

TWO **RIVER** THEATER **RED BANK** **NEW JERSEY**

A comprehensive guide using CDC, state and local government mandated practices to safely accommodate a group of students from 9th-12th grade for evening education events indoors and outdoors at Two River Theater for the summer 2021 season.

Prepared by members of the Education Department and the Reopening Task Force.

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OPENING ACT SUMMER EDUCATION PROGRAM

SAFETY PLAN

Two River Theater in Red Bank, New Jersey is hosting indoor summer classes and outdoor performances for students going into 9th - 12th Grade. The following safety plan includes practices and procedures for students and Two River Theater employees to mitigate their exposure to COVID-19.

GENERAL INFORMATION

LOCAL, STATE AND FEDERAL REGULATIONS

The Opening Act Summer Program will comply with all local, state and federal guidelines. Guidelines are constantly changing and will be reviewed on a weekly basis and adjustments to this plan will be made if necessary.

PROGRAM SCHEDULE

Classes and Rehearsals will be held Mondays through Fridays the weeks of July 19- 23, July 26 - 30, and Aug 2 - 6, 2021 from 5:00pm-7:00pm. The 4-minute performances will be held each Friday at 7:00pm as the opening act to the Plaza Players Performance.

BUILDING ACCESS

Classes/rehearsals will take place in the Marion Huber Theater at Two River Theater. Performances will take place outdoors on the Plaza, in the space front of the stage including the bottom two stairs of the stage. For floor plan details for the Marion Huber Theater and the Plaza stage, see [Appendix A](#).

For details on other spaces that may be off limits to employees on performance and rehearsal days please see SPACES section below.

Students will enter the building through the Lobby doors for The Center for New Work, Education and Design at Two River Theater ("The Center"), where they will go through temperature screening and hand washing/sanitation, and have a chance to use the restrooms. They will then be escorted to the Marion Huber Theater. One TRT staff member will lead the students to the Marion Huber Theater at 5:00pm and one will wait for late-comers if necessary, then escort them to the Marion Huber Theater as well. Students / Teaching Artists may use the single occupancy restroom located in the Technical Hallway behind the Marion Huber Theater.

At 7:00pm on class/rehearsal days, students will be escorted back to the Center Lobby to check out with TRT EDU staff and exit the building.

On performance days, students will gather their belongings and exit the building to go on stage through the Center Lobby Doors. TRT staff will designate an outdoor space where students can safely keep their belongings during their performance, limiting the need to re-enter the building after the performance.

PARKING, PICK UP AND DROP OFF

This section does not pertain to COVID-19 safety protocols but is included in this document so that Two River Employees, Students, and Parents/Guardians do not have to look for this information elsewhere.

Parking

Students with vehicles will be given a temporary parking permit and should park on the West St side of the parking lot.

Parents/Guardians are permitted to park in the Two River Theater parking lot on Fridays.

Pick Up and Drop Off

Students can be dropped off and picked up at the entrance to The Center. On Thursdays and Fridays, Edmund Wilson Blvd will be blocked off to traffic starting at 5pm. Guardians should access the parking lot via Monmouth St or West Front St.

EMPLOYEE AND TEACHING ARTIST GUIDELINES

Employees are required to follow all Employee Responsibilities listed in Phase 3 of the Reopening Safety Plan. See [Appendix B](#) for reference. Employees, excluding Education staff, should not interact with students.

Teaching Artists are required to follow all Employees Responsibilities listed in Phase 3 of the Reopening Safety Plan. See [Appendix B](#) for reference.

SPACES

RESTROOMS - Students and Teaching Artists may use the single occupancy restrooms located in the Tech Hallway. This restroom is off limits to other Two River Employees Mondays-Fridays 4:30pm-7pm on the weeks of July 19-23, July 26-30, and Aug. 2-6, 2021.

MARION - The Marion Huber Theater is off limits to Two River Employees not directly associated with the program Mondays-Fridays from 4pm to the following business day at 10am on the weeks of July 19-23, July 26-30, and Aug. 2-6, 2021..

STUDENT GUIDELINES

Vaccinations

Students are encouraged but not required to receive both doses of the COVID-19 vaccine prior to class. Teaching Artists and Education staff have already received both doses of the COVID-19 vaccine.

Screening

Daily screening of all students is essential in the identification and control of the virus. [A screening questionnaire](#) must be filled out prior to 5:00pm each day. Student's temperature will be taken upon arrival. Students who do not pass the screening or those with a temperature in excess of 100.4 will not be permitted.

