



**COVID-19 RIDER ADDENDUM**  
**2021-2022 Season**

**INTRODUCTION**

The safety of the touring company members, all local staff and crew, and audiences is our number one priority. The protocols contained in this rider are meant to provide a practical and workable roadmap to reopening the theatrical touring business in a manner that utilizes the science to best protect the health and safety of everyone associated with our tours.

We acknowledge that each theatre and/or presenter may have their own set of COVID-19 protocols as well. Local protocols should be provided to the tour’s booking agent, Company Manager and COVID Safety Manager when they are available. Whichever standard is stricter on an individual protocol basis – producer’s, presenter’s or venue’s – will be the default standard by which the tour and local staff and crew will operate during the engagement. This will require close communication between the parties to compile a set of protocols specific to this engagement. Please provide the contact information for your COVID safety contact below so that the tour’s COVID Safety Manager can advance our engagement’s COVID protocols.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Please contact the tour’s COVID Safety Manager with any questions regarding the protocols set forth in this rider. Their information can be found on the last page of the document.

***Wherever any contradictions exist between this addendum and the Producer’s technical rider, this addendum shall control.***

**SAFETY PROCEDURES****TRAVELING COMPANY INFORMATION:**

- We require all traveling company members to be fully vaccinated.
- After joining the tour, all traveling company members are required to take an FDA authorized or approved PCR test once a week. The frequency and type of this testing may change as necessitated.

**GENERAL:**

- For the safety of the traveling company and local staff, we strongly encourage that all local personnel, including crew, be fully vaccinated whenever possible.
- All employees, both local and traveling, should practice good hand hygiene, which includes increased hand washing with soap and warm water for at least 20 seconds and/or the use of an alcohol-based hand sanitizer with at least 60% alcohol when washing is inconvenient.
- Producer requests that venue HVAC systems use Merv-13 filters or better as well as portable air purifiers for unvented spaces.
- Presenter must designate a COVID safety contact who will work with our COVID Safety Manager to oversee and enforce all COVID protocols prior to and during the engagement. Venue COVID safety contact must be present prior to load-in and remain on site until the tour's COVID Safety Manager arrives. This person will also be responsible for overseeing that the protocols and procedures in this document are adhered to.
  - This person will be required to take part in advance discussions, required trainings and other pre-arrival needs as decided by the tour's COVID Safety Manager
- All venue personnel, local stagehands, local musicians and vendors/contractors (such as caterer, delivery people, ASL interpreters, Fire Safety Officers, etc.) will be required to wear masks that meet CDC guidelines (i.e., no gators or bandanas, etc.) at all times when in close proximity to any touring company members, inside the venue, and/or during load-in/out when in the theater building or in the trucks.
  - All local musicians are required to wear masks until they are seated in the pit and then can only take off their mask if required to in order to play their instrument.
  - The following signage shall be posted at all backstage entrances: "Masks are required at all times while inside the building, loading and unloading trucks, and within SIX (6) feet of others."
- Pre-show curtain speeches are allowed as long as the person(s) giving the speech adhere(s) to all protocols outlined in this document, including masking and testing.
  - We ask that these speeches are limited to one person as often as possible, and that sponsors or other speakers are not included unless absolutely necessary.

