

FOX THEATRE

HEALTH AND SAFETY PROTOCOLS

The health and safety of our guests, performers, and staff continue to be our top priority. We have made significant investments in our facility and improvements to our policies, to redefine the Fox experience with health and safety at the forefront. The following measures will be in place for each event.



Global Biorisk Advisory Council Accreditation

The Fox Theatre has achieved the Global Biorisk Advisory Council's STAR accreditation for implementing the most stringent protocols for cleaning, disinfection, and infectious disease prevention. Clients and guests can also expect contactless hand sanitizer stations, soap dispensers, and paper towel dispensers throughout the venue.

To learn more visit, foxtheatre.org/healthandsafety.



Ultraviolet Germicidal Irradiation System and Increased Air Filtration

The Fox Theatre has installed a building-wide Ultraviolet Germicidal Irradiation system that effectively inactivates up to 99% of viruses on every air cycle. We've taken steps to increase air filtration and outside air ventilation rates by upgrading all air filters. Each backstage dressing room is equipped with a wall-mounted Upper Room Ultraviolet Germicidal Irradiation device and a HEPA-filter unit.



Mask Protocol

In alignment with the CDC's relaxed guidelines, the Fox Theatre no longer requires that guests wear masks. Please be aware that certain events may have their own mask requirements and other COVID-19 protocols. Ticket holders will be notified of any such requirements 24 hours prior to day-of-show.



Contactless Entry w/ New Security Lanes and Mobile Tickets

New security technology allows for a more convenient, contactless entry. With digital ticketing, your phone is your ticket! Guests can load tickets to their mobile wallet and self-scan to enter using our new contactless pedestals. Login to view and download your tickets to your smartphone's mobile wallet at foxtheatre.org/MyAccount



Contactless Payment and Mobile Pick-Up

Guest-facing credit card terminals & contactless payment options are available at all points of sale. Pay ahead with the Fox Theatre's app to pick up select food and beverage at one of our Mobile Pick-Up Bars.

The abovementioned health and safety measures are subject to change in response to evolving guidelines from the city, state, federal government, and Centers for Disease Control and Prevention.

FOX THEATRE

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COVID PRODUCTION ADVANCE

Any show with COVID health & safety requirements, above what the Fox Theatre provides and requires (as listed above), should advance those details with Fox Production Management no later than 4 weeks before your load-in date. Fox Theatre Management will review all artist and promoter-specific requests and work within reason to meet each one where possible. Failure to advance your health & safety requirements in a timely manner could limit our ability to comply with such requests.

A complete guide of backstage COVID Health & Safety Protocol, including standard operating procedures for catering, runners, signage, access to PPE, and more, can be found in the Fox Theatre Tech Pack and will be made available in the Advance with Fox Theatre Production.

COVID related requirements that need to be communicated include:

(Please note that all items with () indicate a cost that will be charged back to the promoting party. These costs can be outlined and discussed in advance of your arrival).*

- COVID Testing Requirements for any Fox employee, stage worker, or otherwise, 24-48 hours prior to the day of the event.*
- COVID Testing Requirements for any Fox employee, stage worker, or otherwise, onsite on the day of the event.*
- Vaccination Requirements for stage employees or employees and crew with backstage access.
- Specific backstage/dressing room air filtration systems not already provided by the venue. *
- Specific cleaning or sanitization procedures needed prior to or during your time in the venue.*
- Detailed understanding of catering, runner, and other vendor procedures requested of the venue and vendors.
- Detailed understanding of Meet and Greet procedures requested of the venue and guests.
- Specific Plexi/barrier needs not already provided by the venue. *



FOX THEATRE

PRODUCTION DEPARTMENT

New Operational Procedures: COVID-19

Operating Guidelines

for Back of House

The guidelines outlined here are subject to change at the direction of The Fox Theatre and in response to evolving local, state, and federal guidelines, and are applicable until further notice.

Updated August 31, 2021

EVENT OPERATIONS: BACKSTAGE GUIDELINES

PURPOSE: The following guidelines were created to help guide us through the reopening of the Fox Theatre and restoring Event Operations in the Back of House areas. The following document outlines how the Fox Theatre will prepare, respond, recover and restore.