Masks

Students will each receive a clear, plastic rehearsal mask that they will wear during class and a performance mask to wear during the performance, if necessary. The brand that we have purchased is ClearMask Transparent Face Masks (<https://www.theclearmask.com/product>). At the end of each day's class, students will clean their mask with alcohol wipes and place it in their designated spot on the table to be used the next day. Masks may be used for outdoor performances, subject to local and state guidance. Indoor and outdoor mask protocols may be modified and revised as conditions change within our state and/or local community.

Social Distancing is required for all individuals whenever possible. Choreography will not include any physical contact.

Students must bring their own water bottle and snacks.

Prior to student arrival, Education staff will set up 3 tables along the Monmouth St. wall in the Marion Huber Theater that are sectioned off with tape - one section for each student. When students enter the theater from the Tech Hallway, they will place their belongings in their designated spot on the table. Two River materials (sheet music, rehearsal masks, pencils, etc.) will be on tables along the Edmund Wilson Blvd wall of the Marion Huber Theater.

CLEANING AND SANITIZING

The cleaning and sanitizing protocols will follow CDC and local government requirements. The Facilities Department has prepared a Cleaning and Sanitizing Plan to be implemented on

Rehearsal and Performance days, in addition to normal daily cleaning and sanitizing as described in Phase 3 of the Reopening Plan. See [Appendix B](#) and [C](#) for details.

CLEANING BY SPACE

Marion Huber Theater

Touch points including light switches and door handles will be sanitized the morning following each class. The floors and window sills will be swept and cleaned. After students have vacated the building, the garbage and recycling will be emptied.

Plaza

After each performance, litter will be picked up and trash and recycling will be emptied. The plaza will be hosed down the morning following each performance.

Technical Hall and Restroom

On rehearsal and performance days prior to students' arrival surfaces, floors, door handles, light switches, toilets, faucets, and other fixtures and touch points will be cleaned and sanitized and supplies will be restocked. In the evening after students have vacated, the garbage and recycling will be emptied.

Common Spaces

All common spaces are cleaned and sanitized daily by the Facilities Team following protocols listed in Phase 3 of the Reopening Plan.

OTHER CLEANING PROTOCOLS

Supplies

All supplies used during class must be sanitized after use (pens, props, etc). Students will be provided with sanitizing wipes and will be responsible for cleaning their own items and returning them to the proper designated areas after class.

Chairs

Chairs used during classes should be left out and will be cleaned and sanitized the morning following each class.

Tables

Tables will be cleaned and sanitized by the Facilities team.

Scripts and Paper Materials

Each student will receive their own scripts and paper materials. Students will be responsible for supplying their own folders to hold sheet music. They will take their folders with sheet music home with them each night.

Masks

Students will each receive a clear, plastic rehearsal mask that they will wear during class and a performance mask to wear during the performance, if necessary. The brand that we have purchased is ClearMask Transparent Face Masks (<https://www.theclearmask.com/product>). At the end of each day's class, students will clean their mask with alcohol wipes and place it in their designated spot on the table to be used the next day. Masks will be used for outdoor performances, subject to local and state guidance. Indoor and outdoor mask protocols may be modified and revised as conditions change within our state and/or local community.

Walkie Talkies

If walkie talkies are needed on performance days they should be sanitized by the user before being given back to the Director of Facilities at the end of the performance. Alcohol wipes will be provided to sanitize the walkie talkies.

CHEMICALS AND ADDITIONAL SUPPLIES

All disinfecting chemicals used at Two River Theater are on the EPA-N list for chemicals that are approved to kill COVID-19. Cleaning chemical details and applications can be found on the Chemical Table [Appendix C](#).

Disinfecting wipes, alcohol wipes, paper towels, facial tissue, hand sanitizer, gloves, and disposable surgical masks will be provided by the Facilities Department.

