frequency and type of COVID-19 testing and
- Other aspects of these protocols.

Any modifications will be shared as soon as possible and, where necessary, on an individual show or location basis.

The prevalence and incidence of COVID-19 infections and local vaccination rates will continually be assessed for the adequacy of prevention efforts in a particular area and modified accordingly based on the changing nature of COVID-19 and its variants across the country.

## **HAND HYGIENE**

Hand hygiene is a key element of infection prevention and needs to be practiced widely. Hand washing facilities should be readily available.

- Alcohol-based hand sanitizer with at least 60% alcohol will be readily available and strategically placed at theatre venues for use.
- Hand sanitizer and cleaning wipes will be placed in all workboxes and at the call desk.
- Everyone will be trained on hand hygiene practices (duration and when to wash or sanitize hands).
- Hand hygiene must be practiced prior to putting on and after removing one's face mask.
- Hand hygiene must be practiced when traveling (bus, plane, train or car). Hand sanitizer and cleaning wipes will be provided when traveling if they are not made available by the transportation carrier.
- Cleaning wipes will be provided by the company for hotels if not provided in rooms by the hotel.
- The COVID-19 Safety Manager(s) or a qualified third party retained for such training, will train everyone in the touring company on how to practice hand hygiene for COVID-19. To utilize a third party for such training, the parties' health and safety experts must be in agreement that the third party is qualified for such training.

## **MASKS**

Fully vaccinated individuals are not required to wear face masks per these protocols, except as recommended or required by the CDC, WHO, OSHA, state and/or local DOH or otherwise directed by the Employer. Except when otherwise required, fully vaccinated employees, however, may continue to elect to wear a face mask, except when doing so is incompatible or interferes with their job responsibilities or part of the performance during the tour such as performing on stage or other instances discussed in this document.

- Members of the touring company may elect to wear their own mask so long as such mask meets CDC recommendations and guidelines, and the touring company member launders their mask as recommended by the CDC between uses.
- No later than the first day of rehearsal the COVID-19 Safety Manager(s) or a qualified third party retained for such training, will train everyone in the touring company, including replacements (based on their first day of rehearsal), procedures for mask safety. To utilize a third party for

such training, the parties' health and safety experts must be in agreement that the third party is qualified for such training.

- Everyone should avoid touching their eyes, nose, mouth.
- Face shields may be used in addition to masks for certain activities discussed later in the document.
- Should masking be recommended or required as detailed above, disposable masks will be provided at no cost to the traveling company. If the employer provides reusable masks in lieu of disposable masks, the employer will launder masks daily with costumes or the employer will provide enough masks in order for the masks to be laundered weekly in the Equity company member's own laundry. In cases where a tour employs actors or stage managers who are d/Deaf or hard of hearing, the Employer will engage in an interactive process to determine what accommodations may be required, including whether and in what circumstances the face masks for other employees shall be the FDA approved transparent type.
- When wearing masks, crew members should put on a fresh mask or launder it after load in and before show call.
- Face masks must be worn to the extent they are required on airplanes, company buses and rideshares.
- Face masks are not required on the crew bus when crew members are inside their bunks with the curtain closed.
- If masks are recommended or required as detailed above, the COVID-19 Safety Manager will review and have the final determination if masks meet CDC safety standards and fit the individual touring company members properly.

## **PHYSICAL DISTANCING**

- Physical distancing will be maximized in high-contact areas such as the orchestra pit and stage door entrance. Where possible, a theater should have unidirectional traffic to reduce contact and crowding in public spaces, bathrooms, and doorways.
- No visitors will be allowed backstage unless deemed essential and have prior approval of the COVID-19 Safety Manager. Essential visitors include persons working directly with the production. Essential visitors must be fully vaccinated and must have a negative FDA authorized or approved COVID-19 viral testing done three days prior to their backstage visit.
- Autograph signings, meet-and-greets and backstage tours are strictly prohibited.
- Talkbacks may only happen if the participants remain onstage and audience remains at least six (6) feet away from the stage.
- The COVID-19 Safety Manager(s) shall review and approve the safety protocols of press events and a COVID-19 Safety Manager must accompany members of the cast to all press events that take place outside of the theatre/venue or residence/hotel.
- The venue may be shared with other shows and/or organizations. The venue must provide cleaning between events in shared spaces if the events are contiguous in the same space (ex: stage, dressing rooms). If the events are concurrent and shared spaces will be occupied at the same time (ex: hallways, bathrooms, green rooms) presently recommended protocols relating to hand hygiene, physical distancing and sanitation must be followed. Where kitchens and

green rooms are concurrently shared between productions for eating, physical distancing should be maintained.

