

**The Indy District Theatre**  
627 Massachusetts Ave  
Indianapolis, IN 46204  
317.522.8099



## **BOARD APPROVED 2020/2021 DISTRICT THEATRE SAFETY PLAN**

We remain committed to our mission which enriches and strengthens our community by presenting, supporting, and amplifying the voices of performing artists, particularly those who represent the diversity of human experience.

Based on the course of the pandemic this year, we are planning for a short outdoor season with return indoors in the Fall.

Management had significant experience over four months in 2020 in planning, operating and providing logistical support for performers needs at IndyFringe Pocket Park.

Our potential new outdoor pop-up performance space in the Alley behind the District Theatre will use our previous experience and experimentation in creating performance spaces to bring a quality audience experience even with all the ambient distractions of outdoors.

By September if it is deemed safe and feasible, we will pivot to include indoor venues with appropriate precautions.

## **SAFETY PROTOCOL AND GUIDELINES**

The health and safety of staff, artists, guests, and visitors is our top priority. We are adhering to all COVID-19 public health guidelines issued by federal, state, and local officials reflected in our safety plan which includes the following components which we are evaluating on a real-time basis. When changes are implemented, updates will be shared on the website and directly with artists and event partners.

All protocols below were established for outdoor performances and will remain in place and adapted with any additional guidelines for indoor gathering.

### **AUDIENCE PROTOCOLS (For outdoor events):**

**Communicated on website, social media and email promotions.**

**CDC Guidelines:** Wear a mask, stay six feet apart and practice frequent hand washing/sanitizing. Hand sanitizing stations are located at all entrances and throughout the venue.

### **Mask requirement:**

- Mask required and temperature check on arrival. Anyone (and their guests) with high temperature will be asked to remain seated, outside the venue in a cool space for 10 minutes when temperature will be taken again. If temperature is still high they will all be asked to leave.

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- Please wear a mask (unless eating or drinking,) when using the restrooms and on entering and exiting. Audience will be required to leave if they do not follow these guidelines.

### Seating:

- Patrons are strongly encouraged to book tickets online in advance. Limited transactions taken in person.
- Theatre and Cabaret theatre seating safely distanced for COVID-19.
- Tables and chairs will all be placed six feet apart or in cocoons of seats grouped together, Do not move chairs or tables or cocoons.
- Please remember to stay six feet from other audience members.
- Safe distancing from audience to musicians and performers is ten feet. Let's all be as safe as possible.

### Beverages & Concessions:

- For your safety, drinks are only available by the bottle and you are welcome to take the unfinished bottle home.
- No alcohol can be brought onto the premises.
- Beverages will be collected at the bar area.
- No concessions will be sold, but outside food is allowed to be brought in.

***This message appears on internal and external communications.***

### **Please wear a mask.**

These past months have been challenging for everyone, and we hope that you are all safe and healthy. As a courtesy to our staff, volunteers, performers and other patrons, please wear a mask for check in and until you reach your seats. Your mask must remain on unless eating and drinking. Don't have a mask? No problem! Call us ahead of time and we will bring one to you or get a free mask at the check in desk.

### **Social Distancing**

Chairs will all be placed six feet apart. Do not move chairs or tables.

Please remember to stay six feet from other audience members.

Safe distancing from audience to musicians and performers is now ten feet. Let's all be as safe as possible.

**CAST AND CREW PROTOCOL (for outdoor events) Guidance for performance companies:**

- Performers have been asked to take have minimal cast, minimal set and minimal tech so we can have safe distancing on stage and behind the scenes.
- We have asked producers and performers to be flexible so we can change dates if we need to.
- Shows without intermissions will take preference.

**CDC Guidelines:** Wear a mask, stay six feet apart and practice frequent hand washing/sanitizing. Hand sanitizing stations are located at all entrances and throughout the venue.

**Communication:**

Theatre companies renting the space and/or their directors are responsible for communicating safety precautions and expectations (health screenings, temperature checks, and mandatory face coverings) to all guests in advance of the event. We will provide extra masks, hand sanitizing stations, signage, and suggested advance communication messaging to share.

**For single show events:**

Check in with tech director at the venue for temperature checks.

**For multiple show events :**

Enter via front door for check in. Temperature check on arrival.  
Go to your allocated space in Cabaret Theatre or Basement  
Do not mix with audience members or use audience restrooms.