PERFORMANCE DAY PROCEDURES

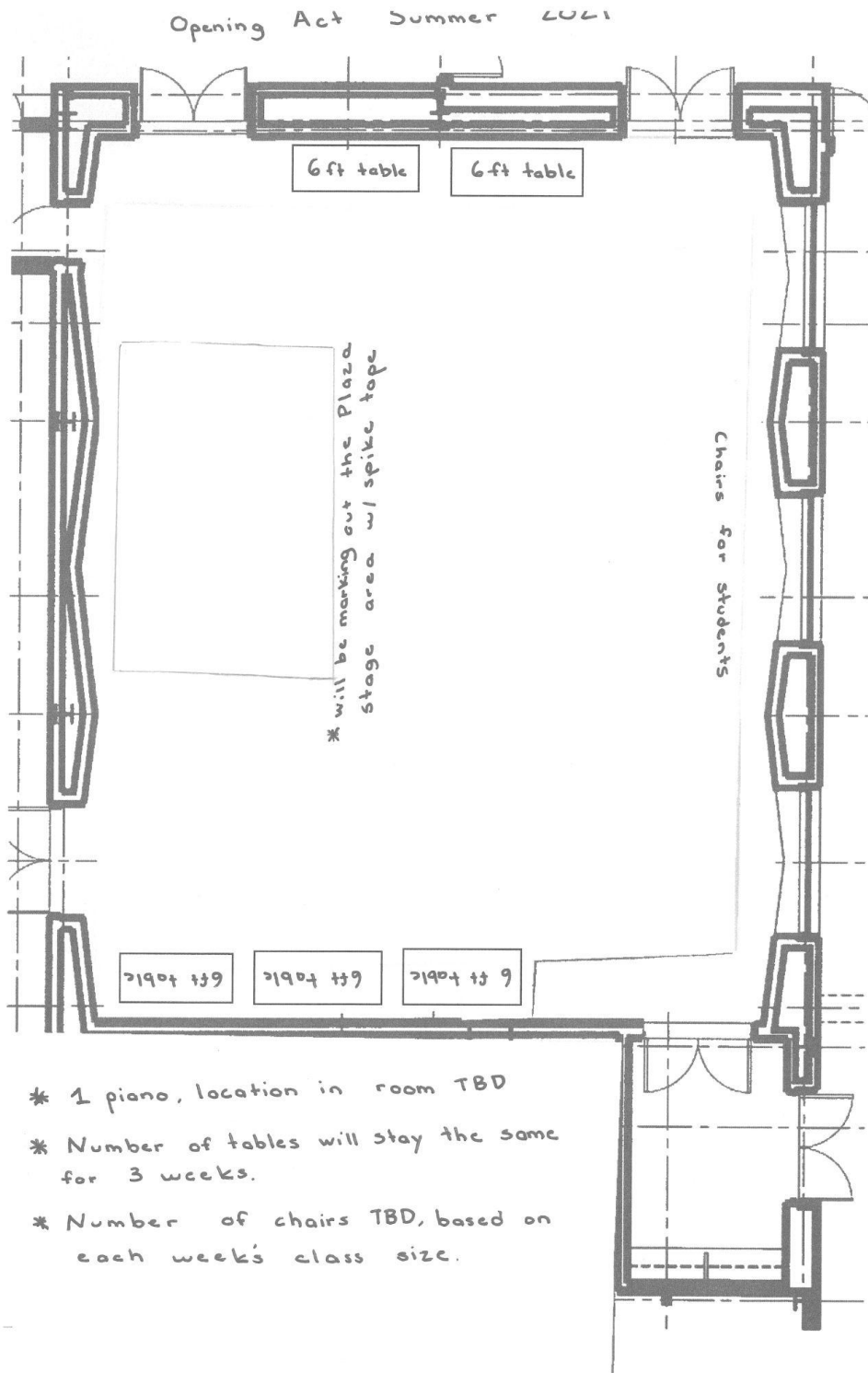
(For Students and Guardians)

On the days of the performances, two guests per student will be allowed to watch the Opening Act pre-show performance live. TRT staff will provide Opening Act guests with a designated standing area on the Plaza to view the performance. Seats and/or additional space will be provided for those with accessibility needs.

Following the Opening Act pre-show performance, guests and students who have not purchased tickets for the Plaza Players performance that evening can exit after the Opening Act pre-show. Families will be notified of this procedure in advance. Families who pre-purchase tickets to the Plaza Players performance that evening can watch both the Opening Act and the Plaza Players performances from their assigned café table and should check in with the Box Office upon arrival.

