

O'Neill
eugene o'neill
theater center

COVID GUIDELINES – SUMMER 2022

subject to change

TABLE OF CONTENTS

What Will I Need Before Coming to Campus? pg 2

Campus Rules pg 3

What Happens If I Test Positive? pg 5

Close Contact Information pg 6

Testing at the O’Neill pg 7

Reminders pg 8


QR Codes pg 9

LORT AEA Guidelines pg 11

What Will I Need Before Coming to Campus?

Welcome to the O'Neill!

We are so excited for you to join us this summer!

The **first** thing everyone will need is a picture of your Vaccination card. You must send this to the Covid Safety Manager (Caroline Saltz - @theoneill.org) before your arrival on campus.

If you are participating in the Puppetry conference or NCI (National Critics Institute), we ask that you arrive on campus with a negative 72 hour PCR test **OR** a negative antigen (at-home) test taken no more than 6 hours prior to your arrival on campus. If you are unable to get a test for any reason, you will be tested upon your arrival.

Actors/Production Staff participating in NPC (National Playwrights Conference), NMTC (National Music Theater Conference), or CAB (Cabaret and Performance Conference) must follow the AEA LORT Guidelines at the end of this packet.

Campus Rules

Below are our campus – specific guidelines!

1. The entire campus community is required to be fully vaccinated and boosted with an FDA approved vaccine prior to arriving on campus. Full vaccination, as defined by the CDC, is outlined in the image below.

Pfizer-BioNTech ^

Primary Series:
2 doses of Pfizer-BioNTech given 3–8 weeks apart ⁽¹⁾

Fully Vaccinated: 2 weeks after final dose in primary series

Boosters:

- 1 booster of either Pfizer-BioNTech or Moderna COVID-19 vaccine is recommended at least 5 months after the final dose in the primary series
- Adults ages 50 years and older can [choose to receive a 2nd booster](#) dose of either Pfizer-BioNTech or Moderna COVID-19 vaccine at least 4 months after the 1st booster

Up to Date: Immediately after getting 1st booster ⁽²⁾

Moderna ^

Primary Series:
2 doses of Moderna given 4–8 weeks apart ⁽¹⁾

Fully Vaccinated: 2 weeks after final dose in primary series

Boosters:

- 1 booster of either Pfizer-BioNTech or Moderna COVID-19 vaccine is recommended at least 5 months after the final dose in the primary series
- Adults ages 50 years and older can [choose to receive a 2nd booster](#) dose of either Pfizer-BioNTech or Moderna COVID-19 vaccine at least 4 months after the 1st booster

Up to Date: Immediately after getting 1st booster ⁽²⁾

Johnson & Johnson's Janssen ^

Primary Series:
1 dose of Johnson & Johnson's Janssen

Fully Vaccinated: 2 weeks after vaccination

Boosters:

- 1 booster of either Pfizer-BioNTech or Moderna COVID-19 vaccine is recommended at least 2 months after a J&J/Janssen COVID-19 vaccine
- Anyone who received a J&J/Janssen COVID-19 vaccine for both their primary dose and booster may receive a 2nd booster of either Pfizer-BioNTech or Moderna COVID-19 vaccine at least 4 months after their 1st booster
- Adults ages 50 years and older can [choose to receive a 2nd booster](#) of either Pfizer-BioNTech or Moderna COVID-19 vaccine at least 4 months after the 1st booster

Up to Date: Immediately after getting 1st booster ⁽²⁾

2. **Your mask must be worn in all common areas.** Your mask should be well-fitting and covering both your nose and your mouth
 - a. Disposable masks will be made available if needed. Please contact the Covid Safety Manager if you need one at any point.

3. With that being said, masks **can** be removed while seated and actively eating and drinking in the cafeteria/pub.
 - a. Masks should still be worn while ordering at the pub's bar.

4. All production personnel must wear respirator masks during rehearsals and performances. Actors may remove masks during performances. If you have any questions about this, please contact the Covid Safety Manager.

5. **You must complete the Daily Health Screening via Google Forms every day.** There will be a QR Code for this form towards the end of this packet.