## **FOOD AND BEVERAGES**

All local public health regulations regarding preparation and distribution of food, when provided by the employer or the presenter, should be followed.

## **DISINFECTION AND MAINTENANCE**

- Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19 must be used for cleaning and disinfection.
- A heightened awareness to cleaning and disinfection should be practiced, and cleaning logs shall be reviewed.
- Performance space, the venue and props should be cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently with appropriate sanitization supplies.
- All dressing rooms, the orchestra pit, and any additional high traffic area should be cleaned prior to the first rehearsal (inclusive of sound check) and between performances thereafter.
- Green Rooms and kitchens should be cleaned prior to the arrival of the touring company and between performances thereafter.
- All restrooms should be cleaned after load in and prior to first rehearsal, inclusive of sound check.
- Should the stage managers arrive prior the first rehearsal, an office area and bathroom shall be cleaned in advance of their arrival for their use.
- Tools, headsets, microphones, radios, musical instruments should be cleaned prior to use.
- Disposable hand towels will be made easily accessible throughout the rehearsal spaces and backstage areas.
- Should any person in the touring company, local crew, local musicians, venue employees, or contractors that closely and regularly interact with the touring company develop a symptom profile consistent with COVID-19 or test positive for COVID-19, and those individuals had a prolonged exposure (as defined by the CDC) to the workplace, enhanced cleaning shall be performed as outlined in the CDC's recommendations for cleaning and disinfection.

## **HEATING, VENTILATION AND AIR-CONDITIONING SYSTEMS**

Venues will practice continuous assessment by qualified facilities personnel and, if necessary, outside contractors, of circulation-related building systems (e.g., ensuring HVAC systems use MERV-13 filters or better, and venues will provide supplemental, portable HEPA air cleaners in spaces with poor ventilation or limited fresh air ability, such as the Orchestra Pit or unvented dressing rooms, with a goal of increasing outdoor air ventilation as much as possible, in part by keeping systems running longer hours where possible). Assessments will include, but may not be limited to cleaning, repairing, replacing, and/or upgrading system components as necessary and, to the extent reasonable, as called for by best practices, CDC, OSHA, and State/Local DOH guidance.

## **COMMUNICATION, TRAINING AND EDUCATION**

- Effective communication, training and support are essential to the success of a COVID-19 safety plan. All members of a touring company, inclusive of stage managers, cast, crew, musicians} will be trained on COVID-19 prevention safety protocols so that they understand the policies and procedures related to reducing the risk of COVID-19 while on tour and their role in controlling the risk to themselves and others.
- Education and training on mitigation strategies including vaccination, hand hygiene, masking, testing, among other components of the COVID-19 mitigation plan shall be done or facilitated or arranged by the COVID-19 Safety Manager(s) or a qualified third party retained for such trainings. Training must include information on procedures for raising concerns about COVID-19. To utilize a third party for such training, the parties' health and safety experts must be in agreement that the third party is qualified for such training.
- All crew, musicians, employees, stage managers and cast members must attest and sign an acknowledgement attached to this document that they have received training and education and agree to abide by the protocols in this document. Actors and stage managers shall execute and attach to each copy of each contract entered into between Actor or Stage Manager and Producer.
- Time spent in mandated COVID Safety Training will count towards rehearsal hours. Training time that is in excess of available rehearsal hours will be paid at the applicable rehearsal overtime rate.

## **INDIVIDUAL RESPONSIBILITY FOR COVID-19 PREVENTION AND MITIGATION**

All members of the touring company will have personal responsibilities adhere to the protocols and to follow directives in support of these safety measures.