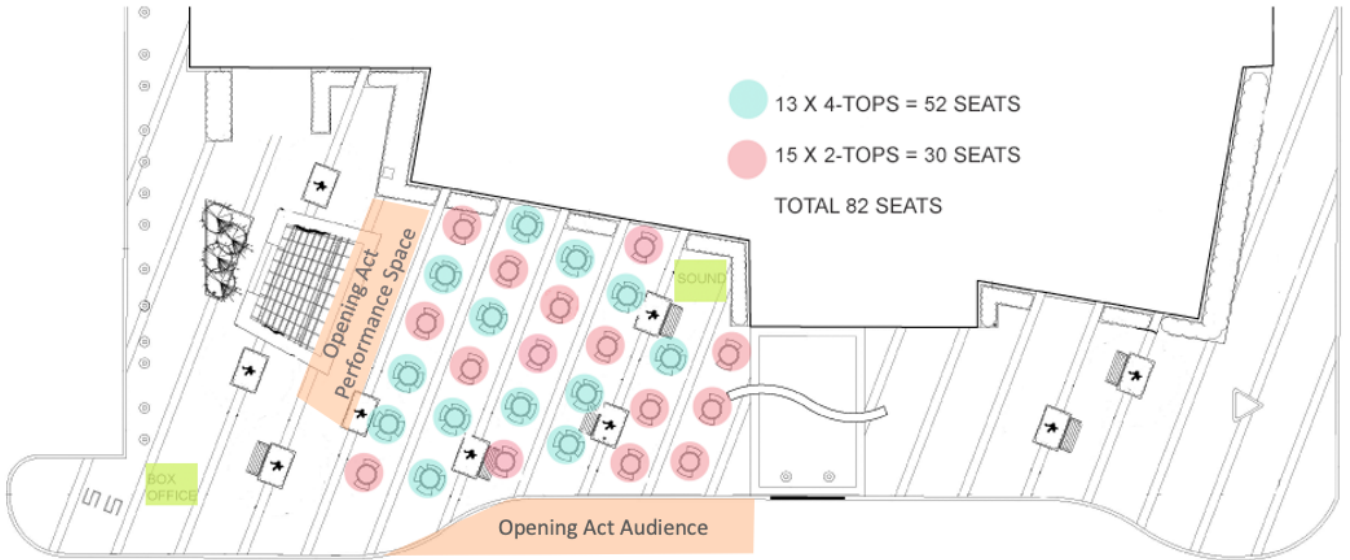
Appendix A

- Floor plan for Marion Huber Theater



- Plaza Players Seating Plan with Opening Act playing space highlighted

**PLAZA PLAYERS
SEATING PLAN**



Appendix B

- Pages 26-36 of Two River Theater Reopening Safety Plan outlining Phase Three

PHASE THREE

Two River Theater is now operating under Phase Three which includes updated policies for Vaccinated Employees, and guidelines for opening our doors to limited Production, Events and Rentals (LPERs). Phase Three describes the implications these types of events may have on employees, how their daily activities may differ from Phase Two, and how their vaccination status will impact their return to work at Two River Theater.

Phase Three guidelines apply to all individuals entering the building, including all employees, contractors, guests and patrons involved in any LPERs.

State and local requirements for events may change and will be reviewed on a case by case basis.

Some policies from Phase Two have been updated and incorporated into Phase Three. If a specific Phase Two policy remains in place it is specifically called out in Phase Three.

Phase Three was initially implemented on June 21, 2021.

ENTRY PROTOCOLS

Building Hours and Access

Two River Theater has returned to regular operating hours and is open for employees to return to their work spaces. Employees with shared office/shop spaces should continue to coordinate with their direct supervisor and colleagues.

Restricted Access

While in production and when Two River Theater is open to the public, employee hours and access may be restricted. Restricted access is determined on a case-by-case basis and will be communicated to employees in advance.

Guest and Contractors

At this time Two River Theater is admitting guests and contractors. If an employee wants to admit a guest they should reach out to their supervisor. All guests and contractors must comply with the same protocols as employees. For details SEE [GUEST AND CONTRACTOR RESPONSIBILITIES](#). In addition they should log in and out of the books located in the Center Lobby and Bridge Ave entrances.

Upon entry the employee who is admitting the guest or contractor should ask them if they are vaccinated and to see their vaccination card, a picture is acceptable. The name on the vaccination card must match the person's name and they are then permitted entry and presumed vaccinated. If the person says they are not vaccinated, does not wish to answer, or does not have their card with them

they are presumed unvaccinated and permitted entry with a mask and upon completion of the COVID-19 Screening Questionnaire. Completed questionnaire forms can be left in the Director of Facilities' mailbox.

SCREENING FORM

Online Daily Health Survey

All employees who are not vaccinated or do not wish to disclose their vaccination status to Two River Theater are required to continue to fill out the [Daily Health Check Google Form](#).

All fully vaccinated employees who have provided vaccination proof are no longer required to fill out the Daily Health Check Google Form.

EMPLOYEE RESPONSIBILITIES

Two River Theater depends on staff to be vigilant in regards to their health and not come into the buildings if they feel sick. If you suspect you have COVID-19 get a test to confirm and contact your supervisor.

