



COVID-19 Safety Plan

Milwaukee Repertory Theater
108 E. Wells St.
Milwaukee, WI 53217
A member of the League of Resident Theatres (LORT)

Chad Bauman, Executive Director

December 23, 2020

OPENING FROM MILWAUKEE REPERTORY THEATER LEADERSHIP

Over the last several months, Milwaukee Repertory Theater has worked diligently to design a plan to welcome back artists, staff and patrons safely to the Jay & Patty Baker Theater Complex. Our plan was developed in consultation with medical experts, guidelines from the Centers for Disease Control, OSHA, Milwaukee Public Health Department, and available resources provided by Actors' Equity Association, the Stage Directors and Choreographers Society, United Scenic Artists and SAG-AFTRA

The below plan was implemented to safely rehearse, perform and film *Jacob Marley's Christmas Carol* in-person during an eight week period in late 2020 and proved to be effective at preventing any cases of COVID-19 in the workplace.

We hope that you will agree the plan demonstrates our deep commitment to safety and we look forward to working collaboratively with the Milwaukee Public Health Department and our union partners to enact this plan allowing artists, designers, directors and choreographers to return to work responsibly.

As submitted, this plan specifically pertains to the productions proposed for the remainder of the 2020/21 season; however, generalizable concepts and protocols will be applied to subsequent productions until such time that COVID-19 no longer presents a clear challenge to our community.

Gregory C. Oberland
President, Board of Trustees

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2020/21 PRODUCTION INFORMATION & SCHEDULE

Venue: Quadracci Powerhouse Theater

Actual Venue Capacity: 720

Typical Seating Capacity: 720

Reduced Seating Capacity: 180

Shows:

Ella Fitzgerald: First Lady of Song – a concert by Artist Lounge Live!

- Performance Dates: April 27, 2021 – May 23, 2021
- Runtime: 95 minutes, no intermission
- Performers: 5
- Backstage staff: 6
- Front of House Staff: 20

Venue: Stiemke Studio Theater

Actual Venue Capacity: 515

Typical Seating Capacity: 205

Reduced Seating Capacity: 75

Shows:

VENUE INFO:

Rehearsal Venue for ELLA: Stiemke Studio Theater (see ground plan)

- 108 E Wells St, Milwaukee, WI 53202
- 60,000 cubic feet
- In this space, Zone A will be considered the Stiemke Studio Stage and the individual dressing rooms/private bathrooms. Zone A will be limited to the Actor.
- In this space, Zone B will be considered the remainder of the Stiemke Studio and the bathrooms. Zone B will be limited to the director and two crew members.
- Both Zone A and Zone B personnel in this space will be tested 24 hours before the beginning of work, and then 3x/week after that.
- During this time period, we will need up to two costume fittings for the performer. For this, our Costume Director and Designer/Draper will need to join Zone A. They will test 24 hours before both of these scheduled fittings (i.e. they will follow Zone A testing protocol). The fittings will be scheduled enough in advance to allow for testing timelines described in this document. Even though Costume personnel may enter Zone A for fittings, all Costume personnel in fittings will wear full PPE (which will be gowns, face masks, face shields and gloves).
- Social distancing will be adhered to at all times, except in circumstances where costumes personnel needs to enter Zone A.

Performance Venue ELLA: Quadracci Powerhouse Theater (see ground plan)

- 108 E. Wells St, Milwaukee, WI 53202
- Upstage of the proscenium/backstage: 70,000 ft³ (Zone A)

- Downstage of the Proscenium: 185,000 ft³ (Thrust of Stage Zone A, Seating Bowl Zone B)
- In this space, Zone A will be defined as the theatrical stage and actor's backstage area. Zone A will be limited to the actor, and three crew members.
- In this space, Zone B will be defined as the seating banks and lobby of the theater. Zone B will be limited to the director and 16 crew members.
- All actors and personnel in Zone A will be tested 24 hours before the beginning of work, and then 3x/week after that.
- All personnel in Zone B will be tested 24 hours before the beginning of work, and then 1x/week after that.

PERSONNEL:

5 Performers, Zone A:

- Singer, musicians

4 Crew Members, Zone A, once in tech:

- 1 Stage Manager
- 1 Wardrobe Crew
- 1 Deck Crew
- 1 Director

16 Crew Members (when in Quadracci Powerhouse Theater), Zone B:

- 4 Designers (Set, Sound, Lighting, Costumes)
- 5 Area Heads (Sound, Lighting, Costumes, Props, Paint)
- Stage Manager
- Projection Designer
- Sound Engineer
- Lighting Operator
- Director of Production
- Producer
- COVID Infection Control and Prevention Coordinator

AEA's FOUR CORE PRINCIPLES

Milwaukee Repertory Theater is continuously working to improve upon and update this COVID-19 Safety Plan with new information and best practices in our efforts to be a leader in the establishment of producing safe and healthy theatrical performances during the ongoing pandemic and we are committed to building upon the protocols of the principles below which lay the foundation of a safe work environment for all.

- 1. The Epidemic must be under control:** Milwaukee Rep is using a testing provider, Microgenix, which has been validated and added to the FDA website as a resource laboratory for COVID-19 testing. This self-administered test typically returns results within 24 hours. Additionally, Milwaukee Rep has protocols in place to monitor staff and guest artist contact so we can perform contact tracing and administer testing swiftly. We will continue to closely monitor the number of new cases within the Milwaukee area in cooperation with the city of Milwaukee's health department and the Medical College of Wisconsin, for which we meet with weekly. At the time of publication, we are in the process of having a COVID safety plan approved by the City of Milwaukee, which will be complete prior to reopening.
- 2. Individuals who may be infectious can be readily identified and isolated:** Milwaukee Rep has two labs available for rapid COVID-19 testing and will provide testing 3x/week at no cost to Performers, Stage Managers, Directors, and other members of the creative team through the medical office of Dr. Mark Niedfeldt. Additionally, all AEA actors and SMS will complete two saliva tests 24 hours apart before they begin in-person work. An isolation room is prepared in the event that any individual who becomes symptomatic on site needs to quarantine until they are able to leave the premises safely to self-isolate.
- 3. The way we audition, rehearse, perform and stage manage may need to change:** Milwaukee Rep will provide a 1 person show while reducing the audience and providing a recording of the production to grant remote audience access. We have planned for several positive safety measures to mitigate the risk of infection, such as limiting the number of people in the rehearsal room and maintaining 6' social distancing throughout the entire process.
- 4. Efforts to control COVID-19 exposure must be collaborative:** Milwaukee Rep is communicating with the collective bargaining unions in a collaborative manner and has shown an interest in following guidance that Equity, AEA, and USA have put forth. Milwaukee Rep will continue to follow state and local reopening guidelines and will adjust accordingly as more information is released. Additionally, we meet regularly with local companies who have returned to in-person work and are represented by AGMA, IATSE, and SAG-AFTRA to continue learning best practices from them and their unions.

COMPANY-WIDE COVID-19 PRACTICES AND PROTOCOLS

COVID-19 Safety Plan Receipt and Acknowledgement

All employees are required to review Milwaukee Repertory Theater's COVID-19 Safety Plan and sign and return the COVID-19 Safety Plan Receipt and Acknowledgement form to Emily Hill, Human Resources Manager. By signing and returning the form, the employee agrees to:

- Adhere to all safety practices outlined within the COVID-19 Safety Plan

- Answer all COVID-19 screening questions in good faith before entering the workplace
- Wear a face covering at all times while inside the workplace
- To take personal responsibility for practicing safe hygiene recommended by the CDC to prevent the spread of COVID-19, including frequent handwashing and use of hand sanitizer, limiting close prolonged contact (<6ft for >15 minutes) with all others inside and outside the workplace, and sanitizing all work stations before and after each use.

The COVID-19 Safety Plan can be found in the Company Folder. Additionally, employees can request a copy of the plan through Human Resources. The COVID-19 Safety Plan Receipt and Acknowledgement form can be found in Appendix 5.

Employee Entry Procedures & Designated Flow in High Traffic Areas

- All employees and vendors of Milwaukee Repertory Theater are required to complete COVID-19 screening before entering the facility at the start of each shift and every time they exit and re-enter the building. This includes answering several screening questions related to the individual's health status and recent travel and having the individual's temperature checked.
- All individuals must enter the building through the reception door entrance and complete the COVID-19 screening before entering the facility. *Exceptions will be made for guest artists and crew scheduled for rehearsal or performances in an effort to maintain social distancing and a safe work environment for all.
- All individuals must exit the building through the UPS hallway.
- Employees and guests waiting in line for COVID-19 screening must maintain social distancing. There are markers on the floor to assist with this.
- All employees and guests must complete the screening process every time they wish to enter the building. Employees who leave the building on break must complete the screening process every time they re-enter.
- Reception personnel are on staff and trained to conduct COVID-19 health screenings and temperature checks on all staff/vendors who enter the workplace.
- Individuals are responsible for conducting self-screening and temperature checks anytime they enter the building when reception is not open.