- All members of the touring company must adhere to all safety protocols and company directions provided for in this document.
- All members of the touring company must adhere to all employer-policies and procedures reasonably related to facilitate the execution of these protocols. (E.g. Policies on submission of third-party housing/AirBnB to meet sanitation standards, procedures that may be required for local venue symptom screening upon arrival.)
- All members of the touring company must adhere to all venue policies and procedures reasonably related to facilitate COVID-19 safety of the venue worksite as they may be advised by the Employer.
- All members of the touring company must adhere to all COVID-19 mitigation law, regulations and guidelines issued by federal, state and local government authorities as they may be advised of by the Employer.
- These obligations apply both at and away from the venue.
- Actors and stage managers shall adhere to the obligations contained in these Protocols, applicable COVID-19 mitigation rules and regulations and take measures within their duties to promote a safe work environment. Actors and Stage Managers will not be assigned to be the COVID Safety Manager or assigned COVID-19-safety protocol or other COVID-19 related duties except as may be required in fulfilling their obligations herein.
- If an Actor or Stage Manager fails to adhere to these responsibilities, they may be subject to discipline. For the first and second offense it shall be a pay fine of \$50. For the third offense, and any subsequent offence in a twelve-month period, it shall be a pay fine of \$50 and the loss of a

Personal Day as defined in Rule 32(H) for each infraction. After the fourth occurrence in a twelve-month period the Actor or Stage Manager maybe subject to termination for any subsequent infraction. Written notice shall be provided to the individual and to Actors' Equity. Appeals under this provision shall be subject to the Issue Resolution process of this Agreement. All fines will be remitted by the Producer to the Actors' Fund and will be deducted from Actor's salary on a pre-tax basis.

## **BACKSTAGE SIGNAGE**

Signage shall be posted in a variety of areas to convey the following information to the touring company, local crew and essential visitors:

- Persons ill with signs of COVID-19, or that have recently tested positive for the virus in the past two weeks, are not permitted to enter.
- Hand hygiene requirements
- Contact information for the COVID-19 Safety Manager(s).

## **AUDIENCE RELATED**

- Audience members must not be seated in the pit.
- The venue is responsible for ensuring that all applicable CDC, OSHA, state and local DOH Regulations and Guidelines related to COVID-19 are enforced. The employer will confirm with the venue that all applicable CDC, OSHA, state and local DOH Regulations and Guidelines related to COVID-19 are enforced.
- There will be absolutely no interaction between the Equity company and the audience members.
- Patrons with symptoms consistent with COVID-19 or that have recently tested positive for COVID-19 in the past two weeks shall not be admitted.
- There will be advance communication advising patrons of the new health policies. Any patron who is not fully vaccinated shall be asked to wear a face mask

## **OVERSIGHT AND LEADERSHIP/COVID-19 SAFETY MANAGER**

A dedicated COVID-19 Safety Manager with training in infection prevention and occupational health screening and surveillance will have the responsibility and authority for COVID- 19 safety compliance and enforcement and will be employed in each touring company to oversee and ensure compliance with COVID-19 prevention and safety protocols discussed in this document for each covered touring production. The parties agree to meet no later than November 1, 2021 to review the science and discuss how the COVID-19 Safety Manager will function after December 31, 2021.

Specific duties and responsibilities of the COVID-19 Safety Manager(s) may include but are not limited to, overseeing, monitoring and enforcing adherence to protocols for physical distancing, testing, symptom monitoring, cleaning and disinfection, PPE, liaising with the local venue and ensuring that orientations and training occur, and other COVID-19 related duties as determined by the Producer.

The COVID-19 Safety Manager(s) has decision-making authority concerning COVID-19 related safety practices. The COVID-19 Safety Manager(s) shall be readily accessible to all crew, employees, stage managers and cast members of the tour. The COVID-19 Safety Manager(s) will not be stage managers or actors in the production's Equity company.