What Happens If I Test Positive?

The first thing you should do is take a deep breath. It's going to be totally fine - you and your health are the most important variables in this situation.

If you test positive:

- Anyone living in company housing who tests positive will go into isolation at [REDACTED]. Your meals will be delivered to you.
 - All others must isolate at home.
- If you test positive but you have **NO** symptoms, you can leave isolation and return to work/class after 5 full days in isolation. You do not need a negative test result to leave isolation in this scenario.
- If you test positive and you have confirmed symptoms, you can return to work/class after 5 days in isolation **IF** you are at least 24 hours fever-free without the help of fever-reducing medication. You **must** continue to wear a N95, KN95, or KF94 mask at all times through day 10. You do not need a negative test result to leave isolation in this scenario.
- You can return to normal activities and precautions after 10 full days of your symptoms beginning or a positive test result.
- For more details, please visit <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

All actors and production staff for NPC, NMTC, and CAB must follow the AEA LORT guidelines at the end of this packet.

How to Determine a Close Contact for COVID-19



Children and Adults in **All Indoor and Outdoor Settings (Excluding K-12 School Settings)**



Was the person **less than 6 feet** away from someone with confirmed or suspected COVID-19? Consider time spent with someone with COVID-19 starting **2 days before** the infected person developed symptoms, or the date they were tested if they do not have symptoms, until they started isolation.



Has the person been in the presence of someone with confirmed or suspected COVID-19 for a **cumulative total of 15 minutes or more** over a 24-hour period?



If the answers to the questions above are **both yes**, the person is a close contact, regardless of whether the person was wearing a mask properly.



If the answer to either of the questions above is no, **the person is not a close contact.**

What should the **close contact** do?

If they are **not up to date** on vaccines

The close contact needs to [quarantine](#) for at least 5 days from the date of last close contact.

The close contact should wear a [well-fitting mask](#) when around others for 10 days from the date of the last close contact with someone with COVID-19.

If the close contact does not have COVID-19 [symptoms](#), they should watch for [symptoms](#) for 10 days and [get tested](#) at least 5 days after the close contact.

If they test positive, continue to isolate.

If they are **up to date** on vaccines

If they have taken the full series of a COVID-19 vaccine and boosters as recommended, they are up to date.

The close contact does not need to [quarantine](#).

The close contact should [get tested](#) at least 5 days after close contact. Watch for [symptoms](#) and wear a [well-fitting mask](#) while around other people for 10 days from the date of last close contact.

Regardless of vaccination status, if a close contact develops [symptoms](#), they should [isolate](#) and [get tested](#) immediately.

If they test positive, continue to isolate.

If they have had COVID-19 **within the past 90 days, completed isolation, and recovered**

The close contact does not need to [quarantine](#).

The close contact should watch for [symptoms](#) and wear a [well-fitting mask](#) when around others for 10 days.

Close contacts who had a prior infection in the past 90 days and who have [symptoms](#) should [isolate](#) immediately and [get tested](#).

If they test positive, continue to isolate.



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

Testing at the O'Neill

- The Covid Safety Manager will be conducting testing **once a week** for actors and production personnel. Tests will be provided. Additional testing may be required to comply with AEA-LORT rules. The Covid Safety Manager will notify actors and production personnel of the testing schedule at the beginning of the rehearsal period.
- The Covid Safety Manager (assisted by NTI staff) will be conducting testing **once a week** for all students and faculty. Tests will be provided.
- Year-round administrative staff must take an at-home test **once a week** (which you should obtain on your own and are able to get covered by your health insurance provider. Please contact the Covid Safety Manager with any questions).
- **EVERYONE MUST COMPLETE THE GOOGLE FORM WITH YOUR TEST RESULTS IMMEDIATELY FOLLOWING EVERY TIME YOU TAKE A TEST.** There will be a QR code available at the testing site (as well as towards the end of this packet) with this Google Form.
- If you test positive via an antigen (at-home) test and you have no symptoms, you will be required to take a PCR test.
- If you test positive via an antigen (at-home) test and are symptomatic, you may request a PCR test, but it is not required.