COVID-19 Screener Protocols and Procedures

Step One – COVID-19 Screening Questionnaire

- Document the employee or guest name and time in the screening log.
- Ask the employee/guest to read the COVID-19 Health Screening Questionnaire and to answer all questions meant to screen for symptoms of COVID-19 and contact with COVID-19 cases.
 - If the answer to all questions is 'No', proceed to Step Two.
 - If they answer 'Yes' to any of the questions, record which question(s) they answer 'Yes' to in the daily COVID-19 log. Kindly inform them that they are not allowed to enter the building and ask them to leave immediately and recommend that they return home or somewhere where they can safely quarantine. Instruct them to

walk through the door, turn left and exit the building using the UPS hallway doors, following the traffic pattern (marked with signage) established to leave the building. Inform them that you will let the appropriate staff at Milwaukee Rep know that they were sent home and that HR or their Supervisor will follow up with more information including further instructions.

- If the individual refuses to answer, kindly inform them that they are not allowed to enter the building and ask them to leave through the UPS hallway.

Step Two – Conduct Temperature Check

- If an individual refuses to have their temperature checked, kindly inform them that they are not allowed to enter the building and ask them to leave through the UPS hallway.
- A Non-Contact wall mounted Infrared Thermometer is used for taking the individuals temperature. Ask individual to check their temperature using the wall mounted thermometer located at reception area. Ensure you verify the temperature by physically reading the results displayed.
- It is the responsibility of the screener to read through and become familiar with the full instruction Manual that is with the Thermometer.
- In the event of a disabled wall thermometer, use the backup non-contact hand held infrared thermometer to check the employee's temperature.
 - Perform hand hygiene. Before touching the thermometer or taking the temperature of anyone, use hand sanitizer and ensure that you use enough to cover both hands completely. Make sure it is dry on your hands before touching the thermometer.
 - Put on appropriate PPE. This includes face mask (which should already be on) and gloves (not required but available to use).
 - Check individual's temperature using the non-contact thermometer. Be careful not to let the thermometer touch the individual.
 - A Non-Contact Infrared Thermometer will be used for taking the individuals temperature. Point the thermometer at the center of the forehead (above the center of the eyebrows) and keep it vertical. Keep the measuring distance between 1-2". Press the Power On/Measure Button and the temperature reading will be displayed in about one second.
 - Remove PPE. Dispose of used gloves, if applicable, in the garbage bin and do not reuse once they are removed. If performing a temperature check on multiple individuals, you do not need to change gloves in between but you do need to use hand sanitizer between each person.
 - Reading temperature results:
 - If temperature is below 100.4°F, Milwaukee Rep may allow the individual into the building.
 - If the individual's temperature is at or above 100.4°F, do not let them into the building but instead escort them to the self-isolation area in the UPS hallway for a period of 20 minutes or more.

- If the individual's temperature is at or above 100.4°F after the 2nd attempt, do not let them into the building. Kindly ask them to exit the building using the established traffic pattern through the UPS hallway to exit the building and recommend that they quarantine following CDC guidelines. Tell them you will let the appropriate individuals know that they were sent home and that HR or their Supervisor will follow up with them, including further instructions.

Step Three—PPE and Policies/Procedures review

- *Employees* - Verify that the individual has a mask and ensure that they are wearing it as they enter the doors to the building.
- Issue a disposable mask to employees who do not have one in their possession
- *Vendors/delivery personnel* – Verify that the individual has a mask. Issue a disposable mask if they do not have one in their possession.
 - Point out the Reopening Sign and reiterate to vendors/delivery drivers the following policies before they enter the building:
 - They are required to wear a mask that covers both their nose and mouth at all times while in the building.
 - They must maintain social distancing of 6ft while in the building. Only two people are allowed in the elevator at any time.
 - When exiting the building, they must leave through the UPS hallway

Emergency Leave Benefits

The Families First Coronavirus Response Act (FFCRA) provides employees with paid sick leave for specified reasons related to COVID-19. The act is currently effective through December 31, 2020.

Generally, the Act provides that covered employees are eligible for two weeks of full or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below. Part-time employees are eligible for leave for the number of hours that the employee is normally scheduled to work over that period. Employees should contact their Supervisor for approval to use Emergency Leave Benefits

Qualifying Reasons for Leave: Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
2. has been advised by a health care provider to self-quarantine related to COVID-19
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or

6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

In an effort to prevent the further spread of COVID-19 and encourage employees who are exhibiting symptoms, have had prolonged exposure with someone who has tested positive for COVID-19, or who may need to take off work for qualifying reasons listed within FFCRA, Milwaukee Rep is implementing an employer sponsored temporary emergency leave benefit. Additionally, employees may use their regular paid time off options for any additional missed work due to qualifying reasons related to COVID-19 before and after the FFCRA is in effect.

Additional addendums to this policy are as follows:

- Any full-time employee who does not have enough Sick Leave hours banked to cover their time off during the Temporary Emergency Leave Policy period will be allowed to go into negative balance.
- Regular Season Part-time employees who are not eligible to accrue Sick Leave under the Time Off From Work Policy will be allocated 20 hours of Sick Leave that can be used during the Temporary Emergency Leave Policy period. This will be paid out at the employee's regular rate of pay excluding tips and tip-outs, or at a rate of \$8.00 per hour for employees who make less than minimum wage.
- Additionally, paid Sick Leave covers days when a child's school is closed due to public health emergency or if a family member is quarantined or isolated due to a public health emergency.
- Full-time and part-time employees who contract COVID-19 will receive up to two weeks pay. After two weeks, both full and part time employees who are still unable to work are eligible for additional pay replacement at the discretion of the Executive Director.

TESTING & CONTACT TRACING FOR ARTISTS (PERFORMERS), STAFF, AND SUPPORT PERSONNEL

The following contains specific procedures for isolating, transporting, testing, and treating any artists, staff and support personnel who display potential symptoms of or test positive for COVID-19. Prior to the start of rehearsal, the items covered in this document will be shared with all guest artists and a virtual training/information session will be scheduled. This section includes:

- 1) Resource Compendium
- 2) Testing and Contact Tracing Procedures
- 3) Identification of one or more local housing options (*e.g.*, hotel or apartment) for any individual from out of town who test positive for COVID-19;
- 4) Procedures for treating emergent non-COVID-19 health incidents (including specific guidance on appropriate PPE use by Milwaukee Rep staff when addressing such emergencies);
- 5) Contact information for local health officials responsible for the jurisdiction; and
- 6) Precautions that individuals who come into contact with a symptomatic individual during the screening and evaluation process must take, including using appropriate PPE recommended by the Centers for Disease Control and Prevention ("CDC") for health care professionals.

Resource Compendium

Personal Protective Equipment (PPE)

- Milwaukee Rep will provide individuals with the PPE required to perform their job duties within the guidelines of this safety plan including face masks, face shields, gloves, and hand sanitizer at no cost.
- Actors and SMs will be provided with one weeks worth of reusable masks.
- Reusable masks can be requested through the Management Associate.

Diagnostic Testing Information, Dedicated Isolation Area, and COVID-19 Flow Chart

Because of the nature of the industry, performers will remove masks when performing onstage. Because of this, all performers and all backstage crew will be tested for COVID-19 3x/week. Performers will be socially distanced onstage from each other and the audience, and no performers or backstage crew will be within 6' of anyone without personal protective equipment.

Diagnostic Testing

Testing is completed through the medical office of Dr. Mark Niedfeldt. A courier service will be used to allow for testing in guest artist hotels or residences, and then to be mailed out via FedEx.

Primary Test Provider: MicrogenDx

This test is saliva-based and requires the individual to spit in a cup that then gets sealed and packed into the box to send to the lab. Results are returned within 24-36 hours. MicrogenDx is a College of American Pathologists accredited lab and use a real-time Reverse Transcriptase PCR (rRT-PCR) assay for the specific detection of the SARS-CoV-2 virus. This test has been validated and added to the FDA website as a resource laboratory for COVID-19 testing.

Alternate Test Provider: LabCorp

This test is a self-administered nose swab that then gets sealed and packaged into the box to send to the lab. Results are returned within 24-36 hours.

Dedicated Isolation Area

The dedicated isolation area is mapped in Appendix 1. This room is close to the entrance and exit. Its floor, ceiling, and walls are hard tiled surfaces for ease of disinfecting. The room has a hard-surfaced chair. The cleaner wears a PPE mask, face shield, gown, and gloves which is disposed of after use.

COVID-19 Flow Chart

A Covid-19 flow chart is included in Appendix 3. This chart outlines best practices to determine necessity of testing and processes.

Testing Protocols and Contact Tracing Procedures

Prior to Arrival in Milwaukee for Out-of-Town (OOT) Guest Artists

- One week before travelling, OOTs must take a COVID-19 test in their resident city and send written documentation of tests results to Emily Hill, Human Resources Manager and Co-Infection Control Prevention Coordinator at Milwaukee Rep. OOTs should travel only if they obtain a negative test result.