## REQUIRED MEETINGS

There will be a meeting at the end of the first week of each engagement (or at the end of each multi-engagement week) and no less than every two weeks on engagements longer than three weeks as follows:

- To talk through any protocols observed that were not properly followed and determine remedies
- To ensure no issues with regards to PPE or sanitation or to offer reminders of PPE
- To announce safety updates as available
- In the case of COVID-19 positive individuals, provide updates to the meeting group only, while ensuring the individual's privacy
- To allow for group members to share feedback or announcements of their own related to safety protocols re: upcoming activities, etc.
- Participants in this meeting will include:
  - o The COVID-19 Safety Manager(s)
  - o General Management and/or Company Management
  - o Director, Choreographer and/or Director/Choreographer will be invited to join but attendance will not be required
  - o An Equity staff person will attend as often as possible.
  - o Production Stage Manager will be invited to join but attendance will not be required.

## TESTING

- *[The testing requirements will be subject to periodic revision consistent with updated CDC guidance for fully vaccinated individuals.]* As of July 2021, the testing of the touring company shall happen weekly as follows: The touring company will receive an FDA authorized or approved antigen test or an authorized or approved PCR test for COVID-19 once a week to mitigate transmission of the virus. If an individual tests positive with the antigen test, then that will be confirmed with a follow-up FDA authorized or approved PCR test.
- The tests will be provided at no cost to the actors and stage managers, including no upfront/out of pocket payment.
- The first test an individual receives for a particular production shall be a PCR test, and it shall be administered no earlier than 72 hours before the first rehearsal.
- Reporting of test results to employers will be done in a confidential manner consistent with state, city and federal regulations. Notification of exposed co-workers shall occur in a way as to protect the confidentiality of the person with COVID-19 and in accordance with statutory confidentiality requirements. Should there be a positive result, Actors' Equity will be immediately informed in a manner consistent with legal confidentiality requirements.

## SYMPTOM MONITORING

- Actors' Equity and The Broadway League will together request that the Health Fund accept prepayment by the employer of 12 weeks' health contributions on behalf of any members that do not, at the start of their employment, have health insurance coverage or who have state-exchange coverage that will not cover them nationally.
- Anyone who is sick or develops symptoms consistent with COVID-19 as defined by the CDC must self-report to the COVID-19 Safety Manager. Individuals who present symptom profile that is consistent with COVID-19 or tests positive for COVID-19 must not come to work until evaluated

and cleared by a licensed health care provider. Any person who becomes ill will be isolated while awaiting evaluation by a licensed health care provider. Visits for the evaluation appointment should occur within 24 hours. If all efforts are made to schedule within 24 hours but it is not possible to schedule an appointment, in that case no later than 48 hours from the time the COVID-19 Safety Manager is notified and the individual is placed in isolation. If an individual is required to isolate as a result of contracting COVID-19, such that food, groceries and medications must be delivered, the individual shall be responsible for the cost of goods and services however the Employer shall reimburse for reasonable delivery fees.

- Arrangements will be made to facilitate and ensure that every member of the tour has access to a health care provider for this screening evaluation. If one does not have health coverage or a health care provider, the Employer will arrange for the person's access to a provider and be responsible for any associated costs for the screening evaluation.
- CDC, OSHA, federal, state and local public health departments' requirements and guidelines for COVID-19 exposures will be followed.
- Local state and city health departments shall be notified upon being informed of any positive COVID-19 test result by any individual on the tour and cooperate with officials to trace all contacts dating back 48 hours before the person began experiencing COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality will be maintained as required by Federal, State and City laws and regulations.
- A person may return to work consistent with up-to-date public health guidance, including using the CDC's symptoms-based strategy if symptomatic and time-based strategy if asymptomatic, or otherwise cleared by a medical provider.

## **DEPARTMENT PROTOCOLS**

Hand sanitizer, tissues and trash cans are available to all crew, musicians, employees, stage managers and cast at or near the entrance to the venue and throughout work areas (green rooms, kitchens, orchestra pit, entrances to the stage, loading dock, etc.)

- Non-touch trash receptacles are preferred.
- Disinfectant wipes that are DEC EPA approved for COVID-19 should be available for company use in each dressing room and production support area (wig room, laundry room, green room, production office, loading dock).

