



COVID Procedures for Theatre Renters

Updated:9/9/22 Updates highlighted in Blue

1. Vaccinations

Age 18+

Required to present *proof of full vaccination of an FDA or WHO authorized vaccine. Proof of vaccination must be accompanied by a valid photo ID.

“Fully vaccinated” means the performance date you are attending must be:

- at least 14 days after your second dose of an FDA or WHO authorized two-dose COVID-19 vaccine, or
- at least 14 days after your single dose of an FDA or WHO authorized single-dose COVID-19 vaccine.

Under 17

There are no vaccine requirements for children 17 and under.

**Proof of vaccination can be presented physically or digitally. Examples include the original copy or a clear, unobstructed photo of the CDC vaccine card; Excelsior Pass; Excelsior Pass Plus; NYC Covid Safe App; or valid international proof of vaccination. Obstructed copies/photos, unclear documentation, or any vaccination files that appear to be fraudulent, will not be accepted.*

2. Masks

All guests 2 and older must always wear a mask. Patrons are not allowed to bring food/drink into the building.

For cast and crew, eating and drinking are only permitted while in the designated backstage areas of your theatre.

3. Production Covid Compliance Officer

Every production at Theatre Row is required to have a Covid Compliance Officer (CCO) to oversee the following protocol and communication within their production. If there are questions or incidents, please contact covid@theatrerow.org

Please see CCO Guideline document for all communication requirements along with details on covid cases, exposures, and access to the building.

4. Covid Testing

Anyone entering the building that is associated with a production must present either:

- A negative PCR OR A negative Rapid Antigen.
- Both tests are good for 7 calendar days, starting the day the test was administered.
- Results should be sent to the production’s CCO for tracking.

5. Cast and Crew

- All cast and crew must always enter and exit through the Stage Door, no exceptions
- **Stage Door Policies:**
 - To make this check-in process efficient for you and your company, please use our Pre-Check Form, available at this [link](#). All cast and crew should submit the form at least 24 hours prior to arrival and at check in will only need to log their daily “time in” and “time out” at the stage door window. Their photo ID will be verified at the door.
 - Standard check in is still available for any cast and crew members who did not complete the Pre-Check form. Standard check in requires proof of vaccine and accompanying photo ID.

Updated: 5/10/2022

- Anyone leaving temporarily during the same day will be issued a hall pass, which must be returned that day (example: lunch break, supply run, etc.) Thank you for your cooperation and for helping keep Theatre Row safe!
- There is a \$25 fee if a guest doesn't return their hall pass.
- Please allow extra time for check in, particularly on Mondays as shows are loading in. We advise allowing up to 30 minutes for check in as we ensure everyone who enters the building is fully vaccinated to keep us safe and open!
- We are currently not allowing any guests; all visitors must be cast or crew.
- The only exception to the masking rule is if actors are on stage rehearsing or performing, they are allowed to remove their masks.
- Please encourage your team to meet patrons outside Theatre Row after the show to minimize groups forming in public areas.
- All routine tests must be sent to the production CCO.
- Anyone experiencing symptoms of COVID19 is not permitted on-site. It is the CCO's responsibility to enforce this.
- If any member of your team has had direct exposure to someone who has tested positive for COVID19, they must alert the CCO immediately who will communicate with Theatre Row staff.
- Anyone who tests positive must fill out the Google Form ASAP <https://forms.gle/Li6rPv2Vt42yGecT9>
- Anyone positive or exposed will work with their CCO to determine re-entry access based on Theatre Row guidelines. Please refer to the CCO Guideline document for details.

6. Patrons

- To ensure the safety of everyone working in this building, no patron will be allowed into the building unless they are both masked and fully vaccinated. Unvaccinated patrons looking to make refunds will need to call or email the box office for assistance. Please note that refunds are not guaranteed.
 - Contact Information for Box Office: boxoffice@theatrerow.org or 212-714-2442 x45
- Walk up sales for patrons will be limited to when we have house management on site. This will be two hours before first curtain, typically around 5pm.
- Our House Management team will be responsible for checking all vaccine proof for patrons before they enter Theatre Row. Producers will still be responsible for having a house management representative at their respective theatre available to communicate with our Front of House staff via walkie talkie.
- Please encourage your house management staff to enforce proper mask wearing procedures, covering both nose and mouth. Producers are responsible for enforcing within their theatres.
- We request that you open your house a minimum of 30 minutes before showtime to prevent crowding in public areas.
- Theatre Row is now allowing food and drink to be consumed in designated areas for food service.
- Please include a curtain speech at the beginning of every performance to review COVID policies, including that eating or drinking is not allowed in the theatre, and patrons must wear their mask properly.
- We will clean the theatre nightly but if you have more than one show per day, you are responsible for cleaning in between performances.