Upon Arrival in Milwaukee

- All OOT guest artists are required to arrive to town 2-3 days prior to rehearsal beginning, or first day of work.
- AEA guest artists are required to take 2 tests upon arrival in Milwaukee. The first must be administered within 24 hours of arriving and the 2nd must be administered 24 hours later; 2 self-administered diagnostic testing kits will be dropped off and picked up by Milwaukee Rep and sent out for testing.
- OOT guest artists are required to isolate for 2-3 days while waiting for results to return. (If more testing is identified at that time, then individual can end isolation as soon as negative result has been returned).
- If there is a delay in testing or travel, OOT guest artist will participate via Zoom from their housing until a negative test result has been returned.
- During this time, OOT guest artist should self-isolate and wear a face covering if required to leave their residence. No restaurants/bars during this isolation.
- Once a negative test result is confirmed, OOT guest artists are encouraged to practice responsible social distancing and observe safe protocols like having medications and other essential items delivered to their residence, avoiding public transportation, crowded events, and gatherings, and always wearing a mask.
- Individuals can go to grocery store, as long as they have on personal protective equipment (PPE). OOT guest artists may order their groceries via AmazonFresh or another food delivery service if they prefer; scheduled same day delivery is available for these services in Milwaukee.

Testing Process

- At the time of the first test, the individual will be required to sign a release of information form allowing for the test results to be released to Milwaukee Rep.
- The test requires the individual to collect a sample by spitting into a cup. It's important that you read and follow the instructions carefully.
- Rinse mouth with water and then wait 30 minutes prior to taking the sample after eating, using mouthwash, chewing tobacco or tobacco dip.
- In order to have enough sputum, allow your mouth to produce more saliva and spit multiple times into the container. Spitting 2-3 times into the container should provide enough material for testing.
- Ensure you secure the lid of the container securely.
- Individuals are notified of their test results via text message within 48 hours.

Once Work Begins

- Actors and personnel that are in the rehearsal room, or immediately involved in the nightly performances, will undergo testing 3x/week via a self-administered test.
- Self-administered tests will be delivered to actors and essential rehearsal and performance related personnel.
- Out of town guest artists will administer test in hotel room. Milwaukee Rep will arrange a pick up and drop to a lab.
- Out of town guest artists who leave in between weekly testing are required to obtain a negative test result from their place of travel before returning and submitting documentation to the Infection Control and Prevention Coordinator.
- In town personnel will administer tests at their residence and drop at Milwaukee Rep.

Regular COVID-19 Testing Requirements

- Actors and personnel that are in the rehearsal room, or immediately involved in the nightly performances, will undergo testing via a self-administered test 3x/week.
- Self-administered tests will be delivered to performers and backstage employees by Milwaukee Rep.

If an Individual is Exposed to COVID-19

- Milwaukee Re will continue to monitor the latest guidance by the CDC and will follow isolation and quarantine recommendations as they are released.
- Someone may be exposed by being in close contact with an infected individual, which the CDC defines as within 6 feet for more than 15 minutes.
- If someone reports or is identified through contact tracing that they have been exposed to COVID-19 they will be required to quarantine and monitor for symptoms. Milwaukee Rep will assist them in seeking diagnostic testing to the best of our ability.
 - Quarantine can end after Day 7 IF a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring. The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation (e.g., in anticipation of testing delays), but quarantine cannot be discontinued earlier than after Day 7.
 - Quarantine can end after Day 10 without testing if no symptoms have been reported during their daily monitoring.
- Persons can discontinue quarantine at these time points only if the following criteria are also met:
 - No clinical evidence of COVID-19 has been elicited by daily symptom monitoring during the entirety of quarantine up to the time at which quarantine is discontinued; and
 - Daily symptom monitoring continues through quarantine Day 14; and

- Persons are counseled regarding the need to adhere strictly through quarantine Day 14 to all recommended non-pharmaceutical interventions. They should be advised that if any symptoms develop, they should immediately self-isolate and contact their healthcare provider and the Infection Prevention and Control Coordinator to report this change in clinical status.
- If someone experiences symptoms Milwaukee Rep will have a flow sheet with tiered contacts for them to fill out so that the theater may begin testing and contact tracing.

Contact Tracing

In addition to the DHS Contact Tracing Protocol, protocol for identifying potential close contacts will be done with Human Resources at Milwaukee Rep. Testing will then be performed on Milwaukee Rep staff and guest artists that may have been exposed. A flow chart will be provided to individuals experiencing symptoms to assist in identifying tiered levels of contacts. Milwaukee Rep will use this chart to begin testing and contact tracing.

Tier 1 - Onstage/High Risk Individuals

- Make-up/wardrobe or any other individual with face-to-face contact, that is within (under) 6 feet for 15 minutes or more.
- All other onstage performers, people living with the individual and any other personnel that has come within that short range will all need contact testing.
- Milwaukee Rep will cover testing costs for Milwaukee Rep personnel and guest artists in these instances.

Tier 2- Offstage/Medium Risk Individuals

- Any individuals that have been in contact backstage, offstage, or within the rehearsal room and shared items/props/ or had indirect exposure by means of mic packs, equipment, etc.
- Milwaukee Rep will cover testing costs for Milwaukee Rep personnel and guest artists in these instances.

Tier 3 - Individuals with Indirect Contact or Distanced Interactions

- Milwaukee Rep will ask these individuals to monitor themselves for symptoms and encourage them to visit a free testing site in town to ensure that they have not contracted COVID -19 through this indirect contact.

Human Resources will receive the test results of all employees and keep documentation. In the event that there are two (2) or more cases of COVID-19 within the workplace within a span of 14 days, Milwaukee Repertory Theater will report the outbreak to the City of Milwaukee Health Department at 414-286-3674.

Wisconsin Department of Health Services Contact Tracing Protocol

- <https://www.dhs.wisconsin.gov/covid-19/contact-tracing.htm>

Daily Protocols Prior to Arriving at Milwaukee Rep

Health Questionnaires & Temperature Checks:

All performers and staff are required to complete a daily Health Questionnaire prior to arrival at the facility. Additionally, all performers and personnel that are in the rehearsal room or immediately involved in the nightly performances are required to take their temperature before departing for Milwaukee Rep, to ensure they do not have a temperature above 100.4°F.

If an individual answers “yes” to any of the screening questions, or has a temperature above 100.4°F:

- They will be asked to self-isolate at home or at the Plaza Hotel (for guest artists) and contact the Infection Control and Prevention Coordinator for further instructions
- Arrangements will be made for medical evaluation, COVID-19 testing and treatment (if necessary).
- Transportation options, if needed will be through our company vehicle, that will be driven by a Milwaukee Rep staff member who is also going through weekly testing and will be wearing a mask, face shield, and PPE gown. Following transport, company vehicle will be disinfected, and we will wait 24 hours before further use.
- Contact tracing protocols will be followed as previously outlined.
- Testing will then be performed on Milwaukee Rep staff and guest artists that may have been exposed.
- The Infection Control and Prevention Coordinator will oversee the identification of areas of Milwaukee Rep that the individual exhibiting symptoms has had contact with. The Day Porter (in mask, gloves, face shield, and gown) will use the Clorox Total 360 System for disinfecting and the QT Plus Disinfectant Cleaner with microfiber cloths.
- If a guest artist, staff member or other personnel receive a positive test result, Milwaukee Rep will require that be disclosed to the theater’s Infection Control and Prevention Coordinator so proper reporting and coordinating with local health authorities can begin.

Development of Symptoms / Notification of Employee Positive Test

Symptomatic Personnel Protocol

In the event that an actor or staff member develops symptoms after entering Milwaukee Rep facility, the following protocol will be initiated:

- The individual will be immediately moved to the Dedicated Isolation Area, or if possible, outside Milwaukee Rep facility, pending further guidance from the Co-Infection Control Prevention Coordinators and Medical Consultant. Procedures must be followed that allows the individual to be quickly and safely isolated in a manner that minimizes contact with others.
- Notify Co-Infection Control and Prevention Coordinators.
- Arrangements will be made for the individual to be tested
- Arrangements for medical evaluation and treatment (if necessary)

- Transportation option, if needed, will be via Milwaukee Rep company van. One designated Milwaukee Rep personnel will drive the van in appropriate PPE, including gloves, surgical grade mask and face shield. Following transport, van will be disinfected and will sit for 24 hours before further use. Individual will be transported to their housing, or medical facility.
- If an individual exhibits symptoms, Milwaukee Rep will provide that individual with a surgical grade face mask, a face shield and gloves.
- The Co-Infection Control and Prevention Coordinators will oversee the identification of areas of the Rep that individual exhibiting symptoms has had contact with. The Day Porter (in mask, gloves, face shield, and gown) will use the Clorox Total 360 System for disinfecting and the QT Plus Disinfectant Cleaner with microfiber cloths.

Protocol for Positive Tests.