## **STAGE MANAGERS**

- The call desk, all tools, equipment (such as printers, microphones, transmitters), and touch points on equipment must be disinfected on a regular basis consistent with the disinfection protocols above. In addition, sanitization wipes shall be placed in proximity to the call desk.

## **MUSICIANS/ORCHESTRA**

In addition to complying with all other relevant sections of this document, musicians shall also adhere to the practices discussed below.

- A list of all venue and production musicians participating in the tour should be maintained.
- Instruments and their cases should be disinfected by the musician with a DEC EPA approved product for COVID-19 before and after use.

- When not in use, instruments shall be securely stored in their case between performances by the musician.
- Where possible, instruments must not be shared between musicians. Mouthpieces shall never be shared between musicians.
- Keyboards should be covered when not in use.

As noted above, the orchestra pit should be cleaned prior to the first performance in the venue and between performances thereafter. It is preferable to clean pit immediately following the performance.

## **CREW**

In addition to complying with all other relevant sections of this document, crew shall also adhere to the practices discussed below.

A list of all venue and production crew members participating in the tour should be maintained.

Hand sanitizer, disinfectant wipes, tissues and trash cans shall be made available to all crew members at or near their work areas.

All crew members should practice hand hygiene before and after touching props, costumes or set materials.

- All tools, equipment, touch points on heavy equipment and touch points on high touch equipment such as motor control pickles and power distributions shall be disinfected before and after use.
- Disinfection protocols from the manufacturers must be followed for light boards, sound boards and call desk. When not in use, these items should be covered.
- Each crew member is assigned their own tools, equipment and defined workspace as much as possible. Sharing of items is minimized or eliminated.
- After tools are disinfected, they should be returned to the work box, which shall be closed between performances and overnight.
- All shared equipment, microphones and tools must be disinfected and securely stored after each use.

## **LOCAL PERSONNEL**

- This document assumes that all local crew, local musicians, venue employees, and service providers that interact regularly and directly with the touring company, or scheduled to regularly and directly interact with the touring company (i.e. physical therapists), will be fully vaccinated as defined above prior to start of the engagement.
- COVID-19 testing of the local crew, local musicians, venue employees and service providers (i.e., physical therapists) that interact directly with the touring company will be consistent with the testing required for the touring company.

## **PROPS**

All reasonable and practicable efforts will be made to disinfect props and surfaces before, during and after a performance, with alcohol-based sanitizer.

If actors come in direct contact with soft props, such as sheets, towels, bar rags, etc., they should be laundered after use.

## **WARDROBE AND HAIR & MAKEUP**

In addition to complying with all other relevant sections of this document, wardrobe and hair and make-up staff shall also adhere to the practices discussed below.

Masks shall be worn during any hands-on-styling or costume session. Hand hygiene shall be practiced by everyone (dressers, wig technicians, cast) before and after any hands-on-styling or costume session.

- Alcohol based hand sanitizer, disinfectant wipes, tissues and trash containers shall be readily available at all quick-change booths and wig tables.
- All costume, wig, hair and prosthetic materials must be disinfected before first use during a performance.
- Headlamps or other forms of personal lighting are recommended, if needed.

## **WARDROBE**

- Costume representatives shall wear a mask and where practicable may choose to wear a face shield.
- Costume representatives may also wear disposable nitrile gloves which must be discarded after a fitting.
- Tools that come into contact with a performer, such as measuring tape, should be sanitized.
- The costume should be laundered prior to being used on another person. Sanitization with an alcohol spray may be considered while awaiting laundering or if laundering is prohibitive, such as for large costume pieces.
- Used tissue, lozenges, etc. must be discarded in trash receptacles rather than handing them to a costume representative.
- Costumes may be laundered as normally done with a washing machine and dryer or by dry cleaning. Laundry baskets should be disinfected with a DEC EPA approved product against COVID- 19 prior to and after used.
- Towels must not be shared with others.

