

2021 Cincinnati Fringe Festival

COVID-19 Guidelines

Last updated: 4/1/2021

Objective: To establish COVID-19 safety guidelines for the 2021 Cincinnati Fringe Festival that are easy to follow and comply with state & city guidelines and industry standards

Please note: Efforts to control COVID-19 exposure must be collaborative. There must be collective buy-in and ongoing evaluation and improvement of health and safety practices.

Protocols for All Business, as stated by the Ohio Department of Health

1. Require face coverings for employees, recommend for patrons
2. Conduct daily health assessments
3. Maintain good hygiene
4. Clean and sanitize workplaces throughout the workday, at the close and between shifts
5. Limit capacity to meet social distancing guidelines
 - a. Establish maximum capacity

Actions to Take if COVID-19 Infection is Identified, as stated by the Ohio Department of Health

1. Immediately report employee or customer infections to the local health district
2. Work with local health department to identify potentially exposed individuals to help facilitate appropriate communication/contact tracing
3. Shut down indoor facilities for deep sanitation
4. Professionally clean and sanitize site and location
5. Reopen in consultation with the local health department

With the above guidelines from the Ohio Department of Health in mind, below breaks guidelines down by groups of people based on their relation to the Festival.

ALL FOLKS

Working for, Associated with, or Visiting the Festival

Applies to: Staff, Part Time Hires, Volunteers, Artists, Patrons

Status: Required

- Conduct a daily health assessment of yourself
- If you have COVID-19 symptoms, please stay home
- Wear a mask at all times**
 - Face coverings may be removed to drink a beverage provided that the person is standing 6 feet from all others

Working for the Festival

Applies to: Staff, Part Time Hires, Volunteers

Status: Required

- See All Folks Section
- Maintain 6 feet from other folks
- Minimize cross-team contact
- No congregating
- Utilize the readily-available hand sanitizer
- It is recommended that folks traveling from out-of-town for the Festival should quarantine for 14 days before reporting to work
- Testing
 - You do not need to get tested if you are fully vaccinated
 - Get tested at least 1 week before reporting for work
 - Get tested at least 2 days before reporting for work
 - Get tested at least once a week during the duration of the Festival
 - Test Site Resources:
 - The Ohio Department of Health has pop-up free testing sites around Cincinnati. You can find the locations at this link: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/resources/general-resources/get-tested-for-covid-19>
 - Test and Protect is the organization running Hamilton County CARES COVID-19 Testing. They are also offering free tests. You can find testing locations at this link: <https://healthcollab.org/testandprotect/>

Associated with the Festival
Applies to: Artists
Status: Strongly Recommended

- See All Folks Section
 - Masks must be worn at all times, except when rehearsing/performing**
 - Artists may unmask in the stage space and/or established backstage area at the performance start time
 - Artists must re-mask before venturing outside the stage space and/or established backstage area at the end of the performance
- Maintain 6 feet from other folks
- Minimize cross-team contact
- No congregating
- Utilize the readily-available hand sanitizer
- It is recommended that folks traveling from out-of-town for the Festival should quarantine for 14 days before their first appearance at a Festival event
- Testing
 - You do not need to get tested if you are fully vaccinated
 - Get tested at least 1 week before reporting for work
 - Get tested at least 2 days before reporting for work
 - Get tested at least once a week during the duration of the Festival
 - Test Site Resources:
 - The Ohio Department of Health has pop-up free testing sites around Cincinnati. You can find the locations at this link: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/resources/general-resources/get-tested-for-covid-19>
 - Test and Protect is the organization running Hamilton County CARES COVID-19 Testing. They are also offering free tests. You can find testing locations at this link: <https://healthcollab.org/testandprotect/>