Reminders

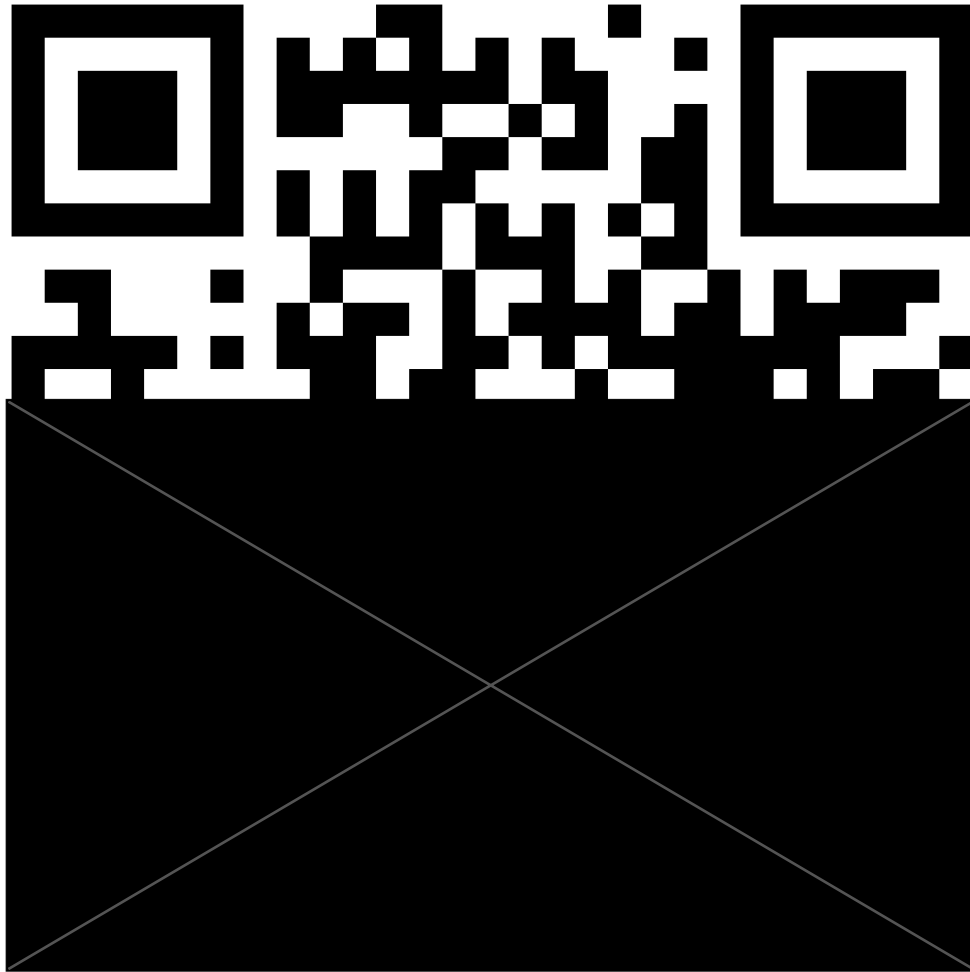
- The symptoms for COVID-19 are:
 - fever/chills
 - cough
 - shortness of breath/difficulty breathing
 - fatigue
 - muscle/body aches
 - headaches
 - new loss of taste or smell
 - sore throat
 - congestion/runny nose
 - nausea/vomiting
 - diarrhea
- Simple ways to prevent the spread are:
 - Following all guidelines in this packet
 - Following instruction from the Covid Safety Manager
 - Keeping proper hand hygiene - hand sanitizer is your new best friend
 - Covering coughs and sneezes appropriately
 - Monitoring your own health

If you have any symptoms not pertaining to a pre-existing medical condition or allergies, you must contact the Covid Safety Manager immediately. Please save my contact info!