## **MAKE-UP/HAIR DEPARTMENTS**

- Make-up and Hair Department members shall wear a mask regardless of being fully vaccinated and may choose to also wear a face shield. Hand hygiene must be followed, and Make-up and Hair Department members may wear disposable nitrile gloves. If gloves are worn, new gloves should be applied for each individual cast member and disposed of properly.
- Tools, brushes, applicators and equipment where possible will be dedicated to a single person. All reasonable and practicable efforts will be made to disinfect these items, during and after a performance, with alcohol-based sanitizer. In addition, disposable single-use brushes and applicators may be considered. In particular, applicators that touch the eyes, nose and mouth. Must be disposable or must be dedicated to and individual and disinfected before and after each use.
- All clean tools, combs/brushes should be kept in covered clean containers. Hairbrushes and combs should be cleaned with an appropriate disinfectant solution. Chairs should be disinfected after each use.

## **TRAVEL CONSIDERATIONS**

- Hand hygiene must be practiced when traveling (bus, plane, train or car). Hand sanitizer and antiseptic cleaning wipes will be provided when traveling if they are not made available by the transportation carrier.
- Antiseptic cleaning wipes will be provided by the company for hotels if not provided in rooms by the hotel.
- Face masks shall be worn when in all public areas, especially on travel days.
- Face masks must be worn to the extent they are required on airplanes, trains, company buses and rideshares.
- Individual state travel advisories and restrictions related to COVID-19 will be followed.
- Company members may travel in personal vehicles.
- Employer acknowledges and agrees that the touring company members' place of residence may have changed since the tour was last active and agrees to pay for travel to the Point of Organization. The members shall update the Employer prior to the first rehearsal so that the new residence may be listed for all relevant employment purposes.
- AirBnB and home share options are discouraged unless they can demonstrate adherence to COVID-19 prevention practices and disinfection protocols as required by local Departments of Health.
- Hotels utilized must have established written protocols for COVID-19 prevention practices including disinfection.
- Road Rebel, Road Concierge and similar companies will be provided with expected guidelines for screening transportation options and accommodation options.

## **REHEARSALS**

- Adequate eating space should be provided outside of rehearsal and performance spaces to avoid contamination and to ensure physical distancing can be maintained.
- All applicable protocols in this document regarding hand hygiene, disinfection and wardrobe shall apply in the rehearsal space.
- Heating, ventilation and air-conditioning protocols and maintenance logs shall be reviewed. Circulation of outdoor air should be increased as practicable. To the extent the studio is not pre-approved, a MERV filter rating of 13 or higher that is compatible with a studio's air handling system must be used and the studio shall be required to submit documentation to show that their air handling system and filters are appropriately maintained and working as required.
- Required Meetings shall happen every other week during the rehearsal period.
- Essential visitors, including Lead Producers, creative team members, company management, union personnel or other persons working directly on the production may visit rehearsals upon prior approval of the COVID-19 Safety Manager. A list of essential persons must be created prior to the start of rehearsal and updated as needed. Essential visitors must have a COVID-19 symptom check prior to entering the space. Essential visitors must have COVID-19 viral PCR or antigen testing done within 72 hours prior to arriving at the studio and provide proof of being fully vaccinated.
- Invited run throughs shall be permitted in the rehearsal studio provided that all invited individuals adhere to the protocols for essential visitors and the occupancy for the space is consistent with the occupancy requirement of federal, state and local authorities. Invited run throughs in the theatre shall follow the applicable audience protocols.

## **SICK LEAVE**

Actors and Stage Managers who contract COVID-19 shall receive up to an additional eight (8) performances of sick pay to be paid at the applicable minimum salary.

## **VACCINATION**

Subject to the exceptions set forth below, and except as prohibited by applicable law, the Employer will require all members of the traveling company employed by the Employer to be “fully vaccinated,” in accordance with the definition above.

Members of the traveling company must provide the Employer with proof of vaccination at a date established by the Employer, but in no event later than the first day of rehearsal.

Members of the traveling company who cannot receive a COVID-19 vaccination because of a qualifying disability or a sincerely held religious belief must contact the Employer at a date established by the Employer to request an accommodation. The Employer will decide whether to provide a reasonable accommodation in accordance with applicable law.

