

## **Musical Theatre of Anthem's General Procedures**

### **Rehearsal Drop Off & Pick Up:**

Upon arrival, Stage Management will check in each performer and send them to their appropriate rehearsal room. Once all performers have arrived, the door will be locked. We use a push bar lock on our front door that locks it from the outside for safety, but is unlocked on the inside in case of an emergency. If you are arriving late to rehearsal and arrive when the door is locked, you may contact Stage Management and they will come and let you in. At the end of rehearsal, Stage Management will make sure every child is picked up by the appropriate guardian. If you have children under the age of 13, we request that you wait outside the front door for your child to be dismissed directly to you. If you are unable to wait at the front door, Stage Management will be watching to make sure they get in the correct car. Otherwise, the performers will wait inside the building until their guardian arrives.

### **Sick Policy:**

Masks are optional at this time. If you have a persistent cough or cold symptoms, we may request you wear a mask to keep others around you safe. If you have a fever or are throwing up, please do not come to rehearsal. For offerings with a Show Coordinator, please be sure to inform your Show Coordinator about any sickness so they can relay it to Production Staff. In the event of a positive COVID test, please reach out to your Show Coordinator and we can figure out when you may return to the theatre as it is on a case by case basis. We appreciate your honesty in these situations and believe in open communication on all sides.

### **Cleaning:**

Basic cleaning is done after every rehearsal including wiping door handles with Clorox wipes, sweeping, taking out garbage, etc. When a show is in rehearsals, we also have a cleaning crew come every 2-3 weeks for a deeper clean of the entire building. Our 4 touchless hand sanitizer stations are available in various locations in the building and are refilled regularly. Soap, paper towels, and toilet paper are restocked weekly in all of our bathrooms. If you notice something has run out in any location, please notify Stage Management or the House Manager and they will make sure that gets restocked.

Please feel free to contact us with any questions regarding our policies! Thank you for helping us keep everyone safe and healthy!