- Daily Arrival/Entry:
  - Personnel with symptoms consistent with COVID-19 or that have recently tested positive for COVID-19 in the past two weeks should not report to work.
    - Venue shall post the following sign at all entry points, including front of house, prior to anyone entering the building the day of load-in: “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.”
  - All production personnel associated with the tour, local stagehands and local musicians must enter and exit through the stage door only unless testing protocols require an alternative entrance.
    - If there are multiple entry points for stagehands and personnel, a local staff member designated by the venue must be positioned at each entry to enforce COVID protocols.
  - Local stagehands, local musicians, venue personnel and vendors/contractors (such as caterer, delivery people, etc.) entering the backstage area or interfacing with the touring company will be required to adhere to the testing protocols outlined in the “TESTING” section below. **THIS REQUIREMENT MUST BE COMPLETED PRIOR TO CALL TIME.**
  - Local stagehands, local musicians, venue personnel and vendors/contractors (such as caterer, delivery people, etc.) entering the backstage area or interfacing with the touring company will be required to complete a daily health safety questionnaire, either digital or verbal upon arrival, prior to entering the theatre. **THIS IS A DAILY REQUIREMENT AND MUST BE COMPLETED PRIOR TO CALL TIME.**
  - All touring and local stagehands, musicians, personnel and vendors/contractors (such as caterer, delivery people, etc.) entering the backstage area or interfacing with the touring company will be subject to temperature checks prior to entering the theatre. **THIS IS A DAILY REQUIREMENT AND MUST BE COMPLETED PRIOR TO CALL TIME.**
  - Once a person has successfully met all entry requirements, they will be given a wristband to signify approved entry. Wristbands will be provided by the production and wristband color will change daily.

#### TESTING:

Testing of all local stagehands, local musicians, venue personnel and local vendors/contractors will be facilitated and paid for by the Presenter.

*The production strongly encourages hiring fully vaccinated crew and personnel and requests proof of such vaccination where possible. This promotes a safer, healthier environment for all involved and aids in our return to touring.*

- **ONE-Night Engagements**

- Regardless of vaccination status, all local stagehands, local musicians, venue personnel and vendors/contractors that interact directly with the touring company in designated areas (i.e. backstage) – to be determined during the advance by the tour’s COVID Safety Manager based on the engagement’s needs – will be required to show proof of a negative FDA authorized or approved **rapid antigen test** for COVID-19 that was observed by a qualified third party (such as a state or city testing entity, medical personnel or a designated representative of the venue) and administered upon arrival (or within 24 hours of the first call).

- **THIS MUST BE COMPLETED PRIOR TO CALL TIME.**

- While vaccination status does not affect testing protocols for these engagements, we still strongly encourage the hiring of fully vaccinated crew and personnel and request proof of such vaccination where possible.

- **TWO-night and THREE-night Engagements**

- On the first day of work on our production and regardless of vaccination status, all local stagehands, local musicians, venue personnel and vendors/contractors that interact directly with the touring company in designated areas (i.e. backstage) – to be determined during the advance by the tour’s COVID Safety Manager based on the engagement’s needs – will be required to show proof of a negative FDA authorized or approved **rapid antigen test** for COVID-19 that was observed by a qualified third party (such as a state or city testing entity, medical personnel or a designated representative of the venue) and administered upon arrival (or within 24 hours of the first call). **THIS MUST BE COMPLETED PRIOR TO CALL TIME.**

- Additional testing requirements will vary based on vaccination status as follows:
  - **Unvaccinated** local stagehands, local musicians, venue personnel and vendors/contractors that interact directly with the touring company in designated areas (i.e. backstage) – to be determined during the advance by the tour’s COVID Safety Manager based on the engagement’s needs – will be required to show proof of a negative FDA authorized or approved **rapid antigen test** for COVID-19 that was observed by a qualified third party (such as a state or city testing entity, medical personnel or a designated representative of the venue) and administered upon arrival (or within 24 hours of the day’s call). **THIS IS A DAILY REQUIREMENT AND MUST BE COMPLETED PRIOR TO CALL TIME.**
  - **Fully Vaccinated** local stagehands, local musicians, venue personnel and vendors/contractors that interact directly with the touring company who show proof of full vaccination (at least two weeks after the final dose of

an FDA authorized or approved COVID-19 vaccine), with such proof being registered by the venue and kept on record, will not be required to test for the remainder of the engagement.