Caroline Saltz - she/her

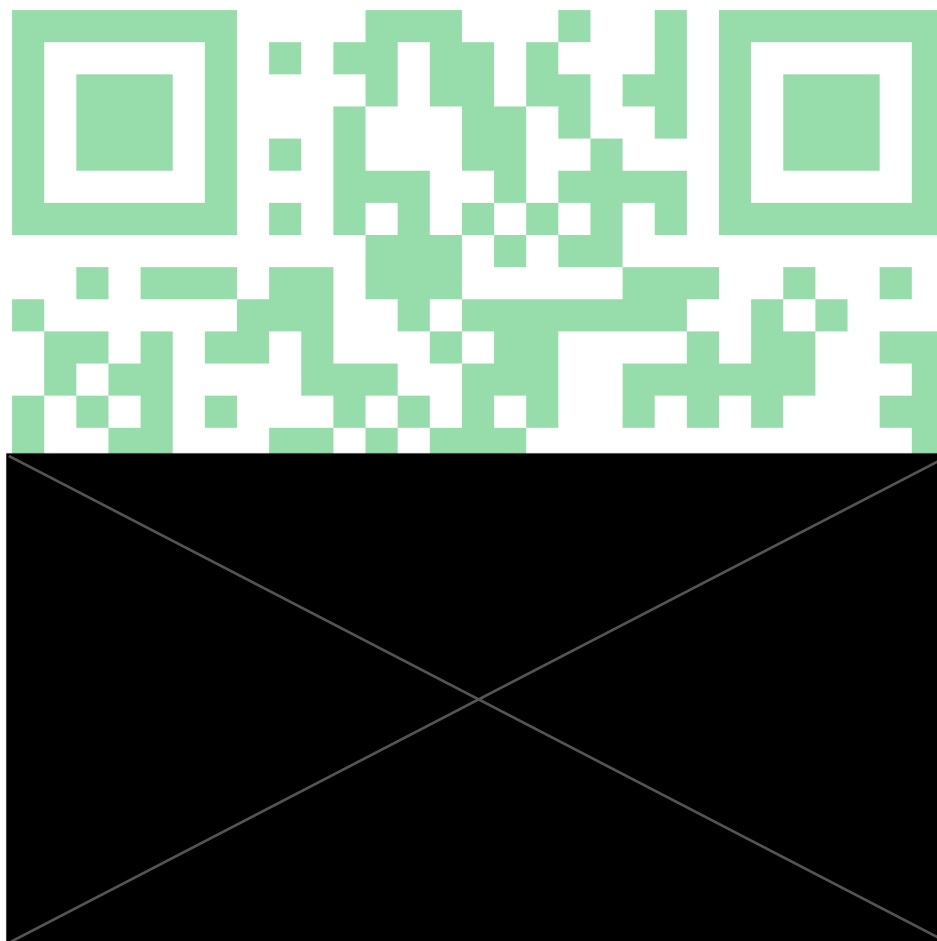
@theoneill.org





<https://forms.gle/> 

Daily Health Screener - Must complete
every day



<https://forms.gle/> 

Test Results - Must complete immediately following weekly test

**MEMORANDUM OF UNDERSTANDING BETWEEN
ACTORS' EQUITY ASSOCIATION AND THE LEAGUE OF RESIDENT THEATRES
REGARDING COVID-19 PANDEMIC REOPENING PROCESS**

Actors' Equity Association ("Equity") and the League of Resident Theatres ("LORT") are committed to ensuring safe and sanitary places of employment for Actors and Stage Managers. Equity and LORT also recognize the need for transparency and clarity around the Covid-19 pandemic reopening process for LORT Theatres and Equity Members. Accordingly, Equity and LORT enter into this Memorandum of Understanding ("MOU") regarding the Covid-19 pandemic reopening process for LORT Theatres.