In the event that an actor/creative personnel/staff member is notified of a positive test after entering Milwaukee Rep facility, the following protocol will be initiated:

- The individual will be immediately moved to the Dedicated Isolation Area, or if possible, outside the Rep facility, pending further guidance from Infection Control Prevention Coordinator. Procedures must be followed that allows the individual to be quickly and safely isolated in a manner that minimizes contact with others. The individual will be provided with mask, gloves, face shield, and gown.
- Notify Co-Infection Control and Prevention Coordinators (and Medical Consultant), who will arrange for necessary reporting, medical evaluation, and treatment (if necessary).
- The individual will be instructed to return to their home, housing, or place where they can safely self-isolate and contact their licensed health care provider for further instruction. Additionally, it is the responsibility of the individual to stay in contact with the Co-Infection Control and Prevention Coordinators during this time.
- Transportation option, if needed will be via Milwaukee Rep company van. One designated Milwaukee Rep personnel will drive the van in appropriate PPE, including gloves, surgical grade mask and face shield. Following transport, van will be disinfected and will sit for 24 hours. Individual will be transported to their housing, or medical facility.
- Family assistance, appropriate PPE, testing and health guidance will be accommodated to the best of Milwaukee Rep's ability.
- Milwaukee Rep will follow tiered contact tracing protocol to identify potential close contacts (with additional needs and assistance through health department contact tracing protocols) and any additional testing needs for potential Milwaukee Rep staff or personnel that had immediate contact dating back 48 hours before the person began experiencing COVID-19 symptoms or tested positive, whichever is earlier.
- Any productions with live performances at the time of the positive test result in which the person who tested positive was directly in contact with individuals working within that venue, Milwaukee Rep will pause performances until an investigation is completed to identify if additional precautions are necessary to proceed safely, following CDC and other state and local government health guidelines. Initial steps of investigation will include analyzation of flow chart including identifying the areas of the facility the

individual came into contact with and imitating contact tracing procedures thereafter. Once we determine that proper cleaning and disinfecting has occurred and all staff and patrons are no longer at risk, performances will proceed.

- The Co-Infection Control and Prevention Coordinators will oversee the identification of areas of the Rep that individual exhibiting symptoms has had contact with. The Day Porter (in mask, gloves, face shield, and gown) will use the Clorox Total 360 System for disinfecting and the QT Plus Disinfectant Cleaner with microfiber cloths.

Protocol for Return to Work

- In accordance with CDC guidelines and advice from Dr. Niedfeldt, primary medical advisor for Milwaukee Rep as detailed later in this plan, those with potential cases will self-isolate until a test result is obtained.
- Symptomatic individuals with a positive test can return to work when ten (10) days have passed since symptoms first appeared, AND they have gone over two (2) days with no fever or fever-reducing medication, AND symptoms have improved.
- Asymptomatic individuals with a positive test can return to work when ten (10) days have passed since a positive test AND they have experienced no symptom onset.

FRONT OF HOUSE

Patron Protocols

In Advance Of Patron's Arrival

- Patrons are provided all relevant CDC, State of Wisconsin and City of Milwaukee guidelines in advance of their attendance with instructions on these protocols. They are instructed not to attend if they are not feeling well or have a fever (our Ticket Office will be flexible with exchanges and offering a streaming virtual ticket option if desired).
- These protocols include wearing a mask throughout their time in our building as well as having their temperature taken upon arrival.
- Arrival times for all patrons will be staggered. There will be 6 arrival times, all 15 minutes apart to eliminate long lines and bottlenecks.

Ensuring Patron Compliance to Face Covering

- Once a patron reaches our outer lobby, a member of our front-of-house team will confirm they are wearing a mask. If they are not wearing a mask they will be informed of our policy. If they do not have a mask with them we will offer them a mask in a sealed bag. If they are unwilling to wear a mask they will be asked to leave and will not be allowed entrance. If they refuse to leave we will contact our building security to escort them from the premises.

Patron COVID-19 Health Screening Procedure

- Properly masked patrons will be directed to one of three lines that are socially distanced (including the usage of floor decals, stanchions and line dividers) leading up to the

temperature check area. Throughout the line process there are free standing, non-contact hand sanitizers that they are welcome to use.

- At the temperature check area, guests use free standing temperature takers that are monitored by a front-of-house team member from a kiosk behind a Plexiglas barrier. This allows even greater distance between the front-of-house team member and the patron. The front-of-house team member(s) also have a Non-Contact Infrared Thermometer as a back-up method to take a patron's temperature if needed.
 - A member of the front-of-house team monitors temperatures from a kiosk behind a plexiglass barrier as patrons use a free standing temperature takers. If a patron's temperature is below 100 degrees Fahrenheit, the patron will be allowed to proceed to the entrance to the lobby.
 - If the patron's temperature is at or above 100 degrees Fahrenheit, they will be asked to step to the side behind a designated waiting area that is screened off from the other patrons. They will be allowed to self-isolate for 5 to 10 minutes (in order to possibly bring their temperature down if it was high due to elevated blood pressure racing to get to the theater) at which time a front-of-house team member will step over to the waiting area, ask questions about symptoms and exposure and take their temperature again. If they answer "no" to all questions and their temperature is below 100 degrees Fahrenheit, they will be allowed to proceed to the lobby. If they answer "yes" to any of the questions or their temperature is above 100 degrees, we will kindly ask them to leave and to contact our Ticket Office to reschedule or to arrange for a virtual ticket. If they do not wish to leave, building security will be called to escort them out. All of this is done behind a screened area, in an effort to avoid embarrassing the patron and exposing them to other patrons.
- Once a patron passes the temperature check area, they proceed to the entrance of the lobby where their electronic ticket is scanned by a front-of-house team member behind a Plexiglas countertop shield in a non-contact environment.

Patron Contact Tracing

- Contact information is saved for all tickets scanned at a performance and can be accessed if need for contact tracing purposes.

Measures to Ensure Physical Distancing

Entering the venue:

- Measures have been made to ensure physical distancing is adhered to where customers or employees are in a queue or line. This includes restrooms, parking drop off and pick up areas, waiting areas and any other areas where patrons congregate.
 - While in line to enter the venue, patrons are directed to one of three lines that are socially distanced (including the usage of floor decals, stanchions and Plexiglas line dividers) leading up to the temperature check area.
 - Lobby and theater will open at the same time allowing patrons to proceed directly to their assigned, socially-distanced seating upon entry.
 - Patrons will be assigned one of six staggered 15 minute interval arrival times on their tickets and instructed to proceed directly to their seats to aid in maintaining proper social distancing.

Lobby:

- Directional hallways and passageways for foot traffic will be used whenever possible to eliminate employees and patrons from passing by one another. Floor decals will be used to establish social distancing in the lobby spaces.
 - We will have Front of the House team members enforcing proper social distancing.
 - In order to allow for proper social distancing at the lobby entrance and within the lobby, the number of patrons allowed to proceed to the lobby entrance will be controlled by a front-of-house team member at the temperature check station. Upon entry, the patron's electronic ticket is scanned by a front-of-house team member behind a Plexiglas barrier in a non-contact environment. Patrons then proceed into the lobby.
 - Placing tape, floor decals or other markings at 6-foot intervals in any area where members of the public form a line or stand.
 - There will be no sales of food or beverage items reducing COVID-19 risks by eliminating any reason for a patron to remove their mask while also eliminating high patron density areas.
 - There will be no sales in our Gift Shop eliminating this high patron density area.
 - Patrons will be encouraged to proceed directly to their seats in the theater upon entering the lobby further reducing the risk of contact between patrons. All plays selected as part of our 2020-21 season reset will not have an intermission.

Restrooms:

- Restroom capacity will be reduced by 50% of the number of stalls and/or urinals.
- The lines going into the restrooms include social distancing floor decals, signage and stanchions. Signage displayed reminds patrons of personal hygiene procedures and social distancing.
- A front-of-house team member will be assigned to monitor and control the number of patrons in the restrooms at one time.
 - Barriers have been installed between urinals in the men's restroom. Urinal dividers are 72 ¼" High by 23 13/16" Wide. They are hung 5 3/8" from floor and there is 13 ¾" between top of divider and ceiling.

Entering the Theater:

- Prior to each performance, unused seating and seats required to be used to ensure proper social distancing will be taped off preventing patrons from sitting in "open seats" preserving the integrity of social distancing measures.
 - Patrons will proceed to their socially distanced assigned seating.
 - If patrons require assistance finding their assigned seats, a front-of-house team member will provide assistance while maintaining proper social distancing and with no contact.

Exiting The Theater:

- At the end of the performance, patrons will be directed to exit by row starting with the back rows moving to the front in order to provide social distancing as patrons leave the theater and venue.

Exiting The Venue:

- Patrons will be encouraged to proceed immediately to the lobby exits further reducing the risk of contact between patrons. Floor decals, signage and front-of-house team members will assist in maintaining proper social distancing as patrons depart.
- In addition to the elevators, parking garage stairwells will be utilized as another means for patrons to exit the venue. Providing the use of stairwells in addition to the elevators will reduce patron density and bottlenecks.
- The Milwaukee Center limits elevator rides to 2 patrons at one time, unless all the patrons live in one household, in which case up to 4 patrons from one household may ride together.

Technology Solutions Implemented

- No physical programs (playbill) are distributed. Electronic programs are emailed one week in advance of a patron's performance as well as available on our website. Performer and union member credits are visible in the lobby via houseboards.
- For all performances paper tickets are replaced with electronic tickets that are scanned upon entrance. No cash transactions are conducted on-site; all ticket sales are made in advance online or over the phone.
- By implementing electronic programs and tickets, Milwaukee Rep has eliminated the use of shared objects between patrons.