- **FOUR-night through WEEK-LONG engagements**

- On the first day of work on our production and regardless of vaccination status, all local stagehands, local musicians, venue personnel and vendors/contractors that interact directly with the touring company in designated areas (i.e. backstage) – to be determined during the advance by the tour’s COVID Safety Manager based on the engagement’s needs – will be required to show proof of a negative FDA authorized or approved **rapid antigen test** for COVID-19 that was observed by a qualified third party (such as a state or city testing entity, medical personnel or a designated representative of the venue) and administered upon arrival (or within 24 hours of the first call). **THIS MUST BE COMPLETED PRIOR TO CALL TIME.**
- Additional testing requirements will vary based on vaccination status as follows:
  - **Unvaccinated** local stagehands, local musicians, venue personnel and vendors/contractors that interact directly with the touring company in designated areas (i.e. backstage) – to be determined during the advance by the tour’s COVID Safety Manager based on the engagement’s needs – will be required to show proof of a negative FDA authorized or approved **rapid antigen test** for COVID-19 that was observed by a qualified third party (such as a state or city testing entity, medical personnel or a designated representative of the venue) and administered upon arrival (or within 24 hours of the day’s call). **THIS IS A DAILY REQUIREMENT AND MUST BE COMPLETED PRIOR TO CALL TIME.**
  - **Fully Vaccinated** local stagehands, local musicians, venue personnel and vendors/contractors that interact directly with the touring company in designated areas (i.e. backstage) – to be determined during the advance by the tour’s COVID Safety Manager based on the engagement’s needs – who show proof of full vaccination (at least two weeks after the final dose of an FDA authorized or approved COVID-19 vaccine), with such proof being registered by the venue and kept on record, will be required to show proof of additional negative FDA authorized or approved **rapid antigen tests** for COVID-19 that are administered **no less than 72 hours** after the previous test. **THIS MUST BE COMPLETED PRIOR TO CALL TIME.**
    - Contact the tour’s COVID Safety Manager to confirm your engagement’s minimum testing schedule.

- PLEASE NOTE THAT THE FREQUENCY AND TYPE OF TESTING REQUIRED FOR VACCINATED LOCAL PERSONNEL MAY CHANGE AS NECESSITATED
  
- **MULTI-WEEK engagements**
  - All testing protocols as outlined above in the “Four-night through week-long engagements” section will apply to these engagements.
  - In addition, starting on the second week of the engagement, all **fully vaccinated** local stagehands, local musicians, venue personnel and contractors that interact directly with the touring company in designated areas (i.e. backstage) – to be determined during the advance by the tour’s COVID Safety Manager based on the engagement’s needs – can

**EITHER**

- Continue to show proof of negative FDA authorized or approved **rapid antigen tests** for COVID-19 that are administered **no less than 72 hours** after the previous test and are observed by a qualified third party.
  - Contact the tour’s COVID Safety Manager to confirm your engagement’s minimum testing schedule.

**OR**

- Show proof of a negative FDA authorized or approved **PCR test** for COVID-19 that was observed by a qualified third party AT LEAST once a week, with the test being administered on the first working day of the week.
- PLEASE NOTE THAT THE FREQUENCY AND TYPE OF TESTING REQUIRED FOR VACCINATED LOCAL PERSONNEL MAY CHANGE AS NECESSITATED

VENUE PROVIDED ITEMS

- Alcohol based hand sanitizer dispensers containing hand sanitizer with at least 60% alcohol should be placed at the following backstage locations: inside the stage door, outside the elevator on each floor, in green rooms, kitchens, and outside the orchestra pit, next to each water cooler/fountain, at each entrance to the stage and in the loading dock.
- Touchless water coolers are preferred. If this is not possible, please note it in your advance.
- Disinfectant wipes for company use should be placed in each dressing room and production support area (i.e. wig room, laundry room, green room, production office, loading dock)
- Lobby bathrooms must be opened during load-in and load-out for crew use to provide for physical distancing, shorter bathroom lines and less overlap.

- PPE for all local stagehands, musicians, personnel and contractors, including CDC compliant masks.