- A. Safety Protocol Requirements. The Theatre shall design and implement safety protocols for each production with Equity Members. The safety protocols must (i) comply with all federal, state, county, and city Covid-19 safety, reopening, and reporting requirements and (ii) be consistent with applicable Center for Disease Control Covid-19 guidance. It is understood that requirements and safety protocols may differ depending on the vaccination status of the Actors, Stage Managers, and individuals who interact with Equity Members for the production. Additionally:
1. Definitions.
 - a. "Vaccinated" means fully vaccinated against Covid-19, as defined by the CDC (i.e., more than 14 calendar days following receipt of a final dose of an FDA or World Health Organization authorized or approved vaccine).
 - b. "Unvaccinated" refers to anyone who is not vaccinated, as defined above in 1(a).
 - c. "Production Group" refers to Actors, Stage Managers, and individuals who interact with Equity Members for the production.
 2. Vaccinations.
 - a. The safety protocols shall state whether the Theatre is mandating vaccinations for the Production Group. If the Theatre mandates vaccinations as a condition of hiring or continued employment, the Theatre must comply with all applicable federal, state, and local laws regarding mandatory vaccinations, including any legally required exceptions, limitations, payments, leave, and recordkeeping. It is the Theatre's responsibility to ensure it is complying with those federal, state, and local laws.
 - b. If the Theatre is not mandating vaccinations and there is more than one unvaccinated adult, or one unvaccinated adult and unvaccinated children, in a Production Group, the Theatre's safety protocols must include:
 - i. Pre-employment and weekly Covid-19 PCR testing for the unvaccinated individuals; AND
 - ii. Additional safety mitigation measures to protect the unvaccinated Actor(s) and/or Stage Manager(s), including any appropriate combination of the following, taking into consideration the number of unvaccinated individuals and their positions in the Production Group: masking requirements; social distancing requirements; additional Covid-19 testing (PCR) for unvaccinated individuals (taking into account community rates for new cases (e.g., 5/100,000 or 10/100,000 for a week or longer)).
 - c. If the Theatre is not mandating vaccinations, the Theatre must notify Equity of the number of unvaccinated individuals and consult with Equity about whether additional

- mitigations are necessary when (i) there are more than two unvaccinated Actors in the Production Group or (ii) more than 30% of the Production Group is unvaccinated.
3. Symptom Monitoring. The Theatre's safety protocols shall specify that anyone in the Production Group who becomes ill must report their symptoms to the COVID-19 Safety Manager(s), who will determine next steps.
 4. Testing Costs. Any costs relating to Covid-19 screening and testing required by the Theatre's safety protocols shall be the sole responsibility of the Theatre.
 5. Personal Protective Equipment. When the use of personal protective equipment is required under the Theatre's safety protocols, the Theatre shall provide, at no cost to the Actors and Stage Managers, all personal protective equipment. In cases where a Theatre employs an Actor or Stage Manager who is Deaf or hard of hearing, face masks for all employees who interact with Equity Members shall be the transparent type.
 6. COVID-19 Safety Managers. The Theatre shall have at least one COVID-19 Safety Manager who has received Covid-19 safety compliance training and is responsible for implementing the safety protocols. At least one such individual shall be readily accessible to all Actors and Stage Managers. The Theatre's safety protocols must include the name(s) and contact information of the individual(s).
 7. Protocols Following a Positive Test.
 - a. Equity must be immediately notified of a positive COVID-19 test in the Production Group.
 - b. If anyone in the Production Group tests positive for COVID-19, that individual will not be allowed to attend work in person until they have been evaluated and cleared by a licensed health care provider.
 - c. The COVID-19 Safety Manager(s) will (i) ensure that anyone with a positive test immediately isolates from the Production Group and (ii) encourage them to contact their licensed health care provider for further instructions. The COVID-19 Safety Manager will stay in contact with an Actor or Stage Manager who must quarantine or isolate due to a positive test.
 - d. The COVID-19 Safety Manager will determine who has been exposed and what additional precautions, including additional testing, are necessary. The CDC's and local government's public health recommendations for community-related exposure will be followed.
 - e. If an Actor or Stage Manager engaged away from their place of residence must quarantine or isolate during the term of their employment, the Theatre shall arrange for access at reasonable intervals to deliveries for food, groceries, laundry, and medications and must pay any delivery fees. The Actor or Stage Manager shall be responsible for the cost of the goods and services.
 - f. If an Actor or Stage Manager who must quarantine or isolate is being housed by the Theatre in shared housing, the Theatre will arrange for alternative housing during the quarantine or isolation.
 - g. Actors and Stage Managers who may have been exposed to an individual who tested positive for Covid-19 will be immediately notified. The Theatre will maintain confidentiality as required by federal, state, and local law.

