

**Dance Live Stream Event Protocols**

Welcome to the Mission Playhouse, located at 320 S. Mission Dr. San Gabriel, CA 91776. We are excited to have you join us here at the Mission Playhouse, and look forward to a memorable event. While these trying times have shifted so much of our lives, we have come to understand the true importance of the arts, and the role they play in our lives. We also understand that the health and safety of our visitors has never been more pertinent and that it is truly up to all of us to take care of each other. In order to safely host this event, the Mission Playhouse has established the following protocols and processes to ensure the safety of our visitors as well as the success of the event. Please note that the following protocols have been established under the staged approach of reopening for Los Angeles County: Appendix J.

**Any individual not adhering to these protocols will be asked to leave the premises immediately.**

**GENERAL:**

* No person should come to the Mission Playhouse if they have symptoms consistent with COVID-19, have tested positive for COVID-19, or have been in contact with any person(s) with a confirmed case of COVID-19 within the preceding fourteen (14) days.
* All individuals at the Mission Playhouse will be subject to health check questionnaires, contact information for the purpose of contact tracing, and temperature checks.
  + All personal information will be kept private unless requested by the County of Los Angeles for the purposes of contact tracing.
* Cloth face coverings that cover the full mouth AND nose shall be worn at ALL TIMES within the facility and in the Mission Playhouse parking lot. Performers will be allowed to remove their face covering once they have entered the stage area in preparation for their performance and throughout their performance. After their performance face coverings need to be placed back on.
* If any guests, employees, and/or staff develop symptoms while at the Mission Playhouse, please advise a staff member immediately.
* A maximum of 100 individuals will be allowed into the Mission Playhouse at any one time. This includes employees, staff, dancers, and parents/guardians.
* Restroom usage will be very limited. Please plan ahead.
* Please follow all signage for instructions and directions while onsite.
* Once a performer has checked in and entered the Holding Area, they will not be permited to re-enter if they leave. Performers are asked to leave after the conclusion of their final performance.
* ALL VISITORS, EMPLOYEES, AND STAFF SHALL ADHERE TO ALL OF THE FOLLOWING POLICIES AS WELL AS THE GUIDANCE FROM THE ON-SITE COVID-19 COMPLIANCE OFFICER. ANY INDIVIDUAL NOT ADHEREING TO REQUESTS MADE BY THE COMPLIANCE OFFICER, OR THE PROTOCOLS LISTED HERE WILL BE ESCORTED OFF THE PREMISIS. THE MISSION PLAYHOUSE RESERVES THE RIGHT TO REFUSE ADDMITTANCE TO ANY PERSON.

**CHECK-IN:**

* Studios are required to have staggered check-in times so that they do not overlap. The theatre is cleaned and disinfected between each studio. Please allow time for this when scheduling.
* The Producer must provide a list of all performer, staff, and chaperone names prior to performance date.
* Please do not arrive before your scheduled arrival time. Your studios check in time ensures proper physical distancing, and maintaining maximum occupancy for any given space.
* Please send ONE representative from each studio to check in the entire group. You should have received three (3) items to have filled out prior to arrival. EVERYONE ENTERING THE THEATRE WILL NEED ALL THREE FORMS COMPLETED.

1. Waiver
2. Adult Health Check-In Form
3. Minor Health Check-In Form

* Check in will be at the box office at the front of the building.
* A representative of the scheduled studio will tempature check each individual that is required to enter the facility within sight of Mission Playhouse personnel in the check in area. They will report those numbers to MP staff and as well as turn in all paperwork.
* No one with a tempature over 100.3 will be admitted. You will be offered ONE 15 minute cool down period before being tested again. If still over tempature you will not be admitted to the facility.
* All performers should arrive “performance ready” in costume and make-up; as only one small clear bag may be brought into the Mission Playhouse per person to carry essentials.
* All performers should bring a zip lock back with their name on it to hold their mask while they perform.
* Once checked in. All performers and the pre-approved non-performing staff will be admitted to the tented holding area on the East side of the building.
* Bring all costume changes with you. Limited quick change / dressing room space will be provided.