PROCEDURES:

1. The Fox Theatre has and will continue to place instructional and informational signage around the building and back of house area. These signs may change due to the ever-changing recommendation, guidelines, and ordinances.
 - a. It is the responsibility of all workers, guests, tour personnel and vendors to abide by the posted guidelines and instructions.
 - b. If you have a question about any posted information or instructions, please bring it to the attention of the Fox Theatre Production Managers.
2. All employees, vendors, tour personnel should wash their hands frequently with soap and water for at least 20 seconds or sanitize with hand sanitizer based on CDC recommendations.
3. Temperature check for all employees, vendors, tour personnel will be administered by Fox security as determined by the venue.
4. PPE is available to employees at the First Aid Cabinet SR and SL, Production office and Stage Door security. This will include disposable gloves and masks.
5. The use of a mask is required by all employees, vendors, show personnel. Masks requirements are determined by ever-changing recommendation, guidelines, and ordinances.
 - a. Tours/Event personnel are asked to provide their own PPE for their employees.
 - b. A mask is defined as having two or more layers of washable, breathable fabric; OR an N95 or medical-grade other CDC recommended application.
 - c. The use of gloves as PPE are required for certain job functions including housekeeping, food and beverage, culinary or catering, and Operations (when applicable) and should be changed every hour, or more frequently based on the need.
6. Disinfectant and sanitation products (hand sanitizer, sanitizer wipes, and disinfectant spray) are available in Production or Stage Door upon request. Additionally, all dressing room tower floors.
 - a. The Fox expects all tours to maintain clean transport vehicles.
Local crew will only clean tour gear under the direction of the tour personnel.

AVAILABLE DOCUMENTS:

For full reference of Covid Procedures and Policies, see also

- **Fox Theatre Health and Safety Protocols – as of 8.11.21**
- **Procedures for Union Covid Contract Requirements – as of 7.25.21**

EVENT OPERATIONS: BACKSTAGE GUIDELINES

BACK OF HOUSE OPERATIONS:

Security Event Briefings:

- The meeting will be in a larger space where everyone involved can spread out .
- Credential pass sheets will be given to Security & Production Manager prior to meeting, so they can distribute safely to other security & manager personnel (best if given electronically).

Friends & Family:

- When possible we ask Friends and Family to wait for Artist outside the Stage Door or meet with them in the house.
- It is recommended that necessary backstage gatherings be held in the Screening Room (basement level) or Green room (2nd floor) as these locations allow for maximum distancing.
- If a gathering is held backstage in a dressing room, it is the responsibility of the Tour or Company Manager to be aware of the names and contact information for all attendees for the purposes of contact tracing.

Meet & Greets / VIP Events:

Operating Guidelines

- Same PPE guidelines for the building will be used during a Meet & Greet.
- Temperature checks of Meet & Greet guests may be performed.
- The Fox Theatre will provide hand Sanitizing stations for guest & artist to utilize during the Meet & Greet.
- There will be No handshaking, high fives, or personal contact between guest and artist.
- Photo Ops will have to be set up with a professional photographer option or other touchless option.
- Fox Ticketing, Tour or Company Manager, or M&G rep will be required to provide the names and contact information for all attendees for the purposes of contact tracing

RUNNERS:

- Runners will be required to wear proper PPE (gloves and masks) at all times and should only handle artist bags and/or equipment if asked.
- The Fox will provide sanitizer dispensers, wipes, and cleaning caddies with towels for Runners to utilize throughout the day.

EVENT OPERATIONS: BACKSTAGE GUIDELINES

- Runners should assist in properly sanitizing all items they touched. This would be under the direction of the person you are assisting.
- Runners will be the only approved driver allowed to drive the vehicle assigned for the day.
- Runners will sanitize vehicles at the top of the shift and before/after each artist & crew pickups and drop-offs (door handles, seats, steering wheel etc.).
- Runners will need to sanitize purchased items before handing them over to show personnel.
- The capacity of riders in the vehicle should be limited or remain as their standard “pod”. Shows should plan for more trips than normal to transport artists and crews.
- Require artist and crew to wear mask when transporting.
- When feasible keep windows rolled down to allow ventilation.