8. Audience and Public Interaction.

- a. No visitors will be allowed backstage, and the Theatre shall post signage backstage to that effect.
- b. An unvaccinated, unmasked Actor must not be within ten (10) feet of the audience members; however, during performances, this shall not prevent any Actor from (i) passing within ten (10) feet of audience members when the Actor is entering or exiting the stage or (ii) being within ten (10) feet of audience members who are either vaccinated or masked.
- c. The Theatre will not require or request any in-person interaction between unvaccinated Actors or Stage Managers and patrons.
- d. Autograph signings, meet-and-greets with patrons, and backstage tours are strictly prohibited.
- e. Approval of press events outside of Theatre-controlled venues will be given by the COVID-19 Safety Manager(s).
- f. Talkbacks may only happen if, during the talkback, there is at least ten (10) feet between any unvaccinated Actor(s) and Stage Manager(s) and any unvaccinated, unmasked audience members.
- g. In-person presentations (i.e., preshow speakers or talkback moderators) to the audience may only be made by an Actor or Stage Manager who is vaccinated.
- h. If an Actor or Stage Manager in the Production Group is unvaccinated, the Theatre may only have outside organizations in the same space(s) as unvaccinated individuals in the Production Group under the following circumstances:
 - i. The outside organization is fully vaccinated; OR
 - ii. The outside organization does not occupy the same rehearsal or performance space at the same time as unvaccinated individuals in the Production Group, and there is adequate time for air changes and cleaning to take place; OR
 - iii. The outside organization follows all safety mitigation measures established by the Theatre to protect the unvaccinated Actor(s) and/or Stage Manager(s).

B. HVAC Inspection Requirement. The Theatre shall conduct a ventilation inspection to verify adequate ventilation in rehearsal and performance spaces. If the inspection finds inadequate ventilation in closed spaces (for example, dressing rooms), the Theatre agrees to add appropriate HEPA filtration units. The Theatre shall review Equity's ventilation guidance and provide that ventilation guidance to any ventilation professionals engaged to service the Theatre's system.

C. Notices to Equity Members.

1. When available, the Theatre shall include a copy of its safety protocols with each Equity Member's contract. When the Theatre's safety protocols are not included with an Equity Member's contract, the Theatre shall provide a copy of its safety protocols as early as possible but in no event later than two weeks before the first in-person rehearsal.
2. The name(s) and contact information of the COVID-19 Safety Manager(s) shall be posted on the call board throughout the production.

3. A COVID-19 Safety Manager will review the safety protocols with Equity Members and all other applicable employees on the first day of in-person rehearsal.

D. Duties of Equity Members. Actors and Stage Managers agree to abide by all of their individual responsibilities under the safety protocols. Actors and Stage Managers shall not assume responsibility for undertaking or enforcing safety protocols outside of their individual responsibility, including but not limited to safety protocols the Theatre may implement concerning company-wide temperature checks, medical paperwork collection and analysis, or cleaning/sanitization.

E. Compliance with Safety Protocols.

1. Equity shall have the right to request a copy of the Theatre’s safety protocols and information related to a Theatre’s implementation of its safety protocols. In no event shall the Theatre be required to disclose any information that the Theatre is required to keep confidential by any federal, state, or local law.

2. If Equity believes that a Theatre has not followed the Theatres’ safety protocols, Equity will provide written notice of all deficiencies to the Theatre, with a copy to LORT Counsel. Unless the Theatre promptly responds to the notice, Equity may require Actors and Stage Managers to refrain from rehearsing and/or performing until the Theatre responds. Actors’ and Stage Managers’ pay shall not be reduced if the Theatre must cancel a rehearsal or performance to address a deficiency. If the Theatre closes the production in lieu of addressing a deficiency, the Actors and Stage Managers shall be compensated two weeks’ salary and benefits or the remainder of their contracts, whichever is less.