**WARM-UP/ HOLDING AREA:**

* This is a tented outdoor area. While the Mission Playhouse will do all in our power to make this a comfortable space. Patrons should plan for weather, accordingly. A jacket or sweater is advised in the winder months.
* The space is deliniated into an outdoor “Warm up Area” with marley floor to help protect performers. An outdoor “Holding Area” Where performers wait for their group to be called and a “Changing Area”, separated by pipe and drape; it is private area with limited capacity for costume changes which can be used in liu of the indoor dressing rooms.
* Only performers will be admitted to the ‘Warm-Up/ Holding’ area. Each group/studio will be allowed a maximum of two (2) chaperones into this area.
* Individuals must do their best to maintain six feet of physical distancing between each other while in the ‘Warm-Up/Holding’ area.
* A cloth face covering that covers the full nose and mouth is required at all times within the ‘Warm-Up/Holding’ area.
* Performers will not be allowed to exit the ‘Warm-Up’ area until they are called to the stage. Please ensure all hand held props (if any) are brought in at the time of entry. **Re-entry will not be allowed into the ‘Warm-Up/Holding’ area.**
* Should a performer need to use the restroom, please inform a staff member for assistance. Restrooms are available to one patron at a time to ensure physical distancing and time to disinfect.
* For the safety of all performers, the ‘Warm-Up’ area will undergo a sanitization before each studio is allowed to enter.

**ON STAGE:**

* All Performers within the ‘Warm-Up/Holding’ area will be escorted to the stage at the appropriate time for their performance.
* Performers should maintain distance when moving throughout the Mission Playhouse and while on stage. “X” markings in the wings and just off stage delineate CDC recommended six (6) feet of distance.
* Performers will be allowed to remove their mask just prior to performance and store in their zip lock bags. These bags will be placed on a table at the back of the stage for retrieval at the conclusion of the performance.

* At the conclusion of each group’s performance, please retrieve your mask, and place it on before exiting the stage. Follow the signage back to the holding area. To ensure safety, loitering or watching other groups perform will not be permitted.
* Limited prop usage will be allowed. All prop handling will be done by a representative from each group/studio who has undergone the proper safety and health check.
* Please pay close attention to any instructions given by the staff and stage management.
* For the safety of all performers, the Stage will undergo a sanitization before each studio is allowed to enter and every 120 minutes.
* 2 non performing staff will be allowed to enter stage area per studio.

**PARENT/GUARDIAN PROCEDURES:**

* Parents may walk performers up to the check in area. Once performer is admitted to the holding area the parent/guardian may wait in there car or leave the premisis. Families may not congregate with individuals outside of their household in the parking lot.
* Instructions for how to view performance on your electronic devices will be posted throughout the area.
* All parents/guardians will be required to wear a cloth face covering that covers the entirety of the nose and mouth for the duration of their visit while outside of their vehicle.
* All individuals will be required to maintain six (6) feet of physical distancing from each other while on the premises.

**PARKING LOT PROCEDURES:**

* No EZ-Ups will be allowed in the parking lot.
* All individuals must stay in their vehicles.
* There is to be no drinking of alcohol on the premises.
* There is to be no usage of ANY controlled substances on the premises.
* There is to be no use of BBQ, grills, or open flame of any type on the premises.
* Cars are to leave one parking spot empty between each vehicle.
* Camper, RVs, and Toy Haulers are to be kept at a maximum of two (2) in the parking lot at any time.
* Masks are required AT ALL TIMES by EVERYONE when outside of their vehicles.
* Social distancing must be maintained AT ALL TIME.
* Dancers cannot practice their routines in the parking lot.
* A limited capacity (1) restroom is available at a nearby facility for all parents and personnel in the parking lot area.

**QUICK CHANGE AREA:**

* An enclosed limited capacity changing area will be provided.
* All costumes for quick changes should be checked in and stored after check-in. Racks will be provided.
* Performers must check in with Mission playhouse staff before entering the changing area.
* After first performance, dance will check in with Mission staff of Producer chaperone to access the changing room. They will then quickly change into their next costume and return to the holding area until called for their next performance.
* A maximum of 2 non-performing staff members will be allowed into the quick change area to assist with performers who need to change.