*We are committed to facilitating the articulation and expression of Black lives, values, culture, issues and dynamics through the performing arts. We will continue like the majority of people in a space and experience the power of that perspective.*

**Theatre Companies/Rentors to communicate to cast and crew weekly before event:**

- Health screening including self-screening – please inform us if you have had a Covid-19 test.
- Inform your director if you or a member of your family or colleague in your workplace is being tested for Covid-19 or has Covid-19. This is for the welfare of all cast members of all shows as you are sharing facilities and a stage.

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- Enter via the entrance allocated your show and stay in your pod and allocated space. Please report for a temperature check immediately on arrival.
- Heightened cleaning procedures in all areas of the building and exterior for your protection.
- Wash or sanitize your hands frequently.
- Physical distancing and use of masks are mandatory when not performing. No mixing with audience before a performance. No cast member is to be backstage while another show is performing.
- No member of the public is to be in the cast assembly areas.
- Arrive one hour before your show and go to your assigned waiting area.
- Access via front door to Theatre, use only the restroom in the area assigned to your cast. Entrance is at 627 Massachusetts Ave.
- Do not bring food into the building. Water will be supplied.
- Leave immediately after your show. No gathering inside or outside. Meet friends elsewhere. Shows are back to back on weekends. We need to clean the audience seats and the cast bathrooms and cast waiting areas.
- Make-up stations are spreaders of COVID-19. Please apply your make-up at home.
- Costumes are spreaders of Covid-19. Dress to perform if possible. Take your costumes home – wash or dry clean between shows if possible.
- No cast is to share microphones or equipment
- No cast member has access to audience restrooms.

### **Safety + Sanitation Procedures Upgraded**

- Professional cleaners on contract

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- Restrooms + commonly touched surfaces cleaned after each show
- Door knobs, countertops, microphones, piano keys, microphone stands, sound and lighting consoles, computers disinfected after each use.
- Clean bathrooms, chairs, and tables with disinfectant.
- Steam cleaning for tables and chairs weekly.
- Communicate new sanitation procedures.
- Have wipes present for people to wipe surfaces before or after use if they so choose.
- Place Automatic hand sanitizer pumps at the entrances and in restrooms.
- Tables to be sanitized after every performance.

### **Volunteer Protocols:**

#### **Instructions for check in, bar staff and ushers:**

- Masks must be worn by volunteers.
- Volunteers will have temperature taken
- Volunteers will not shake hands (or hug).
- Printed materials will not be handed out. Patrons may take them from the check-in table.
- No group larger than six to be accommodated together.
- Mark off reserved seating for families and groups to maintain proper physical distancing.
- Drinks must be pre-ordered by the bottle or can only, and delivered in coolers or picked up at designated point.

### **Reopening indoor theaters (2021 TBD)**

- Additional safety measures and protocols will be communicated once decisions are made about how we plan to utilize the spaces - rehearsals, streaming recording, meetings and events.
- When we resume performances indoors it will be at limited capacity with social distancing in place. We have created a setup in the District Theater that will allow for the rear mainstage garage door to remain open, 50% capacity, with social distance between groupings and performers.

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### COMMITMENT TO EQUITY IN REOPENING:

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We shared the following statement in June 2020. In addition, a committee of board members, volunteers and staff are working on a diversity and equity proposal and priorities as we move forward with developing our strategic plan.

#### *Statement:*

*IndyFringe joins in solidarity with African Americans and all people of goodwill decrying oppression and calling for justice in the cases of George Floyd, Ahmaud Aubrey, Eric Garner, Michael Brown and countless others impacted by police violence and institutional murders. Black Lives Matter.*

*That's why we pledge and ask our IndyFringe supporters to*

- Use #blacklivesmatter social media and online platforms to underscore your support of justice for the African American community and cultural institutions now and moving forward;*
- Advocate to funders and elected officials your stand for equitable funding for institutions of color;*
- Create a radically welcoming space for Black artists and works and for all Black audiences*
- Visit black communities and institutions, invest in small businesses and attend African American events; and,*
- Be the person who doesn't look cultivating and offering a platform for Black playwrights, actors, directors, producers and those involved at all levels of stage crafts and theatre.*