F. Tours. Overnight tours may not be produced using this MOU.

G. Termination. For any closing of the production related to Covid-19, the Theatre may either (i) use the terms of the March 2, 2021 LORT-AEA Covid Media Side Letter, as applicable, during its term, or (ii) pay the Actors and Stage Managers salary and benefits for two weeks or the remainder of their contract, whichever is less.

H. Non-precedential/Non-cite. This MOU is made on a non-precedential basis. Neither LORT and its members nor Equity and its members shall refer to or cite this MOU, or any part thereof, in any hearing, arbitration, or other litigation, except for a proceeding to enforce the specific terms of this MOU.

I. Duration. This MOU shall apply to productions with a first day of in-person rehearsal on or after July 1, 2021. For the duration of this MOU, to the extent the terms of this MOU conflict with the LORT-AEA Agreement, the terms of this MOU shall govern. This MOU shall expire on July 1, 2022.

AGREED:



President, League of Resident Theatres

Executive Director, Actors’ Equity Association

Date



Date

***JANUARY 2022 ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN ACTORS' EQUITY ASSOCIATION AND THE LEAGUE OF RESIDENT
THEATRES REGARDING COVID-19 PANDEMIC REOPENING PROCESS***

To address continuing concerns around the transmissibility and virulence of the Covid-19 Omicron variant, LORT and Equity agree to the following addendum to their July 1, 2021 Memorandum of Understanding Regarding Covid-19 Pandemic Reopening Process:

1. The Theatre's safety protocols for each production with Equity Members shall include:
 - a. Required Covid-19 testing within 72 hours of the start of in-person work and for Actors returning to the Theatre from out of town.
 - b. Weekly Testing
 - i. Required daily Covid-19 testing for any unvaccinated child.
 - ii. In any week where Actors rehearse or perform without a respirator (e.g., KN95, N95, KF94), required Covid-19 testing no less than twice per week for all Actors, Stage Managers, and individuals in the Production Group who come in close, direct contact with Actors (e.g., wardrobe fitters, dressers, hair and makeup crew).
 - iii. The above testing shall be subject to the following exceptions only:
 1. An individual who has had a confirmed positive test result is exempt from testing for 90 days following their positive test; and
 2. A Theatre that is unable to require weekly testing, by virtue of law or restrictions imposed by a partner organization (e.g., a university), shall instead provide access to optional weekly testing for all Actors or Stage Managers rehearsing or performing without a respirator (i.e., all Actors or Stage Managers rehearsing or performing without a respirator must be given the option to be tested weekly).
 - iv. For productions with a Production Group of over 50 individuals, the Theatre shall consult with Equity about whether additional testing may be necessary.
 - c. Protocols Following a Positive Test
 - i. In the event of a positive test in the Production Group, follow-up testing shall be conducted immediately for any individual(s) in the Production Group whom the Covid-19 Safety Manager determines was exposed.
 - ii. If there are more than two confirmed positives for Covid-19 in the Production Group using PCR tests within three consecutive days, a round of follow-up testing shall be conducted immediately for the Production Group.
 - iii. If there are more than five confirmed positives for Covid-19 in the Production Group using PCR tests within seven consecutive days, in-person work will be paused, and no individual in the Production Group shall return to in-person work unless and until they receive a negative result on a follow-up PCR test or are cleared to return to work by a medical professional.
 - iv. An individual in the Production Group who tests positive for Covid-19 may return to work in person without being evaluated and cleared by a licensed health care

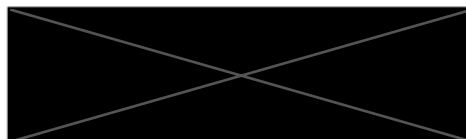
provider, if that individual is fully vaccinated and asymptomatic and isolated for 10 days after their first positive test.

This addendum shall take effect on January 18, 2022 and shall expire on February 27, 2022. LORT and Equity agree to meet before the addendum's expiration to determine what, if any, mitigation measures should be continued.

AGREED:



President
League of Resident Theatres


Date

Assistant Executive Director
Actors' Equity Association


Date