Measures To Ensure Physically Distanced Seating

- We will follow all current Federal, State and local guidelines in place that limit audience capacity. However, even if guidelines allow, we will not exceed a reduced capacity of 180 seats, or 25% capacity of our 720 seat venue. A reduced capacity of 180 seats, provides proper social distancing between patrons within a row as well as behind and in front. We have eliminated seating in the first row to provide more distance between the patrons and the stage.
- Prior to each performance, seating will be configured into groupings based on ticket sales
- The maximum number of guests at a single grouping will be limited to six people residing in the same household. *An exception may be made if a larger group resides at the same household and space allows for proper social distancing from other guests at that performance.*
- Unused seating and seats required to be used to ensure proper social distancing will be clearly taped off preventing patrons from sitting in "open seats" preserving the integrity of social distancing measures.

- If a patron needs to be moved to a different seat, they will be allowed to do so guided by a Front of House Team Member. The seat they vacated is no longer available and will be clearly taped off to prevent use.

Protocols For Interactions Between Staff and Patrons

- All kiosks where patrons and staff interact have been fitted with Plexiglas barriers.
- Coat check or concessions will not be offered and our Donor Lounge is closed.
- The Guest Services desk is open for questions with our front-of-house team member standing behind Plexiglas countertop shields and access to a cleaning kit.
- A small number of ushers are available to guide patrons to their seats in a non-contact environment. Ushers are trained in advance how to advise patrons to keep their masks on throughout the performance and to remind them there is no intermission while maintaining social distancing in doing so.
- Ushers will have access to a cleaning kit (located in the back of the house or house storage) if needed at any time during an interaction with an audience member.
- Backstage tours and “meet and greets” are prohibited.

Food & Beverage Policy

- No food or beverage is allowed in the venue or theater.

Sanitization and Cleaning of Public Areas

Sanitizer and Trash Can Locations

- Free standing, non-contact hand sanitizer stations are located throughout the lobby, at the top of each aisle within the theater, and in the restrooms.
- Trash cans are available to the public at the entrance and in the restrooms. All trash cans do not have lids allowing for touchless use.
- A manager is available to oversee and enforce additional sanitation and disinfection procedures at all times during a performance.

Restrooms

- Restrooms are cleaned prior to the lobby opening, right after show starts, and at the end of the evening and on an as-needed basis, if an individual uses the facilities.
- Restroom main doors are left open to avoid creating a high contact touch point on the door handle and a member of the front-of-house team stands at the entrance to serve as an attendant to allow for timed entry for the purpose of controlling the number of people in the restroom area at one time.
- Toilet/Urinal flush handles have been replaced with non-touch sensors
- Urinal Dividers have been installed.
 - Urinal dividers are 72 ¼” High by 23 13/16” Wide. They are hung 5 3/8” from floor and there is 13 ¾” between top of divider and ceiling.
- Faucets and Soap Dispensers are non-touch.
- Trash cans in restrooms do not have lids allowing for touchless use.

Theater/Venue

- The theater house (seating area) is cleaned and disinfected, including high touch areas like doors, railings, seats and arm rests, nightly and in between a use on two-performance days.
- In addition, Milwaukee Rep uses the Clorox Total 360 System with Power Wrap Technology to spray/mist the entire seat unit after the wipe down/clean, 2 hours prior to each performance.

Signage Posted for Patrons

- Signage is displayed in all patron-traffic areas, including the entrance, reminding them:
 - Face coverings are required at all times while in the building
 - To practice personal hygiene procedures like handwashing and use of sanitizer before entering the theater
 - To maintain social distancing of 6 feet at all times
 - To stay home if they are ill or have symptoms of COVID-19
 - That while it may be common practice to socialize after the performance, this practice will not be allowed during the pandemic

Emergency Protocols

- Evacuation plans that facilitate physical distancing will be created and posted in the rehearsal space and backstage at the venue. These plans are reviewed with actors and crew on their first day in each space.

GENERAL FACILITY MAINTENANCE & PROCEDURES

Prior to any activities taking place in our venue, the theaters and shared spaces are deep cleaned and disinfected by Milwaukee Rep's contracted House Keeping Company Anointed Cleaning Services. Cleaning and disinfecting is maintained by daily housekeeping staff and by implementing the following:

- Hand sanitizer stations and/or hand wipes are available in many areas throughout the facility, common areas, rehearsal halls, restrooms, backstage, outer and inner lobbies and at the reception area upon arrival.
- Restrooms are cleaned daily, at least 4 times per day.
- High traffic surfaces are cleaned throughout the day and on the restroom schedule above.
- Cleaning kits containing hand sanitizer, alcohol wipes, Lysol, QT Plus cleaning/disinfectant and microfiber rags can be found in all common areas and rehearsal rooms.
- The Clorox Total 360 System is used to disinfect working areas and common spaces daily.
- Cleaning logs that document date, time, and scope of cleaning is maintained by General Management.

Cleaning and Disinfecting

- The Clorox Total 360 System is used throughout the facility as our primary cleaning system. The system pairs an electrostatic sprayer with a portfolio of Clorox disinfectants and sanitizers to ensure all surfaces – even those hard-to-reach, difficult-to-clean areas – are properly treated. Disinfectant contact time varies between 10 seconds and 5 minutes pending the organism. The 360 disinfectant is premixed and used right out of the container. Additionally, QT Plus cleaner/disinfectant and Lysol products are used as secondary cleaners.
 - Clorox Total 360 System: EPA number- [#67619-38](#) Contact Time 2 min
 - QT Plus cleaner/disinfectant: EPA number- [#6836-77-1658](#) Contact time 10 min
 - Lysol Disinfectant Spray: EPA number- [#777-99](#) Contact time 10min
- Cleaning stations exist throughout Milwaukee Rep’s facility with bottles of QT Plus, microfiber cloths, Lysol spray and alcohol wipes for electronics. Cleaning kits are located at the following locations: Reception, Ticket Office, All Production Shops, Administration Offices, Backstage, Guest Service, and Back of House or House Storage in all three theaters, all rehearsal halls, and all company vehicles.
- Milwaukee Rep’s housing for out of town guest artists is at The Plaza Hotel & Apartments. Milwaukee Rep guest artists receive weekly cleaning from the hotel. The Plaza Hotel’s Cleaning Protocols can be found online here: <https://plazahotelmilwaukee.com/coronavirus-covid-19/>

General Staff COVID-19 Facility Protocols

- All individuals are required to wear a face covering that covers *both their nose and mouth* at all times while in Milwaukee Rep’s facility, including venues and rehearsal spaces.
- All individuals are required to maintain social distancing of six feet or further whenever possible. When not possible, additional PPE should be utilized and extra measures should be taken to minimize non-socially distanced contact.
- A maximum of two individuals may use the elevator and freight elevator at a time.
- Gatherings of groups is prohibited as it becomes hard to maintain social distancing and effectively disinfect the area afterwards. Furniture in common areas like the Hub has been removed for this reason. Employees are encouraged to stagger break times to maintain social distancing in common spaces like the Hub.
- Employees will be provided with dedicated area to store personal items. Employees are encouraged to bring minimal personal items to work and Front of House employees must bring everything home after each work shift.
- Use of communal appliances is also discouraged as it creates more high traffic touch surfaces within the building. The microwave in the Hub has been removed for this reason. Everyone is encouraged to bring non-microwavable food to work.
- Communal food and beverage sharing amongst co-workers is prohibited.
- Everyone is expected to exhibit personal responsibility in adhering to the safety procedures and policies outlined in this safety plan and Milwaukee Rep encourages the practice of giving and accepting safety corrections with grace assuming the intent of the corrector is being made in good faith.

HVAC System

- Milwaukee Rep's 11 air handlers have been upgraded from previously used MERV 7 filters to MERV10 filters in 9 of our units and MERV13's in 2 of our units.
- HVAC coils and pans have gone through deep cleaning, and ongoing maintenance cleanings are completed every 3 months where they are cleaned and disinfected. MERV filters are replaced every 3 months, and more if needed, based on ongoing monitoring.
- Our HVAC is turning over more air by implementing longer run times on all units. More air is exchanged in all spaces before, during and after occupancy.
- Our HVAC units' economizers run with as much outdoor air as the system can handle. With a consistent use of the highest amount of outside air mixed with the current filters, the air quality level meets standards for normal particulate levels.
- During performances, the Engineering Department monitors house counts and adjust the temperature set points to achieve the best possible room comfort on a daily basis.
- The Engineering Department logs HVAC coil cleaning and filter changes to ensure that the schedule above is followed.
- Air Changes for our rehearsal and performance spaces:
 - AC-1 (Quadracci Power House Theater) = 4.54 ACPH.
 - AC-3 (Quadracci Power House Backstage) = 1.54 ACPH.
 - AC-2 (Stiemke Studio) = 5.7 ACPH

Company Vehicle Protocols

- No more than 1 guest artist plus 1 driver per company vehicle. Both occupants are required to wear a mask at all times while inside the vehicle.
- All company vehicles must be deep cleaned, disinfected and sanitized prior to being driven. Milwaukee Rep staff members driving a vehicle are responsible for wiping down surfaces on the vehicle before and after use.
- The Clorox 360 System will also be used as needed for additional disinfecting.
- High touched areas: Steering wheel and dashboard, outside door handles, inside of door including power buttons, seat levers, and center armrest/cup holder area
- Low touched areas: actual seats, back of seats, and trunk area
- Windows should be opened when possible when multiple occupants in the vehicle.
- The Engineering Department monitors the cabin filter and schedules routine replacement as needed.