### CLEANING

- It is required that all Green Rooms and kitchens are cleaned at least once per day.
- It is required that all dressing rooms and rest rooms be sanitized once per day within 2 hours of the crew call for each performance. All bathrooms should be cleaned at least 2x per load in day.

### FOOD

- As a reminder, all vendors, including caterers, must be masked at all times. Masks must meet CDC guidelines (i.e., no gators or bandanas, etc.).
- Catered meals must be served buffets (not self-serve) or boxed meals, including beverages.
- No self-serve food or beverage stations will be allowed.
- Food and beverage will not be provided for crew coffee breaks.
- Hand sanitizer use before and after breaks is required.
- During load-in, the lobby (or another approved location) must be made available for the crew to use as a place to eat to observe physical distancing.

### AUDIENCE:

- For the safety of the traveling company and local staff, we recommend that all audience members be vaccinated or show proof of a negative COVID test whenever possible.
- 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.
  - Venue shall post the following sign at all entry points, including front of house, prior to anyone entering the building the day of load-in: "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."
- We request that all audience members wear masks at all times while in the building, regardless of vaccination status unless in designated, distanced areas for eating and drinking.
  - The following signage should be placed at all entrances in highly visible locations: "For the health and safety of our staff, the cast and crew and your fellow audience members, please wear a mask at all times while inside the building unless in designated areas for eating and drinking."
    - The following signage should be placed in highly visible areas of your designated eating and drinking locations: "Please maintain a distance of SIX (6) feet from other parties whenever possible."



- Presenter must issue advance communication(s) advising patrons of current and/or new health policies.
- Signage must be posted and/or ushers stationed to keep patrons from leaning into the orchestra pit or congregating near the pit prior to the show, during intermission or post show.
  - If using signage, please post in highly visible locations
  - Signs should read, “Please keep a distance of SIX (6) or more feet from the orchestra pit. Do not approach, lean into or congregate near the orchestra pit at any time. If you need assistance, please contact an usher.”
- Meet and greets and stage door encounters are not allowed.
- Talk backs may be approved with the added precaution of multiple rows between cast members and patrons. Passed microphones will not be allowed. 6’ of distance between talk back speakers is required.
- Backstage must be kept secure. No backstage tours, including but not limited to donors and board members, and no guests of the venue or the company will be allowed backstage. Stanchions and/or bike racks should be used, when possible, to keep stage door fans away from actors exit.
- Late seating policies may be relaxed to allow patrons more flexibility for getting back in after intermission. Please advance with the tour’s Production Stage Manager
- Where applicable, intermission times may be increased in consultation with the Production Stage Manager.
  - Please note that some shows may not allow for extended intermissions.
- Plexi barriers around the audio mixer and light board op may be requested if safe distancing protocols cannot be achieved with empty seats. This will be advanced by the tour’s COVID Safety Manager

*The following three sections (Props; Costumes, Wigs and Makeup; and Crew are strictly informative so that you and your partners know our protocols regarding these departments. Local crew members may be asked to help with these protocols, though all local crew should wait to be instructed by the road company’s department heads and/or assistance before acting on any of the below items.*

**PROPS:**

- Surface treatment will be performed with an alcohol-based sanitizer and performed in accordance with CDC guidelines.
- All dishes will be washed with hot soapy water and air dried or dried with disposable paper towels after each use.
- Kleenex and trash cans must be provided near all prop boxes.
- All drinking glass rims, bottle rims, cans, and all straws will be cleaned after each use.
- All handles will be disinfected daily. Examples: baskets, bar carts, bikes, push bars, lift points of furniture, lamp posts.
- Props people may use disposable gloves for handoffs.

- Soft props (examples: sheets, towels, bar rags, etc) will be laundered regularly. Wardrobe and stage management will work with road and local crew on scheduling. Specialty dyed items will be cleaned on a case-by-case basis and instructions will be provided to local crew.
- Food props will be prepped in a sanitary environment and prepackaged when possible.