CATERING:

Catering prep and service rooms will be cleaned and disinfected prior to each event. The timing and process of post-event cleaning may vary based on building activity or other factors . Housekeeping will not be available for cleaning throughout the day, except in certain situations.

It is the sole responsibility of the Catering vendor to clean and sanitize the catering prep and service rooms and work areas throughout the day.

Additionally, caterers need to help manage all permitted to catering. This includes reminding guests to wipe down the tables and chairs when they are done eating. Additionally, managing how guest get their food/drink.

CATERING RECOMMENDATIONS:

Dining room Recommendations:

- Practice ‘no-contact’ transfers:
 - Place items down on a counter at the end of line for the person to pick up, rather than passing back and forth.
 - Limit physical contact with others as much as possible.
- When possible, there will be a separate room for locals and road crews to eat their meals*
- Suggested use of:
 - Pre packaged utensils
 - Prepackaged food when possible and properly advanced
 - Packaged drink service and no self-pour beverage set-ups
 - table coverings that are plastic and not cloth.

EVENT OPERATIONS: BACKSTAGE GUIDELINES

- All buffets should be single sided and served by attendants.
- Sneeze guards should be used whenever possible.
- Stanchions should be utilized to keep guests three (3) feet from buffet food.
- Hand sanitizer should be present at all buffet stations.
- All condiments should be individually portioned or in packets whenever possible. This includes salt and pepper, sugar and sweeteners, sauces, dressing, etc.

***Should signage, spacing indicators, plexi set ups, or other Covid safety set up needs be required by the show or catering vendor than such information should be advanced no later than 7 days prior to arrival.**

Catering -Dressing rooms Set up Recommendations:

- When working in Dressing rooms or backstage spaces, please take a minute to wipe down tables, chairs, doorknobs, light switches etc. that you touch in these areas. These should be cleaned before you set up and when you leave the space.
- A cleaning caddy full of supplies is available in every room.

BACK OF HOUSE SPACES:

ELEVATORS:

- a. A mask wearing is mandatory when using the elevator.
- b. The elevator is given priority to
 - i. Transporting show cases/ equipment
 - ii. Costume movements
 - iii. Performer and Artist traffic
 - iv. Those unable to safely use stairs.
- c. "Working Groups" is the best way to share the elevator to safely transport equipment. "Working Group" defined as a group working together throughout the day. Meaning Riggers should not ride with Props teams. Wardrobe could ride together but should not have a performer join them.
- d. The elevator operator will remain as part of event time operations and will regulate the occupancy and manage the cleaning of the space.
- e. Elevators will be disinfected by spraying down / wiping the car, as much as possible, following groups of riders.

EVENT OPERATIONS: BACKSTAGE GUIDELINES

DRESSING ROOMS/ GREEN ROOM / OFFICES / WORKSPACES

- Each floor has a stocked cleaning caddy full of supplies for touch up needs
- All Dressing rooms feature:
 - windows that can open
 - individual AC and heat
 - Ultraviolet Germicidal Irradiation Systems on the walls of the rooms and halls
 - Individual Hepa Air filtration units
 - If advanced 7 days out, plexi dividers can be provided in rooms
- Fox housekeeping will perform standard daily cleaning as well as additional high touch cleaning throughout the event day.
Please take a minute to wipe down doorknobs, light switches, sinks, counters, tables when you arrive and before you leave the space.



LOCAL 927 STAGEHANDS- CONTRACTUAL UNDERSTANDING FOR COVID OPERATIONS

Filling a call:

- In order to properly fill a call that requires any sort of Covid Vaccine mandate, the Fox Theatre requests to receive the labor needs one month (4 weeks) prior to the load in date. By contract the union is obligated to find vaccinated workers and report them to the Fox Theatre in a timely manner. This accelerated timeline allows for unvaccinated worker to possibly obtain a vaccine in time to work the call.

COVID Testing:

- Testing performed onsite during the call will be paid as part of the call and not be paid a separate fee.
 - Workers must be on the clock for the purposes of being tested. However, workers can willingly receive a test before they start work.
- Testing requested to be completed before the workers first day of work, will be paid as a separate 4-hour call at the prevailing rate.
- Workers asked to leave the Fox Theatre premises, to go to another location to receive a test, will be paid a separate 4-hour call at the prevailing rate.