PRODUCTION SPECIFIC INFORMATION

Venue and Staging

Venue:

- This production is in the Quadracci Powerhouse Theater, a 720 seat thrust space. The thrust is 33'4 wide and 23'8 deep.
- The stage is raised 6" from the first level of seating providing a natural visual boundary. Audience seating begins in Row B which has an average distance of 5'6 to edge of stage.

- Blocking for the performer brings them no closer than 18” to the edge of the stage giving us a total distance of no less than 7’ from the closest audience member.
- Backstage spaces are fully removed from the audience area with a separate entrance/exit. These spaces include the “horseshoe”, offstage space upstage of the proscenium, and 3rd floor dressing rooms. The horseshoe is located underneath the seating bank and contains 3 dressing rooms, 2 single person restrooms for cast and crew, green room, crew run room, and storage.
- Ground plans of the QPH 1st and 3rd Floors are located in Appendix A
- Backstage access is limited only to essential employees actively running the show during performance: Stage Manager, Deck Chief, Light Board Operator, Sound Board Operator, Wardrobe personnel (*if applicable*), and Asst Stagehand. All of these employees will be tested 3x/week.
- No members of the public are allowed backstage.

Staging

- Performers will be unmasked onstage. They will be socially distanced from audience and will always wear PPE offstage.

Pre-Rehearsal

Pre-rehearsal

- Before out-of-town guest artists arrive, all staff, and local artists are required to attend a Zoom meeting focusing on company-wide and rehearsal-specific safety protocols. This is an opportunity to refresh and update returning staff while communicating expectations to incoming artists. This meeting will occur at least two weeks prior to the rehearsal period. At this meeting, the health questionnaire will be distributed and reviewed along with reminders about safe physical distancing, mask usage, and other CDC advised protocols that all staff and guest artists should follow from the n through the end of the production period.
- An approved safety policy guide will be distributed in advance of this meeting and all participating staff and guest artists will sign a copy acknowledging receipt, review, and agreement.
- Prior to any activities taking place, the rehearsal hall and adjacent areas are deep cleaned by our contracted House Keeping Company, Anointed, and are maintained daily by implementing the following:
 - Hand sanitizer station outside the rehearsal hall.
 - Stage management has cleaning kits in the room consisting of hand sanitizer, alcohol wipes, Lysol, cleaning/disinfectant and microfiber rags.
 - After rehearsal and prior to the next rehearsal the room is cleaned and disinfected using the Clorox Total 360 System.

Artist Arrival and Housing

- Transportation options to and from the airport are through the company owned vehicle. That vehicle is driven by a MilwaukeeRep staff member who is also going through weekly testing and who wears a mask and face shield while driving.
- Housing for OOT guest artists is at The Plaza Hotel https://plazahotelmilwaukee.com/?WT_srch=1&WT_mc_id=PPC2P&DCSext_ppc_kw=the%20plaza%20hotel%20milwaukee&ppc_ac=Brand&ppc_ag=Brand%20Exact&ppc_mt=exact&platform=c&gclid=EAlaIQobChMI_4_Ejdrk7QIVSODACH0m_AfaEAYASAAEgJzjvD_BwEHotel/Apartments which have private suites with single entrance/exit points and limited access. Should they wish, guest artists may request to hold the weekly housekeeping services.
- OOT guest artists should walk from the Plaza Hotel/Apartments to the Milwaukee Rep’s rehearsal and performance spaces and avoid taking car sharing services or public transportation.
- OOT guest artists are encouraged to order their groceries via an online delivery app.
- OOT guest artists are provided round-trip airfare with an airline that follows all CDC guidelines; direct flights, if possible, will be arranged. Milwaukee Rep also commits to choosing airlines that require masks to be worn by all passengers.
- OOT guest artists that are flying are asked to wear masks in airports prior to boarding the plane.
- Additional guests will not be allowed entry into the Plaza without being accompanied by the OOT guest artist. Once granted, the additional guest will have to follow all COVID-19 policies in the hotel.
- Milwaukee Rep has purchased enough Levoit air purifiers for each guest artist room as well as dressing rooms. As stated on the product description and box, Levoit air purifiers “are always 100% ozone free and never use UV-C light or anion purification methods that can cause harm to the user.”
- The Plaza has radiant heat. It has open windows and will have a Milwaukee Rep-provided air purifier. The Plaza provides window air-conditioners during the summer and warmer months. Most Plaza rooms have a ceiling fan. The Plaza cleans and sanitizes each window air-conditioner unit between each use. Ceiling fans are cleaned regularly during each room changeover using an EPA certified disinfectant.
- The Plaza Hotel’s Cleaning Protocols can be found online here: <https://plazahotelmilwaukee.com/coronavirus-covid-19/>

Rehearsals

Rehearsal Room

- All rehearsals are closed and only essential personnel are allowed entry. That includes the following: Director, 1 Stage Manager, Actor (s), and other crew listed above.
- Initial rehearsals take place in our Stiemke Studio. This room has two entrances/exits with handle free swinging doors, one of which will be used only by the cast, stage managers, and designers. Rehearsals always occur in this room, and will not be utilized for any other purpose.
- All screening guidelines listed in “Testing and Contact Tracing” and all hygiene practices listed in “General Staff Coronavirus Protocols” must be followed.
- The rehearsal space must be cleaned and disinfected before stage management’s prep week begins, and nightly after that.
- The rehearsal space and company restrooms have hand sanitizer and wipe stations.
- Rehearsal breaks will be extended as needed to assist with physically distanced restroom trips.
 - Toilets have non-touch sensors.
 - Urinals have dividers
 - Soap Dispensers and faucets are non-touch.
 - Trash receptacles are non-touch.
- Masks will be provided by the Milwaukee Rep. All non-performing rehearsal staff are required to wear a mask at all times.
- The theater will not provide food and no food should be shared. Actors will have access to bottled water. Beverage containers should have tops or lids.
- Each person will have a designated location for their personal items.
- Each person will have designated tables, music stands, chairs, and any other high-touch objects. Items such as pens, pencils, scripts, and other paperwork should not be shared.
- Anyone printing scripts will do so with a mask on. Digital copies are available to all cast and crew.
- If stage management or a production staff member needs to touch an actor-used object it must be disinfected before being returned to the actor.
- All rehearsal props must be cleaned and disinfected at the top of each rehearsal period by stage management or a representative from the prop shop. Should any props need to be removed from the room to be worked on they must be cleaned and disinfected prior to removal and then again prior to returning to the room.
- Rehearsal garments must be cleaned and disinfected prior to delivery to the rehearsal hall. All costume pieces will be laundered daily during the rehearsal process.

Technical Rehearsal

General

- The stage, backstage, and stage manager booth areas must be cleaned and disinfected before the first tech rehearsal and throughout the technical rehearsal process.
- Shared workspaces such as light and sound board stations must be disinfected between users.
- High-touch objects – keyboards, switches, handles, headsets - must be disinfected at breaks and after each tech rehearsal and performance.
- If an actor-used object is touched by a crew member, it must be disinfected before being stored or returned to the actor.
- Backstage crew must always wear masks. Actors are required to wear masks when they are not running their show track and in a shared space while not performing.
- If a crew member must interact with an actor not wearing a mask, they are required to wear a face shield in addition to their mask.
- As with rehearsals, no shared food and closed beverage containers only.
- Generic looking beverage containers like bottles of water must be labeled.
- Food and trash should not be left at workstations and must be discarded in a trash can at breaks and after rehearsals.
- As with rehearsals, breaks are extended to allow for physically distanced restroom trips and disinfection.

Crew

- At most, there will be three crew members backstage: Wardrobe personnel, Deck Chief, and an Assistant Stagehand. They are provided multiple cloth or disposable masks, so they can be changed out throughout tech rehearsals if they become damp or dirty.
- Backstage crew locations are choreographed to ensure physical distancing.
- Access to our suite of control booths is controlled by key access and is restricted to essential personnel only: Stage Manager and Light Board Operator.
- Each operator occupies their own booth. The booths have doors which will remain closed when unoccupied.
- The SMs calling desk is located in the auditorium at least six feet away from any other tech table or the stage.
- A “God” mic is used to ensure the SM has clear communications with all parties in the theater and ancillary spaces.
- A clear-com headset system is used to provide two-way communication between SM and the crew/creative team.

- Should a technician need to enter the booth, they must wear a mask and the booth must be disinfected after their work is complete.