#### COSTUMES, WIGS AND MAKEUP:

- Locals should use disposable gloves for laundry sorting.
- Dressers and wig technicians should wash their hands as often as possible during the show and use alcohol-based hand sanitizer before and after hands-on-styling and costume sessions and between quick changes.
- 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.
- Alcohol-based hand sanitizer, Kleenex, and trash cans must be provided in all quick-change booths and at wig tables.
- Surface treatment will be performed with an alcohol-based sanitizer and performed in accordance with CDC guidelines.
- Dressers and wig technicians may use safety glasses/shields/gloves as needed. Safety glasses, shields and gloves for local crew are a presenter expense.
- Headlamps should be used instead of bite lights.

#### CREW:

- Tools will be sanitized with an alcohol-based sanitizer and in accordance with current CDC guidelines.
- Each crew member must be assigned their own tools, equipment and defined workspace as much as possible. Sharing of items must be minimized or eliminated.
- Covers should be used when light board, sound board and call desk are not in use. Sanitization protocol from the manufacturers will be provided, when possible.
- Work boxes should be closed overnight and between shows, when possible.
- Microphones should be sanitized with alcohol daily and stored in their own zip top bags between uses.
- All FOH crew members will be required to wear masks, including spot ops.

- High-touch equipment such as motor control pickles and power distributions must be sanitized frequently (including before and after use), and equipment should be dedicated to individual users where possible.
- Heavy equipment such as forklifts and genie lifts will be assigned as minimal a number of operators as possible for each piece of equipment and be sanitized before and after each use.
- Physical distancing should be observed whenever possible, but the need for distancing should not cause other unsafe working conditions for crew members.

*The following section applies only to engagements where local musicians are hired and should be shared with the local musicians prior to their first day with the production. At no time should local personnel touch or clean an instrument unless specifically instructed to by a member of the road company.*

**ORCHESTRA:**

- All local musicians are required to wear masks until they are seated in the pit and then can only take off their mask if required to in order to play their instrument.
- Covers should be used on keyboards when not in use.
- Instruments and their cases should be disinfected by the musician with a DEC EPA approved product for COVID-19 before and after use.
- Small instruments should be returned to cases between shows.
- Where possible, instruments must not be shared between musicians. Mouthpieces shall never be shared between musicians.
- Players must be spaced out as much as possible.
- Players must take care of their own garbage and by-products (ie. when a spit valve is dumped)

**PRESENTER AVAILABILITY:**

The Presenter or his representative must be available at all times to the tour's management team and COVID Safety Manager from THIRTY (30) minutes prior to the load-in to the end of the first performance, during all show calls and performances, and for the duration of load-out. This person must be able to make decisions on behalf of the local promoter/ presenter and will help to enforce the COVID safety protocols.

**PRESENTER SIGNATURE**

Once this document is signed, it is assumed that the presenter and theatre will be able to meet the needs of the COVID-19 Addendum. This document represents a legal binding agreement between the presenter and the production and is an integral part of the engagement contract. The Presenter acknowledges amended versions of this addendum may be provided as information, recommendations and union protocols regarding COVID-19 change and that any updates to this addendum will be accepted as amendments to the engagement contract and incorporated therein.

We are committed to providing you, your staff, your audience and our company with the best, safest experience possible and appreciate your cooperation with making this happen. If you need any clarification on this document or have any questions prior to signing this, please contact us.

Agreed and Accepted

\_\_\_\_\_  
***Presenter / Engagement Manager***

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

Agreed and Accepted

\_\_\_\_\_  
***TOUR ENTITY Representative / Engagement Manager***

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

**CONTACT SHEET**

<b>NAME</b>	<b>POSITION</b>	<b>CONTACT</b>
Jack Stephens	NETworks Covid Safety Director	(702) 882-3912 (C) JackS@networkstours.com
Scoob Decker	Tour Covid Safety Manager	(406) 261-2881 Anastasiasafety@networkstours.com