Exposure:

- A worker who receives a positive Covid test and reports the results, with documentation, to Fox Production within 24 hours during a multi-day run, or within 48 hours before the first day of work, **shall** be paid for one day of work in an amount equal to the pay that the employee would have received in the position in which the employee would have worked at the prevailing hourly rate.
- A worker who reports a positive test, or becomes ill, while at work shall leave immediately. The worker shall be paid an amount equal to the pay that the employee would have received for the remainder of the day in the position in which the employee would have worked on the day on which the employee became ill/provided a positive test result.
- A worker who is fully vaccinated comes into close contact (as defined by the CDC) on the Employer's premises with an individual who tested positive for COVID-19, such employee shall be permitted to continue to work in accordance with applicable CDC guidance. Workers asked to leave the Fox Theatre, to go to another location to receive a test, will be paid a separate 4-hour call at the prevailing rate.
- A worker who is **not** fully vaccinated comes into close contact (as defined by the CDC) on the Employer's premises with an individual who tested positive for COVID-19, such employee shall be paid for the remainder of the day that they would have work. Additionally, on a multi show run, a worker will receive one additional day in an amount equal to the pay that the employee would have received on the next workday.
- A worker who is placed in quarantine will be replaced during their absence but will be allowed to return after their quarantine period.



LOCAL 859 WARDROBE- CONTRACTUAL UNDERSTANDING FOR COVID OPERATIONS

Filling a call:

- In order to properly fill a call that requires any sort of Covid Vaccine mandate, the Fox Theatre requests to receive the labor needs one month (4 weeks) prior to the load in date. By contract the union is obligated to find vaccinated workers and report them to the Fox Theatre in a timely manner. This accelerated timeline allows for unvaccinated worker to possibly obtain a vaccine in time to work the call.

COVID Testing:

- Testing performed onsite during the call will be paid as part of the call and not be paid a separate fee.
 - Workers must be on the clock, meaning we cannot ask them to arrive at 7:30am for an 8:00am call time for the purposes of being tested. However, workers can willingly receive a test before they start work.
- Testing requested to be completed before the workers first day of work, will be paid as a separate 4-hour call at the prevailing rate.
- Workers asked to leave the Fox Theatre premises, to go to another location to receive a test, will be paid a separate 4-hour call at the prevailing rate.

Exposure:

- A worker who receives a positive Covid test and reports the results, with documentation, to Fox Production within 48 hours before the first day of work, **shall** be paid for one day of work in an amount equal to the pay that the employee would have received in the position in which the employee would have worked at the prevailing hourly rate.
- A worker who reports a positive test, or becomes ill, while at work shall leave immediately. The worker shall be paid an amount equal to the pay that the employee would have received for the remainder of the day in the position in which the employee would have worked on the day on which the employee became ill/provided a positive test result.
- A worker who is **not** fully vaccinated comes into close contact (as defined by the CDC) on the Employer's premises with an individual who tested positive for COVID-19, such employee shall be replaced for the remainder of the run.



LOCAL 798 HAIR/MAKE UP- CONTRACTUAL UNDERSTANDING FOR COVID OPERATIONS

Filling a call:

- In order to properly fill a call that requires any sort of Covid Vaccine mandate, the Fox Theatre requests to receive the labor needs one month (4 weeks) prior to the load in date. By contract the union is obligated to find vaccinated workers and report them to the Fox Theatre in a timely manner. This accelerated timeline allows for unvaccinated worker to possibly obtain a vaccine in time to work the call.

COVID Testing:

- Testing performed onsite during the call will be paid as part of the call and not be paid a separate fee.
 - Workers must be on the clock, meaning we cannot ask them to arrive at 7:30am for a 8:00am call time for the purposes of being tested. However, workers can willingly receive a test before they start work.
- Testing requested to be completed before the workers first day of work, will be paid as a separate 4-hour call at the prevailing rate.

Exposure:

- A worker who is **not** fully vaccinated comes into close contact (as defined by the CDC) with an individual who tested positive for COVID-19, such employee shall be replaced for the remainder of the run and comply with quarantine guidance.