Vaccination Status

Two River Theater is requiring all staff that are vaccinated to provide proof of their vaccination status by showing their vaccination cards to any of the following: General Manager, Director of Production, or Director of Facilities.

Mask Requirement

Based on New Jersey State Executive Order 242¹, the indoor mask mandate has been lifted. Two River Theater is requiring all staff that are not vaccinated or do not wish to disclose their vaccination status to wear masks inside all Two River Theater Buildings. For fully vaccinated staff, masks are optional.

Working pods, departments, and working groups may discuss and mutually agree upon maintaining mask wearing for specific work areas if doing so is desired.

Wearing masks outdoors is optional for all staff, regardless of vaccination status.

Two River Theater will provide branded face masks for all staff. Disposable N95 and surgical masks are available for staff and can be found in a blue bin in the Center Lobby.

Social Distancing

While New Jersey State Executive Order 242¹² lifted the six foot social distancing requirement for indoors, Two River Theater is requiring it as a general rule for all shared spaces, for all staff.

Six foot social distancing restrictions indoors may be lifted, on a case by case basis. In order to do so, it must be discussed and mutually agreed upon for various working pods, departments, and working groups.

¹ New Jersey State Executive Order 242 - <https://nj.gov/infobank/eo/056murphy/pdf/EO-242.pdf>

Hand Washing / Sanitizing

All employees must continue to practice proper hand hygiene. Hand sanitizer stations will continue to be available throughout the premises. Individual bottles of hand sanitizer and sanitizing wipes are available by contacting the Facilities Department.

Accommodations

With the understanding that some may still need certain safety practices in place, Two River Theater will supply a safety wristband to all. Individuals who are seeking safety accommodations may opt in to use/wear the wristband to indicate and communicate to others that these practices are in place. These safety practices may include, but are not limited to:

- Maintain six foot social distancing (including in offices, shared spaces, elevators, etc)
- Maintain mask wearing
- May need to attend meetings digitally

Be kind and respect others' needs and choices. Please refrain from asking why a person has opted for these safety accommodations.

GUEST AND CONTRACTOR RESPONSIBILITIES

Guests and Contractors working at Two River Theater are expected to comply with the same safety, health and hygiene standards as the employees. Contractors should not enter spaces already occupied by employees or make requests of employees.

It is the responsibility of the Two River Theater employee who invited the guest or hired the contractor to ensure they comply with these guidelines. Should a Two River Theater employee notice a guest or contractor who is not complying with safety, health, and hygiene guidelines they can report the issue to the Director of Facilities.

COVID-19 RESPONSE

COVID-19 Vaccine

With the availability of vaccines, it is encouraged that Two River Theater employees become vaccinated. Employees who are vaccinated must follow all applicable Two River Theater COVID-19 safety requirements detailed in this document.

Fully Vaccinated

According to the CDC someone is fully vaccinated:

- Two weeks after their second dose in a two dose series such as the Pfizer or Moderna vaccines
- Two weeks after a single dose vaccine such as Johnson and Johnson's Janssen vaccine

If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated.

Previous Exposure and Immunity

Regardless of previous exposure to COVID-19 or possible immunity, employees must follow all applicable Two River Theater COVID-19 safety requirements detailed in this document.

Self Isolation

Any person who experiences symptoms, regardless of vaccination status, consistent with COVID-19 should isolate themselves from others, be clinically evaluated for COVID-19, and tested if indicated.

NJ guidelines state², if you test positive for COVID-19 and have symptoms, it's critical that you self isolate (stay in your home and away from others) for:

- 10 days after symptoms first appeared AND
- 24 hours with no fever without use of fever reducing medications AND
- Other symptoms of COVID-19 are improving

If you tested positive for COVID-19 and have no symptoms you should self isolate for:

- 10 days after you received your positive test results

Close Contact and Self Quarantine For Unvaccinated People

You should quarantine and stay at home away from others if you were in close contact with someone who has COVID-19. There are two options for quarantining:

- No Test Option: Stay home for 10 days. If you stay symptom free for 10 days, quarantine ends. Monitor symptoms, wear a mask, and socially distance through day 14.
- Test Option: Stay home for 7 days. Get tested on day 5, 6, or 7. Stay home while awaiting results. If the test is negative and you stay symptom free, quarantine ends. Monitor symptoms, wear a mask, and social distance through day 14.