Visiting the Festival
Applies to: Patrons
Status: Strongly Encouraged

- See All Folks Section
 - The Festival will provide masks for patrons who arrive without one
 - Face coverings may be removed to drink a beverage provided that the patron is in their social-distanced seating area or standing 6 feet from all others
- Maintain 6 feet from other folks
- Maintain 6 feet between waiting patrons in line at the bar or restrooms
- Groups should be of no more than 4 individuals, or one household
- No congregating
- Utilize the readily-available hand sanitizer
- Testing
 - You do not need to get tested if you are fully vaccinated
 - Get tested at least 1 week before reporting for work
 - Get tested at least 2 days before reporting for work
 - Get tested at least once a week during the duration of the Festival
 - Test Site Resources:
 - The Ohio Department of Health has pop-up free testing sites around Cincinnati. You can find the locations at this link:
<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/resources/general-resources/get-tested-for-covid-19>
 - Test and Protect is the organization running Hamilton County CARES COVID-19 Testing. They are also offering free tests. You can find testing locations at this link:
<https://healthcollab.org/testandprotect/>

Tech Rehearsals & Performances

- Minimize cross-team/cross-production contact
- No congregating
- No close contact between performers and patrons

Equipment

- When possible, equipment should not be shared
 - If equipment (such as mics & props) must be shared, it should be disinfected between uses
- Clean & disinfect frequently touched equipment
- Do not share towels or facial coverings
- Do not share water bottles or other drinks
- Do not share food

Facilities & Venue

Outdoor

- Make hand sanitizer readily available
- Outdoor festival capacity: 63 per stage/outdoor audience seating area
 - Total: 126
- Let patrons know before they arrive that masks must be worn at all times**
- Box office will install a physical barrier between ticketing staff & patrons
 - Encourage advance reservations & digital ticketing
 - Use touchless payment systems, no cash accepted
- Artists must wear masks during load in & load out**
- Seat patrons at least 12 feet from the performers
- Display posters and signs regarding COVID-19 and mask requirements
 - <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/Posters-and-Signs/>

Indoor

- Establish directional pathways, with individual doors for entrance & exit
- Monitor & limit the number of individuals in the lobby & restroom areas
 - Patron waiting in restroom line, indoor festival capacity: 12
 - Artist load in/out, indoor festival capacity: one show group at a time
- Artists must wear masks inside the Know building and during load in & load out**
- No self service racks
- Ventilation systems should operate properly, increase circulation of outdoor air as much as possible
- Use filtration of MERV 13 or higher

Between Shows & Shifts

- A staff member should announce that a mask must be worn at all times
- Part-time hires & volunteers should encourage limited congregating
- Clean & disinfect frequently touched surfaces regularly
 - After each show starts, staff, part-time hires and/or volunteers should accomplish this task
- Dressing rooms & other shared spaces should be cleaned & sanitized frequently, at least between each group that uses it
 - Artists may be asked to wipe down the dressing rooms as the last part of the their load-out

Bar Services & Operations

- Minimum of 6 feet between employees, or utilize barriers
- Masks must be worn at all times**
- Employees must regularly wash their hands
- Clean & disinfect frequently touched surfaces regularly, or between shifts

Confirmed Cases

- Isolate/seek medical care for any individual that becomes sick or develops symptoms
- Contact local health district about suspected COVID-19 cases or exposure
 - Cincinnati Health Department - 513-357-7200
 - The Festival may pass on the contact information of all folks in attendance during the time of exposure to the local health department
 - For patrons, this will likely be the email address used to sign up for tickets and/or passes

Isolation & Quarantine

- Isolation keeps someone who is infected with the virus away from others, even in their own home
 - An individual who tests positive for COVID-19 must not return to work until they meet CDC's requirements for ending self-isolation
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/ending-home-isolation.html>
 - Self-isolation can end after both of the below statements are true:
 - 10 days have passed since the positive test
 - Received a negative test
- Quarantine keeps someone who might have been exposed to the virus away from others
 - An individual who had close contact with an infected person must self-quarantine
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
 - Stay home for 14 days after your last contact with a person who has COVID-19