Props

- There are minimal props. When props are used, they are required to be disinfected pre-show and after performances by the Deck Chief or Asst. Stagehand.
- All props must be covered when not in use.

Musical Instruments

- There are no musical instruments in this production.

Sound

- Microphones, mic stands, and headsets will not be shared and will be labeled with the user's name.

Costumes and Fittings

- Please see separate section to address these specific concerns.

Directors and Designers

- The director and designers are required to practice social distancing and have personal, designated workspaces more than 6' apart.
- Headsets and mics for communication should not be shared and will be labeled with the user's name.

Costumes, Fittings, and Wardrobe

Costume Fittings

- During fitting the Performer and Draper are the only people in the fitting room, the Costume Shop Supervisor will be outside of the room to take notes.
- The fitting room has appropriate ventilation to provide the highest number of air exchanges per hour possible.
- The Draper and Performer will be masked & sanitized before & after each fitting. During the fitting, the Draper is required to wear full PPE including mask, face shield, PPE gown and gloves. The performer must wear the maximum amount of PPE possible that allows for minimal disruption to the fitting.
- All fittings are scheduled for 10 extra minutes to cater to the extra precaution/protocol safety needs
- Performers may not bring personal items, food, or drink into the fitting area.
- A plastic bag or laundry basket is issued to each performer to store their clothing and belongings such as backpacks, phones and purses. When the performer leaves, the bag will be discarded, or the basket cleaned with a disinfectant.

- Proper hygiene is required and critical since there is close contact between staff and performers.
- Fittings are prohibited if the above conditions are not or cannot be followed.
- Guest Artists and staff should not arrive to their scheduled fitting if they are exhibiting any symptoms of COVID-19 or have been or suspect to have been exposed to COVID-19 within the past 14 days and should instead reschedule the fitting for when it is safe to complete and the individual can pass the Health Screening Questionnaire to enter the facility.

Costumes

- Each performers wardrobe must be individually bagged
- Record date, time, people present, and items tried on for every fitting.
 - If a person becomes COVID-19 positive, documentation will enable contact tracing of exposed individuals and contaminated costumes.
- Costume pieces must be sanitized before and after each fitting. The specific records that must be kept to monitor the handling of each piece are:
 - Fitting date and time
 - Names of all personnel present
 - Each article of clothing used in the fitting
- Post fitting sanitizing: Keep a tag on each garment piece tracking its journey of fittings including performer's name, date and time of fitting, dates of airing and date of re-fitting.
- Once worn, costume pieces are considered contaminated. Educate the performer not to shake costume pieces during removal.
- Clothes, wigs, crafts, shoes etc. that have been fitted to an actor and need to be repurposed to a different actor, must be placed in an enclosed room for ozone treatment for 24-48 hours before they are used again.
- Do not cover costumes and accessories with plastic. Items needed prior to 48 hours can be washed with hot water and soap, steamed, or dry cleaned, depending on the material.
- Spraying items, such as clothing and wigs, with a disinfectant may cause damage. However, spraying vodka (80% alcohol content or higher) on wigs may successfully disinfect them.
- Fitting area cleaned and disinfected by costume shop staff
- Any pins/scissors used must be sanitized

Backstage Crew

- Wardrobe personnel are required to wear a face mask at all times and must additionally wear a face shield when interacting with an unmasked Performer.
- All wardrobe personnel are provided with a headlamp, no "bite lights" are allowed.
- Wardrobe personnel must utilize hand sanitizer before and after every interaction with actor or garments.
- There are no quick changes planned for this production

Dressing rooms

- Each Performer has a separate dressing room with their own mirror, table, chair, laundry bag, laundry basket, towels, makeup/hair kit, garment bags, vodka garment spray, and disinfect wipes and spray that is safe for garments.
- Only performers and wardrobe personnel may enter dressing rooms.
- Cast members who wish to leave personal items on site should place them in a provided, personal Tupperware container at the end of each evening.
- No eating is permitted in the dressing rooms. All beverages must have a lid or top.
- All trash must be placed in trash receptacle each night.
- Performers are responsible for wiping down their own spaces with provided sanitizer when they arrive and before leaving each day.

Makeup/Hair

- If makeup is used, each performer will be assigned personal, labeled supplies in a plastic caddy
- Sanitizing/cleaning products, such as Barbicide, will be provided for post-show use
- Wardrobe personnel may not clean/handle any items that are applied to the face (lipstick, mascara, etc.)
- Performers will be instructed how to properly clean & store these supplies

Laundry

- Performers should place their dirty laundry in labeled, individual laundry bags
- Wardrobe personnel must wear gloves and mask when handling soiled laundry
- Hampers/containers must be wiped down after use
- Cleaned laundry should be immediately placed in garment bags for transfer to dressing rooms
- Costume-related props like purses, watches, or jewelry, must be disinfected each night

Performance

General

- Backstage crew must always wear masks. Actors are required to wear masks when they are not running their show track and in a shared space while not performing.
- If a crew member must interact with an actor not wearing a mask, they are required to wear a face shield in addition to their mask.
- Breaks are extended to allow for physically distanced restroom trips and disinfection.

Crew

- At most, there should only be three crew members backstage: a Dresser, Deck Chief, and the Assistant Stagehand. They are provided multiple cloth or disposable masks, so they can be changed out throughout tech rehearsals or performances if they become damp or dirty.
- Backstage crew locations are choreographed to ensure physical distancing.

Artists Press Interviews/PR Appearances

Every effort is made to conduct Press Interviews or PR Appearance remotely using technology like Zoom. In the event that this is not feasible, Milwaukee Rep will transport the guest artist to the designated location, via Milwaukee Rep company van, if it is not within walking distance. One designated Milwaukee Rep personnel will drive the van in appropriate PPE, including gloves, surgical grade mask and face shield. Following transport, van will be disinfected with Clorox 360 system. Guest artist must also wear PPE during this time.

WORKERS COMPENSATION

Employees who believe they were exposed to COVID-19 in the workplace may be eligible for Workers Compensation (W/C). W/C insurance covers the cost of medical treatments for work related injuries and occupational disease. The insurance also partially replaces wages lost during recovery, diminished earning capacity for permanent disabilities and death benefits for survivors as provided for by WI statute. Claim coverage is determined by our W/C insurance carrier. Employees should provide notice of a suspected W/C injury or illness to their Supervisor as soon as possible after the injury/illness.

The carrier will seek the following information when evaluating a W/C claims for COVID-19:

- Evidence of work related COVID-19 exposure
- A medical diagnosis and/or a positive COVID-19 test
- Prompt report of the injury to the employer
- Prompt filing of a workers compensation claim
- Cooperation with workers compensation claim representatives
- Cooperation with medical providers on treatment
- Cooperation with employer regarding return to work opportunities and rules

Some questions that may be asked as part of a W/C Inquiry:

- Are any other members of the work force diagnosed by a medical practitioner?
- Did this employee have any known work-related (not social) contact?
- Are any members of employee's family or social acquaintances known to be diagnosed?
- Does employee have any "risk factors" for exposure – travel?
- Do your employees work in close proximity with vendors or business partners with employees who are a greater risk for infection?
- Has the employee been on work-related travel versus recreational travel?
- Does employee reside (recreate) in an area of reported communal diagnoses?

REGULATORY ENVIRONMENT

Milwaukee Repertory Theater will not proceed with this plan unless allowed by applicable state and local regulations.

- **State of Wisconsin:** This plan has incorporated the recommendations of Wisconsin's *Badger Bounce Back*, which contains recommendations from Wisconsin's Department of Health Services.
- **Milwaukee County:** Milwaukee County has not issued any regulatory directives involving COVID-19.

- **City of Milwaukee:** The City of Milwaukee’s Health Department has issued the *Moving Milwaukee Forward Safely* plan which regulates all businesses within the city limits, including Milwaukee Repertory Theater. At present, Milwaukee is in Phase 4.3 of the plan, which caps attendance at entertainment venues at 10 people. We are in the process of having a safety plan approved which will allow an increase in capacity to a max of 25% capacity when Milwaukee moves out of Phase 4.3.

COVID-19 HEALTH & SAFETY TEAM AND ADVISORS

COVID-19 Compliance Team

Milwaukee Rep’s Health and Safety Team consists of five staff members *who have completed COVID-19 Compliance training* from Health Education Services before assuming duties.

Milwaukee Rep’s Health and Safety Team works in collaboration to ensure safety plan compliance, including monitoring that all safety practices are adhered to.