Close Contact For Fully Vaccinated People

Following an exposure to someone with suspected or confirmed COVID-19, fully vaccinated people with COVID-19 like symptoms should self isolate (SEE [SELF ISOLATION](#)) and get tested for COVID-19 if indicated.¹⁴

Fully vaccinated people with no COVID-19 like symptoms do not need to quarantine, be restricted from work, or be tested. Their risk of infection is low.³ However, they should still monitor for symptoms of COVID-19 for 14 days following an exposure.¹⁴

Travel

New Jersey residents returning home from domestic travel do not need to quarantine, but should follow travel guidance from the CDC, NJDOH, and all local health and safety protocols of their travel destination.

The CDC states, If you have to or decide to travel, fully vaccinated travelers⁴ are less likely to get and spread COVID-19. People who are fully vaccinated with an FDA authorized vaccine can travel safely

² NJ Guidelines for Testing Positive -

<https://covid19.nj.gov/faqs/nj-information/testing-and-treatment/what-happens-if-i-test-positive-how-long-do-i-need-to-stay-home>

³ CDC Guidance for Fully Vaccinated People -

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

⁴CDC When You've Been Fully Vaccinated -

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

within the US. They do not need to get tested before or after travel unless their destination requires it. After traveling, self monitor for COVID-19 symptoms, isolate and get tested if symptoms develop.

For unvaccinated travelers,⁵ the CDC recommends getting tested 1-3 days before travel and 3-5 days after and staying home and self quarantining SEE [CLOSE CONTACT AND SELF QUARANTINE FOR UNVACCINATED](#). If your test was positive, isolate yourself SEE [SELF ISOLATION](#) Two River Theater requires a negative test before returning to work.

Fully vaccinated travelers¹⁶ do not need to get tested before leaving the United States unless it is required by their destination. Fully vaccinated air travelers coming to the United States from abroad, including US citizens are required to have a negative test before they board the flight back. All international travelers arriving in the United States are still recommended to get a test 3-5 days after travel regardless of vaccination status. Fully vaccinated travelers do not need to self quarantine.

COVID-19 Leave

If an employee is required to self isolate, is getting vaccinated, or recovering from vaccination they should speak with their supervisor regarding options and to receive approval for time off.

WORK AREAS

Working From Home

Per New Jersey State Executive Order 243,⁶ Two River Theater is no longer required to accommodate telework arrangements for their employees or reduce their on-site staff to a minimal number.

CLEANING AND SANITIZING

Two River Theater's cleaning and sanitizing practices adhere to all CDC and EPA guidelines. The Facilities Department has procured sanitizing chemicals which are on the EPA List of chemicals effective against COVID-19.

All Cleaning and Sanitizing practices from Phase Two are still in place.

CLEANING PROTOCOLS BY SPACE

Offices

Door hang tags may still be used by employees to indicate if their office is occupied. Because Two River Theater is open to all employees, all offices will be cleaned daily. Cleaning includes sanitizing office door handles and light switches and trash and recycling will be emptied. Employees should contact the Facilities Department for additional requests. Employees are asked to clean and disinfect their own phones, desktops, electronics, and other personal items. Cleaning supplies are available throughout the building, or upon request by emailing the Director of Facilities.

⁵ CDC Recommendations for Unvaccinated People -

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html#unvaccinated-people>

⁶ New Jersey State Executive Order 243 - <https://nj.gov/infobank/eo/056murphy/pdf/EO-243.pdf>

Employee Restrooms

Restroom toilets, urinals, sinks, faucets, fixtures, door handles, stall handles and grab bars, light switches, floors, and any other touch points will be cleaned and sanitized at least once daily.

Restrooms in the basement are off limits to employees. All other restrooms are open for employee use.

Break rooms

Break room counters, sinks, faucets, appliances, floors, door handles, light switches, and other fixtures are cleaned and sanitized twice daily.

Outdoor tables and chairs

Employees should disinfect any outdoor tables and chairs after they use them. Cleaning supplies are located by the back door. The alley is being hosed down once/week.

Miscellaneous

Door handles, elevator buttons, and handrails are cleaned and sanitized throughout the day as often as possible. Outdoor tables and chairs are being cleaned and sanitized weekly. Common spaces are cleaned and vacuumed on a daily or weekly basis depending on frequency of use.

OTHER CLEANING PROTOCOLS

Limited Production, Events, and Spaces

For each LPER the Facilities Team will create a Cleaning and Safety Plan. For more details SEE [CLEANING AND SANITIZING](#) below.

Trash

Trash in common spaces is emptied into outdoor dumpsters daily. Trash cans will be cleaned and sanitized regularly.

Walkie Talkies and Electronics

Shared Walkie Talkies are required to be cleaned and sanitized by users with alcohol wipes before returning to their chargers. Employees with personal Walkie Talkies should sanitize them daily.

