

PM&L Internal Building Use Covid Guidelines

This document is to serve as a comprehensive overview of procedures and precautions Palette Mask and Lyre Theatre, hereafter referred to as PM&L, will expect all members, volunteers, employees, or groups engaged in any activity not open to the public, to follow.

A copy of these guidelines will be posted inside the theatre and on the member section of the website. Anyone requesting admission to PM&L will be sent or otherwise given a copy and must agree to follow them before access will be granted.

Examples of activities include but are not limited to; Rehearsals, meetings, set building, tech set up, building maintenance, and box office work that does not include the doors being open.

Masks will be strongly encouraged for anyone unvaccinated entering the building.

Social distancing should be maintained whenever feasible. Obvious exceptions should be made when all involved are comfortable doing so for rehearsals or safety reasons.

All entering the building should come in the stage door using the appropriate code.

A sign in sheet will be posted just inside the door. Anyone who enters for any reason MUST sign in with date, time in, and time out. It is recommended that everyone bring their own pen, however one will be there, wipe down after use.

Hand sanitizer will be stationed at the entrance as well.

Disposable gloves and cleaning wipes will be kept in the greenroom.

Used door knobs should be wiped at least once every day someone is in the building. Hand rails on any staircases used should be wiped after any group has been in the building longer than 15 minutes. Any counter, table or other surface used by anyone must be wiped before leaving the building, including bathroom surfaces (Which bathrooms are available will be determined on a case by case basis).

In the case of rehearsals the stage manager and director are responsible for ensuring this is done before leaving the building.

For meetings, training, or box office work the person in charge must consider this as part of the responsibility of conducting said activity. All such activities, and any other use of any space, must continue to be approved and put on the calendar in advance. Be prepared to provide the reasons why your activity must be in person .

In the case of any group activity not covered here the producer or responsible equivalent is in charge of seeing this done.

Adjustments or changes to the guidelines will be reviewed as needed by the PM&L Board of Directors.

Signed: _____ Date: _____

Phone # _____ Email _____

Reason for being in the building (i.e. Rehearsals, Building Maintenance, Box Office work, ect)
