

Ketchikan Theatre Ballet's
Reflections of The Winter Sun

Kayhi Auditorium, rehearsals 12/17-18, performances 12/19-20

COVID-19 MITIGATION PLAN - FRONT OF HOUSE

Front of House (FOH) includes any public area at Kayhi, the Commons, restrooms, vestibules, and seating areas of auditorium

This plan outlines the practices and procedures that Ketchikan Theatre Ballet (KTB) has designed in order to safely perform *Reflections of The Winter Sun* ("Reflections") this December. This plan was developed collaboratively and in cooperation with the KTB Guest Artistic Director, the Kayhi Facilities Coordinator, The KTB Board, and the KTB Faculty. Additional insight has been provided by the Ketchikan Gateway Borough School District as well as First City Players. All listed policies have been developed within the guidelines of the Center for Disease Control (CDC) and Alaska's Emergency Operations Center (EOC).

I. BUILDING ENTRY AND ACCESS

All persons entering the building must arrive at their specified call time listed on the tech schedule. Anyone wishing to gain access must be registered ahead of time. Upon entry, persons will be screened for Covid-19 symptoms, including an infrared temperature check that will be recorded as well as a brief questionnaire set forth by the EOC. All authorized personnel must wear a mask to gain entry in the building.

Volunteers will be stationed at main entry to allow access to authorized personnel.

II. MASK WEARING

All persons inside Kayhi must wear a mask at all times, unless they are a dancer actively rehearsing or performing onstage. This is non-negotiable. All authorized personnel have agreed to wear masks and practice social distancing and will adhere to this while inside Kayhi.

III. SEPARATE AREAS

All persons inside Kayhi will adhere to the rule that the FOH areas must remain completely separate from the Backstage area. These two areas will be separated by a dedicated volunteer whose sole function is to prohibit all passage from one

area to the other. This is required for occupancy numbers and to eliminate contact between the cast, crew, and audience, volunteers.

IV. SEATING

All seating will be done by row beginning with the rows closest to the stage. Audience members will be given a timed arrival so facilitate smooth entry into the building. Following the initial Covid-19 screening, audience members will be shown directly to their seat by an usher. Should an audience member need to get up during the performance for any reason, they will proceed to the nearest auditorium exit, where an usher will assist them.

V. SEATING ASSIGNMENTS

All seating is assigned so that each audience member has direct access to an aisle without needing to directly pass someone in the same row. Seating is also assigned to promote ample social distancing in all directions. The Kayhi Auditorium seats over 700. Each performance of “Reflections” has a maximum capacity of 50 in-person audience members.

VI. DISMISSAL

All audience members will be dismissed by row beginning with the rear of the auditorium. This will prevent any crowded aisles and easily facilitate social distancing.

VII MEET AND GREET

Following the performance, all audience members must proceed directly through the Kayhi Commons to the main exit of the building. Family and friends will be able to greet dancers outside of the building

It is only through these policies and practices that we are able to perform indoors at this time. Everyone is expected to cooperate with these measures. We have had excellent success with our in-studio practices and we expect our time at Kayhi will be as smooth and as united.

VOLUNTEER LIST

Rehearsal Days (3 hour shifts)

Temperature Taker at main door (1)

Recorder at main door (1)

Backstage corridor security, prohibiting passage from FOH to BS (1)

Performance Days (3 hour shifts)

Temperature Taker at main door (2 during show)

Recorder at main door (2 during show)

Backstage corridor security, prohibiting passage from FOH to BS (1)

House Manager (1) will oversee all seating assignments and FOH operation

Ushers (5) will be assigned to specific region of auditorium, will take patrons directly to their seats