LIMITED PRODUCTION, EVENTS, AND RENTALS

Under Phase Three Two River Theater is open to Limited Production, Events and Rentals (referred to as LPER from here on). Phase Three is a guide for Two River Theater Employees who are planning LPERs. This Phase describes the potential implications these types of events may have on employees, how their daily activities under Phase Two may be altered, and how this information will be communicated.

Examples of possible LPERs are: in-person Education activities such as Professional Developments, Monday Masters, Book Club; Inside Two River Events such as film screenings, poetry nights and lectures; all cultivation and fundraising events.

LPERs in Phase Three does not include: In-person, indoor Education activities with minors; fully produced theatrical productions with audience;

Employees and Vendors working on specific LPERs are permitted to return to work on premises. All essential employees listed in Phase One and Phase Two are also permitted unless their work is in direct conflict with the production or event.

For each LPER a safety plan shall be created by the TRT Event Point Person with the guidance of the Reopening Task Force. These plans will be made available for Two River Theater employees to view in the Everyone Drive (Y:\15-REOPENING Task Force\Sample Safety Plans) and emailed out to the full staff via allstaff@trtc.org. Any policies that directly apply to or affect Two River Theater employees will be communicated to them by the TRT Event Point Person at least one week before the LPER is to occur.

Possible changes in policy when a LPER is taking place:

- Sections or all of Two River Theater facilities become off limits to employees
- Changes in work hours and locations
- Changes in accessibility to the premises
- Additional personal protective equipment required
- Additional screening required
- Additional event support staff, ex: security or COVID-19 compliance
- Covid testing required

Any person or group brought in to work on or for any LPER will be provided with Two River Theater's guidelines and the specific safety plan for their LPER. At this time, Two River Theater will not bring in volunteers to work.

COMPANY POLICIES

Employees who would like to schedule a LPER should fill out the Event Request Form and email it to events@trtc.org, which includes all members of the Reopening Task Force, at least three weeks prior to when approval is needed for the event.

The Reopening Task Force will review the LPER during their weekly meeting to determine if best practices for COVID-19 compliance and adherence to Two River Theater protocols have been met. The

Reopening Task Force will respond with suggestions for changes and information about approval. Approval can take up to three weeks.

SCREENING

Screening protocols must be created for each LPER. Guests (non-employees) will need to have a designated entrance, be accounted for, and have their temperatures taken. Guests will need to be identified prior to the event, whether by ticket or by predetermined list, along with their contact information, phone number and email, so that contact tracing can take place if necessary. Guests will be advised by the TRT Event Point Person that they should remain home if they are not feeling well.

Employees must use their designated entrance, fill out the health screening form, conduct a temperature screening, and sign in and out of the log book.

EMPLOYEE RESPONSIBILITIES

During a LPER, additional directional signage will be posted throughout the building. Employees are expected to follow these added signs, use situational awareness to adjust their movement throughout the building, and remain in their designated work areas.

Employee responsibilities may be impacted during a LPER. As we open the building up to additional staff or members of the public, employees may have additional restrictions when working in the building, regardless of if they are affiliated with the LPER or not.

Possible Restrictions:

- Certain areas of the building may be off limits.
- Additional health and safety rules that need to be followed.
- An employee may be asked to work in an alternate space or from home.

Any changes to the normal operating procedures described in Phases One or Two will be communicated by the Event Point Person one week prior to the LPER.

EVENT POINT PERSON RESPONSIBILITIES

For LPERs the TRT Event Point Person (EPP) is responsible for ensuring all employees, guests, and vendors adhere to the requirements in the event safety plan.

The EPP will be responsible for creating, communicating, and enforcing any additional safety procedures beyond what is stated in Phases One and Two. They are expected to fill out the event request form and create a safety plan. The EPP must begin by filling out the Event Request Form which will contain information pertinent to the event and the COVID-19 requirements. This information will also be used as a basis to build the safety plan for the event. The EPP may enlist the help of a member of the Reopening Task Force to help with the creation and submission of the safety plan. Safety plans need to be submitted at least three weeks prior to the event. The EPP can find examples of Safety Plans in the Everyone Drive (Y:\15-REOPENING Task Force\Sample Safety Plans).

The following steps below are a basic outline of how an event can happen at Two River Theater.