Confirmed Cases continued
Isolation & Quarantine continued

- Circumstances in which you don't have to isolate/quarantine:
 - You had COVID-19 in the past 3 months
 - You are fully vaccinated, defined as 2 weeks after your second dose in 2-dose vaccines or 2 weeks after a single-dose vaccine
 - You are not fully protected if it has been less than 2 weeks since your shot or you still need to receive your second dose

Informing Festival about Confirmed Case/Positive Test

- Please inform the Festival if you have been exposed to COVID-19, have a confirmed case of COVID-19, or received a positive COVID-19 test
- Please inform the Festival if one of the three above is true & you have attended a Festival event in the last week
- Please call & email using the contact information below
 - Artists, please contact:
 - Zach Robinson, Marketing & Community Relations Manager
 - Phone Number: 859-663-5928
 - Email Address: cincyfringe@knowtheatre.com
 - Patrons, Staff, Part-time Hires, Volunteers, please contact:
 - Tamara Winters, Associate Artistic Director
 - Phone Number: 740-591-9996
 - Email Address: twinters@knowtheatre.com

Vaccinations

The Festival acknowledges that it is entirely possible that most folks will be fully vaccinated by the time the Festival rolls around. However, as it is not possible to track this nor appropriate for us to ask folks to present proof of vaccination at this time, we will continue to ask folks to take precautions in public places.

- You are fully vaccinated if it has been 2 weeks after your second dose in 2-dose vaccines or 2 weeks after a single-dose vaccine
 - You are not fully protected if it has been less than 2 weeks since your shot or you still need to receive your second dose. Please continue to take all prevention steps listed in the rest of this document.
 - Even if you are fully vaccinated, please continue to take precautions in public places.

Vaccinations continued

- If every single person that will be in the same spaces during the Festival HAS been fully vaccinated (see guidelines above), then the procedures and protocols listed here can be modified.
- If every single person that will be in the same spaces during the Festival HAS NOT been fully vaccinated, then the procedures and protocols listed here are still applicable.

Festival Reserves the Right

Festival reserves the right to ask anyone to leave if they fail to abide by the Festival's COVID-19 guidelines, or fail to comply with verbal requests by staff to abide by the guidelines. This may or may not result in Festival passes being revoked.

Questions? Concerns? Email Meghan Winter, Associate Production Manager, at stagemanager@knowtheatre.com.

**Circumstances in Which Mask Requirement Does Not Apply

- All staff associated with the Festival must read up on the state's guidelines regarding which circumstances the facial covering requirement **does not** apply:
<https://coronavirus.ohio.gov/static/publicorders/Directors-Order-Facial-Coverings-throughout-State-Ohio-reader.pdf>
- A couple examples:
 - Individual is under 10 years of age
 - Folks with a medical condition in which a mask would restrict breathing

Referenced Guidelines

These resources were crucial in establishing the COVID-19 guidelines for the 2021 Cincinnati Fringe Festival. Most of our guidelines came directly from one of the links below.

- Ohio Department of Health
 - Responsible Protocols,
<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/Responsible-Protocols>
 - Education & Sector Requirements > Entertainment,
<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/Sector-Specific-Operating-Requirements>

Referenced Guidelines continued

- Performing Arts Activities & Venues (PDF),
<https://coronavirus.ohio.gov/static/responsible/Performing-Arts-Theaters.pdf>
- Restaurants, Bars and Banquet & Catering Facilities/Services (PDF),
<https://coronavirus.ohio.gov/static/responsible/Restaurants-and-Bars.pdf>
- Actors' Equity Association
 - COVID-19 Information for Producers,
<https://www.actorsequity.org/resources/Producers/covid19-info/>
 - Core Principles Needed to Support Safe & Healthy Theatre Productions,
<https://www.actorsequity.org/news/PR/DrMichaelsMemo/>
 - COVID-19 Safety Guidelines (PDF),
<https://www.actorsequity.org/resources/Producers/covid19-info/covid-19-safety-guidance-pdf>
 - Outdoor With an Audience Intake (Word),
<https://www.actorsequity.org/resources/Producers/covid19-info/outdoor-with-an-audience.docx>