The League and Equity will determine the appropriate Health & Safety protocols for venues where local law, regulations or guidelines do not allow for mandated vaccinations.

## **UNVACCINATED PERSONNEL IN THE WORKPLACE**

Unvaccinated personnel in the workplace include juveniles currently ineligible to receive an FDA or WHO authorized or approved vaccine, or individuals that receive reasonable accommodation as detailed in the VACCINATION section above. At the present time, masking, physical distancing and PCR testing should continue for people that are not fully vaccinated.

Unvaccinated individuals will be required to wear a mask at all times except when doing so is incompatible or interferes with their job responsibilities or part of the performance. In such cases, the individual shall be provided a disposable mask and will be appropriately trained by the CSM or qualified designee on mask safety. Backstage signage shall include reminders that unvaccinated individuals shall wear a mask. Unvaccinated essential visitors must follow all protocols in this section.

To the extent possible, physical distancing shall be maximized in high contact areas, and there shall be physical distancing when eating or drinking.

Unvaccinated actors or stage managers shall be accompanied by a COVID-19 Safety Manager when attending press events outside of the theatre/venue.

Testing for those not fully vaccinated shall be conducted with an FDA authorized or approved PCR test.

- Pre-employment testing shall be as follows:
  - First test should be taken within 5 days prior to in-person work.
  - Second test should be taken 24 hours prior to in-person work.
- After the first day of in-person work, tests should be administered no less than twice a week.

## **ISSUE RESOLUTION**

As a mechanism for resolving concerns about application of prevention efforts contained in these Protocols, the following process shall apply:

Any alleged non-compliance with the safety protocols must be promptly addressed. Notice must be provided to Management and to the Equity Business Representative by the COVID Safety Manager. The actors and stage managers must continue to be paid during the entire Issue Resolution process but no longer than their individual contract. Management will be permitted the rest of the business day and the next business day to resolve the issue (if it cannot be resolved in such time, a request to Equity to extend the period will be sought and which approval will not be unreasonably denied).

If Management and Union disagree about whether there is compliance issue, the following process will be employed:

If the Required Meeting does not result in a resolution the Parties health and safety experts ("The HSE") shall meet and confer within 24 hours and attempt to reach a resolution. The HSE will be required to render either a joint, agreed upon written opinion, or separate, individual written opinions. The HSE shall set forth the basis for their opinion in reasonable detail. The HSE shall not refuse to render an opinion or refer the issue(s) back to the union and the League.

In the event the HSE's do not agree, the issue will be presented to and resolved by the "Health & Safety H&S Arbitrator" ("H&S Arbitrator") within 24 hours after the HSE's issue their opinions.

The parties will jointly select a panel of third-party neutrals who will be designated to hear and determine disputes under this Agreement as the H&S Arbitrator (a list to be attached to this Agreement). An H&S Arbitrator shall be a qualified individual in epidemiology, infectious disease, or industrial hygiene and able to render judgment on the health and safety compliance matters herein.

For each dispute, one panelist will be jointly selected by the parties to serve as the H&S Arbitrator. If the parties cannot agree on a H&S Arbitrator from the panel, the neutral will be selected based on a rotational basis.

The H&S Arbitrator must resolve the issue(s) only by accepting one of the two HSE opinions rendered. The H&S Arbitrator is not authorized to craft resolutions and remedies different from those contained in the HSE opinion adopted.

## **TERM OF THIS AGREEMENT**

This agreement will expire, and the terms will not continue as of June 1, 2022 provided that the parties will meet no later than May 1, 2022 to review the science and discuss whether and to what extent, if any, the agreement should be extended based on the state of the virus and the risk to the members at that time.

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and agree to abide by Actors' Equity Association and The Broadway League's Touring Safety Protocols dated July 28, 2021 for the tour of

\_\_\_\_\_  
INSERT SHOW NAME

ACTOR'S / STAGE MANAGER'S NAME, Actor / Stage Manager

\_\_\_\_\_

Actor's / Stage Manager's AEA ID

\_\_\_\_\_

Date: \_\_\_\_\_

To be executed in quadruplicate and attached to each copy of each contract entered into between Actor or Stage Manager and Producer.