Create and submit an Event Request Form and Event Safety Plan	At least three weeks prior to LPER
Schedule a safety walkthrough with the Director of Facilities	At least two weeks prior to LPER
Review finalized Event Safety Plan with Reopening Committee	At least one week prior to LPER
Communicate event and safety plan details to staff	At least one week prior to LPER

These steps are not all-inclusive and additional steps may need to be taken for approval. The Reopening Task Force requests feedback about the LPER and will indicate if an Event Report is required. At the conclusion of the LPER if there were any safety issues to report please include them in the Event Report Form or an email to Reopentrt@trtc.org.

If anything was learned about the LPER that would help the Reopening Task Force plan for future LPERs please reach out to Reopentrt@trtc.org.

GUEST RESPONSIBILITIES

Guests have a responsibility to any LPER in which they are employed. It is essential that all guests are adhering to the operating procedures provided to them in the provided safety plan. In addition guests may have additional responsibilities that are set by the Reopening Task Force, federal and state health ordinances, and unions affiliated with the LPER. The EPP will outline and ensure additional responsibilities are communicated to the guest through appropriate channels.

Guests can be, but are not limited to, non Two River Theater staff such as artists and rental staff.

VENDOR RESPONSIBILITIES

Outside vendors must comply with all contractor responsibilities outlined in Phase Two. Vendors must be notified and adhere to these requirements at all times. The EPP will communicate any additional responsibilities for the LPER safety plan to the Contractor.

EVENT AREAS

Two River Theater will adhere to capacity limitations dictated by the state of NJ at the time of the event. After May 19, 2021, capacity is 100%.

Space	Occupancy				
	100%	75%	50%	35%	25%
Rechnitz Theater	343	257	172	120	86
Marion Huber Theater	110	83	55	38	28
Lobby	250	188	125	87	63

Library	42	32	21	15	11
Studio A	110	83	55	38	28
Studio B	70	53	35	24	18
Plaza	250	188	125	87	63

SHARED SPACES

Spaces will not be shared between employees performing their regular duties, and people that are part of LPERs. This will be achieved by maintaining separate entrances/exits, and restricting movement in the building to designated areas.

DAILY PROCEDURES

The accessibility of shared work spaces or the availability of staff on site will determine the day-to-day operations of the building. Elevators, stairwells, break rooms, company vehicles, rest rooms and all other spaces designated as solitary use, remain solitary use. Any anticipated package delivery should continue to be communicated to the Director of Facilities. If personnel are present to receive and distribute mail, and have access to mail rooms, then it will be distributed.

CLEANING AND SANITIZING

LPERs will require additional cleaning and sanitizing protocols. These protocols will follow CDC and local government requirements as well as guidelines from unions or other professional organizations who have jurisdiction over the LPER. The Facilities Department will consider all requirements in conjunction with the spaces that will be in use, the number of additional people on the premises, and the implications on the staff. A Cleaning and Sanitizing Plan will be prepared, submitted to necessary parties for review and ultimately included in the Safety Plan.

DELEGATION OF RESPONSIBILITIES

The Facilities Team may need to hire an outside cleaning company to assist with increased frequency of cleaning, after-hours cleaning, and situations where workers are required to be isolated from other members of the staff or specific locations in the building.

Rental parties may choose to hire their own outside cleaning company in which case they would be subject to the approvals process as stated in the rental agreement. In this case, the Facilities Team would deep clean and sanitize the rental space(s) after the event, before Two River Theater staff is allowed access to the space(s).

In some instances, individuals may be responsible for cleaning and sanitizing their personal effects, electronics, and living spaces.

EQUIPMENT AND SUPPLIES

The EPP should be aware that specific equipment and supplies may need to be purchased by the Facilities Department. This could include cleaning equipment and chemicals, individual hand sanitizer, stanchions, social distancing markers, signage, and PPE. These needs should be indicated on the Event Request Form so the responsible parties can be determined.

Appendix C

CHEMICAL APPLICATION TABLE

CHEMICAL NAME	Envirox Green Certified H2O2 Orange	Airx RX 44 HDQ Disinfectant Cleaner	Pine Sol Original MultiSurface Cleaner	HDX Germicidal Bleach	Simple Green Stainless Steel Cleaner & Polish	HDX All Purpose Easy Eraser	Resolve Multi-Fabric and Upholstery Cleaner
SURFACE							
Laminate	X	X				X	
“Stone” counter	X	X					
Stainless Steel		X			X		
Other Metals		X			X		
Finished Wood		X	X				
Concrete	X						
Tile	X	X		X			
Linoleum	X	X				X	
Painted Walls						X	
Plastic	X	X				X	
Porcelain / Ceramic	X	X		X			
Carpet / Fabric	X						X