- **Emily Hill, Co-Infection Control and Prevention Coordinator, Human Resources Manager and Co-Chair of the Health & Safety Committee** Ms. Hill receives daily wellness checks from guest artists, acts as the first point of contact to coordinate a response to any COVID-19 questions or potential cases that could affect Milwaukee Rep’s staff, guest artists, or patrons, and contributes to establishing and enforcing COVID-19 safety protocols, training staff, and monitoring safety compliance and rules. Her primary role is to alert and seek counsel from the appropriate advisors, oversee enactment of these plans, and to alert state and local health authorities when necessary. Ms. Hill will stay abreast of OSHA and CDC guidelines, as well as those dictated by our county and state officials, and to remain in the know about new or changing COVID-19 information. **Contact Info:** office: 414-290-7089 | mobile: 414-403-5135 | ehill@milwaukeeep.com
- **Jared Clarkin, Co-Infection Control and Prevention Coordinator, Director of Production and Co-Chair of the Health & Safety Committee:**
Mr. Clarkin oversees production and will be on site during technical rehearsals and shooting. Mr. Clarkin will stay abreast of OSHA and CDC guidelines, as well as those dictated by our county and state officials, and to remain in the know about new or changing COVID-19 information. **Contact Info:** mobile: 917-541-9916 | jclarkin@milwaukeeep.com
- **Laura Braza, Line Producer and member of the Health & Safety Committee:**
Will assist in monitoring compliance on set. **Contact Info:** mobile: 262-853-5648 | lbraza@milwaukeeep.com
- **John Houtler-McCoy, Technical Director and member of the Health & Safety Committee:**
Will monitor compliance with crew. **Contact Info:** mobile: 414-378-0232 | jhoutlermccoy@milwaukeeep.com
- **Amaris Bates, Management Associate and member of the Health & Safety Committee**
Will manage testing procedure compliance. **Contact Info:** mobile: 641-821-0019 | abates@milwaukeeep.com

Advisors

- **Dr. Mark Niedfeldt, M.D.** acts as a primary medical advisor in the development and execution of this plan and all safety protocols. Dr. Niedfeldt graduated from the University of Wisconsin-Whitewater magna cum laude and went on to earn his M.D. from the Medical College of Wisconsin. He completed his residency in Family Medicine through the Medical College of Wisconsin's program at St. Mary's Hospital, where faculty and peers nominated him as Chief Resident. He subsequently completed a fellowship in Primary Care Sports Medicine at MCW. He has served the residents of the Milwaukee area for over 20 years as Associate Professor, clinician, teacher, researcher, and Associate Director of the Primary Care Sports Medicine Fellowship program at the Medical College of Wisconsin. Dr. Niedfeldt is currently on the medical staff at Froedtert Memorial Lutheran Hospital, Columbia St. Mary's-Milwaukee and Ozaukee as well as the Orthopedic Hospital of Wisconsin. With his avid interest in sports medicine and athletics, Dr. Niedfeldt enjoys serving as team physician for the Milwaukee Brewers, the US National Snowboarding and Free-skiing Teams, Wisconsin Lutheran College, and Concordia University. He previously worked with the Milwaukee Bucks, Milwaukee Wave, Milwaukee Wave United, Milwaukee Rampage and the Milwaukee Ballet. **Contact info:** <https://www.drniefeldt.com/> [REDACTED]
- **Dr. Ivor Benjamin, M.D.** acts as a primary medical advisor in the development and execution of this plan and all safety protocol. Dr. Benjamin is the Director of the Cardiovascular Center, co-director of the NIH T32 Postdoctoral Fellowship in Cardiovascular Sciences, co-leader of the CVC's Signature Program in Precision Cardiovascular Medicine and Immediate Past President of the American Heart Association. He is a Professor of Medicine, Physiology, Pharmacology & Toxicology, Cell Biology, Neurobiology & Anatomy, and Surgery at the Medical College of Wisconsin. Dr. Benjamin earned his MD from the Johns Hopkins University School of Medicine, internship and residency in Internal Medicine at Yale University School of Medicine, and received fellowship training in clinical cardiology, molecular cardiology, and molecular biology at Michael Reese Hospital (University of Chicago), Duke University Medical Center, and The University of Texas Southwestern Medical Center at Dallas. An Established Investigator of the American Heart Association, Dr. Benjamin's longstanding and distinguished career as a physician scientist has taken him across the country, including 10 years at the University Of Utah School Of Medicine where he was named the Division Chief of Cardiology and the Christi T. Smith Endowed Chair of Cardiovascular Medicine. He is the recipient of countless honors including the Award of Merit from the American Heart Association, the Daniel Savage Memorial Service Award from the Association of Black Cardiologists, and the prestigious NIH Director's Pioneer Award from the National Heart, Lung, and Blood Institute. He serves as *Editor-in-Chief* of Cecil Essential of Medicine 9th Edition and has authored over 130 books, book chapters and scientific papers. Dr. Benjamin is a founding member of the Journal of the American Heart Association, and he currently serves on the editorial boards of Circulation and Circulation Research. **Contact info:** <https://www.mcw.edu/departments/cardiovascular-center-heart/members/faculty-and-labs/ivor-benjamin-lab> | [REDACTED]

- **Jim Phillips, J.D.** acts as primary legal counsel in the development and execution of this plan and all safety protocols. Jim Phillips is a shareholder in the Tax and International Law Practice Groups in the Milwaukee office. His practice is concentrated in the areas of domestic and international tax structuring, planning and controversy matters, corporate and business law, acquisitions and venture capital. He provides counsel to corporations, limited liability companies, partnerships and individuals. Jim has spoken on a variety of topics. He has taught courses at the University of Wisconsin Law School on corporate acquisitions and restructurings, covering both the corporate and tax aspects of recapitalizations, stock acquisitions, asset acquisitions and mergers. Jim is a member of the Milwaukee, Wisconsin and Iowa Bar Associations. Jim received his B.A. and J.D. from the University of Iowa Law School in 1976 and 1979, respectively. He served as an editor for *The Journal of Corporation Law*. **Contact info:** https://www.gklaw.com/people/Phillips_James.htm | [REDACTED]
- **Laura D. Cassidy, MS, PhD** acts as a medical advisor in the development and execution of this plan and all safety protocol. Dr. Cassidy is a professor and director within the Epidemiology Division at the Medical College of Wisconsin and is Founding Director of the MS Program in Global Health Equity Institute for Health & Equity.
Contact info: https://fcd.mcw.edu/?cv/view/asPdf/1/name/Laura_Cassidy_PhD/id/2495 | [REDACTED]

STAFF, CONSULTS, AND OTHER LINKS/RESOURCES

In developing this plan, extensive research and review of best practices has been conducted by a safety task force featuring seven staff members. In addition, third party counsel is listed in the Introduction

Facility Personnel Contact Information

- HR Manager, Emily Hill: ehill@milwaukeeep.com
- Managing Director, Melissa Vartanian: mvaranian@milwaukeeep.com
- General Manager, Jen Smith: jsmith@milwaukeeep.com
- Management Associate, Amaris Bates: abates@milwaukeeep.com
- Director of Production, Jared Clarkin: jclarkin@milwaukeeep.com
- Artistic Producer, Laura Braza: lbraza@milwaukeeep.com

Milwaukee County and City of Milwaukee Department of Public Health

- Dial 211
- <https://county.milwaukee.gov/EN/COVID-19/Coronavirus-Community-Resources-Guide>
- <https://211wisconsin.communityos.org/>

Local COVID-19 Treatment option

- Aurora Sinai Medical Center of Aurora Health Care Metro, Inc.
Located at Aurora Sinai Medical Center
945 N 12th St Milwaukee, WI 53233

414-219-2000
COVID-19 24-hour hotline: 866-443-2584

Local COVID-19 testing centers

- Free testing (may take 5-7 days)
- UMOS – Corporate Headquarters
2701 S. Chase Avenue, Suite B
Milwaukee, WI 53207
(414) 389-6000
1-800-279-8667 (toll-free)
- Walgreens.com (Appointment needed)
Location of Test, self-administered
620 W Oklahoma Ave, Milwaukee, WI 53215
Results emailed within 24 hours

Milwaukee Rep Testing Provider

- Testing is completed through the office of Dr. Niedfeldt, although a courier service will be used to allow for testing in guest artist hotel or homes, and then mailed out via Fed Ex.
 - <https://microgendx.com/covid19/>
 - <https://www.labcorp.com/coronavirus-disease-covid-19/patient-information/covid-19-testing-options>

Actors Equity Contacts

- Andrea F. Hoeschen, Central Regional Director/In-house Counsel, 312.641.0393 x233
- David Kolen, Senior Business Representative, 312.641.0393 x235
- Actors' Equity Association
557 West Randolph Street
Chicago, Illinois 60661

Additional Links/Sources

1. Badger Bounce Back Plan: <https://www.dhs.wisconsin.gov/covid-19/prepare.htm>
2. Milwaukee County COVID-19 Response: <https://county.milwaukee.gov/EN/COVID-19>
3. Milwaukee City COVID-19 Response:
<https://city.milwaukee.gov/Coronavirus#.XpdUA1NKjjB>
4. WI Worker's Compensation COVID-19 information:
<https://dwd.wisconsin.gov/covid19/public/wc.htm>
5. Families **First Coronavirus Response Act: Employee Paid Leave Rights**
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

The following staff members contributed to the development of this Safety Plan:

Chad Bauman, Executive Director
Melissa Vartanian, Managing Director
Jen Smith, General Manager

Emily Hill, Human Resources
Jared Clarkin, Director of Production
Kaitlyn Anderson, Associate Production Manager
Lisa Fulton, Chief Marketing Officer
Laura Braza, Artistic Producer