

# Guidelines for COVID Safe Auditions, Production, Rehearsals, and Performances

## 1/20/2021

### Contents

<b>1. Introduction</b> .....	<b>2</b>
<b>2. About these guidelines</b> .....	<b>2</b>
2.1 PURPOSE .....	2
2.2 SCOPE.....	2
2.3 WORK HEALTH AND SAFETY .....	2
<b>3. Definitions</b> .....	<b>3</b>
<b>4. National guiding principles</b> .....	<b>3</b>
<b>5. About COVID-19</b> .....	<b>3</b>
5.1 COVID-19 SYMPTOMS .....	3
5.2 TRANSMISSION .....	4
<b>6. Guidelines &amp; protocols</b> .....	<b>4</b>
6.1 GENERAL .....	4
6.2 AUDITIONS.....	7
6.3 PRODUCTION.....	8
6.4 REHEARSALS.....	8
6.5 PRE-PRODUCTION & PERFORMANCES.....	9
6.6 RISK MANAGEMENT .....	12
<b>7. Appendices</b> .....	<b>13</b>
7.1 REFERENCE DOCUMENTS.....	13
7.2 COVID-19 TESTING OPTIONS .....	13



## 1. Introduction

The COVID-19 pandemic has placed restrictions on the ability for performing arts organisations and venues to operate as they previously had. These restrictions are gradually being eased across the country, meaning theatres and other live performance venues are reopening, when government restrictions allow. JPAS is working to make sure that all people—audience, performers, crew, and staff—are all protected at and above the level required by the state of Louisiana, the CDC, and the WHO.

There is the potential for further outbreaks of COVID-19 and therefore, the resumption of audition, rehearsal, and performance activities may not be linear. Increasing control measures to mitigate COVID-19 risks are required in response to fluctuating numbers of COVID-19 cases. JPAS will be flexible to accommodate and respond to changes in community transmission rates and the associated changes in advice from public health authorities.

## 2. About these guidelines

### 2.1 PURPOSE

This document aims to provide clear guidelines to make aware all individuals involved with JPAS our COVID Safe plans and to safely resume live performances and associated activities such as auditions, production construction, rehearsals, and performances.

### 2.2 SCOPE

These guidelines are intended to apply:

- To all activities, including but not limited to auditions, production, rehearsals, or performances of live productions in all facilities associated with JPAS, including but not limited to JPAC, the Scenic Studio, WPAT or TW on Sala Avenue, the Rehearsal space, the Warehouse, or 1118 or 1122 Clearview Pkwy.
- Broadly across all types of artforms. There may be additional considerations depending upon the artform and these should be considered in more detail when developing COVID Safe plans.
- Professional live productions. The measures outlined in this document may not be appropriate for amateur productions, and additional protocols may need to be developed in such cases.

These guidelines expire when public health authorities advise COVID Safe policies are no longer deemed necessary.

These guidelines have been developed based upon other performing arts companies, commercial producers, specialist medical advisors, and the guidelines set by the State of Louisiana.

### 2.3 WORK HEALTH AND SAFETY

Employers have a duty to provide a healthy and safe workplace for all workers (including contractors and volunteers) and visitors to the workplace. This includes:

- assessing and managing risks;
- maintaining the workplace and facilities (e.g. regular cleaning);
- providing appropriate information, instruction, and supervision; and
- consulting with workers or their representative on any matters that affect them.



These guidelines should complement existing work health and safety processes and procedures. Implementing control measures outlined in this document must not cause other unsafe working conditions for any worker. Where these guidelines introduce new health and safety risks, or impede existing protocols, these risks should be assessed and managed accordingly.

### 3. Definitions

Isolation	Separates people who are unwell and who are confirmed with or have been tested for a contagious disease (such as COVID-19) from people who are healthy.												
Personal Protective equipment (PPE)	<p>PPE refers to anything used or worn to minimise risk to workers' health and safety. This may include, but is not limited to:</p> <table border="0"> <tr> <td><input type="checkbox"/> Boots</td> <td><input type="checkbox"/> goggles</td> <td><input type="checkbox"/> respirators</td> </tr> <tr> <td><input type="checkbox"/> ear plugs</td> <td><input type="checkbox"/> hard hats</td> <td><input type="checkbox"/> safety harnesses</td> </tr> <tr> <td><input type="checkbox"/> face masks</td> <td><input type="checkbox"/> high visibility clothing</td> <td><input type="checkbox"/> safety shoes</td> </tr> <tr> <td><input type="checkbox"/> Gloves</td> <td></td> <td><input type="checkbox"/> sunscreen.</td> </tr> </table>	<input type="checkbox"/> Boots	<input type="checkbox"/> goggles	<input type="checkbox"/> respirators	<input type="checkbox"/> ear plugs	<input type="checkbox"/> hard hats	<input type="checkbox"/> safety harnesses	<input type="checkbox"/> face masks	<input type="checkbox"/> high visibility clothing	<input type="checkbox"/> safety shoes	<input type="checkbox"/> Gloves		<input type="checkbox"/> sunscreen.
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Quarantine	Separates and restricts the movement of people who are well, but may have been exposed to a contagious disease (such as COVID-19) to see if they become unwell. The quarantine period for COVID-19 according to the CDC is currently 7 days with testing, 10 days without testing, or 14 days if possible.												

### 4. National guiding principles

The COVID Safe guidelines for auditions, production, rehearsals, and performances have been developed with the following principles in mind:

- Reduce risk of community transmission in the general public.
- Safeguard the safety and wellbeing of everyone on-site – audiences, performers, artists, musicians, crew, staff, contractors, and volunteers.
- Implement measures that are consistent with Louisiana State guidelines and public health directives.
- Continuously manage risks associated with the delivery of public performances, adapting to new information, restrictions, or requirements.
- Deliver a positive customer experience and contribute to Louisiana’s economic, social, and cultural wellbeing emerging from COVID-19.
- Ensure the ongoing sustainability of the live performance industry (including venues, theatres, producers, promoters, and service providers).

### 5. About COVID-19

#### 5.1 COVID-19 SYMPTOMS

Common COVID-19 symptoms include:

- Fever
- Dry cough
- Tiredness / fatigue



Other symptoms include:

- Aches and pains
- Sore throat
- Shortness of breath
- Runny nose
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or sense of smell
- Skin rash
- Discolouration of fingers or toes

## 5.2 TRANSMISSION

COVID-19 spreads via human to human transmission through:

- Droplets e.g. from coughing or sneezing; or
- Contact with surfaces an infected person has touched, coughed or sneezed over, and deposited the virus on.

There is also some evidence of airborne transmission and intestinal infection through fecal transmission.

## 6. Guidelines & protocols

### 6.1 GENERAL

#### Personal Protective Equipment

- PPE, including an approved face covering over the mouth and nose will be required for building entry. Any individual without the appropriate face covering will not be allowed to enter facilities.
- Everyone is required to properly wear an approved face covering at all times while in facilities.
- Actors and musicians will be expected to continue wearing their facial covering while both onstage and backstage during performances, in addition to having appropriate spacing or other barriers in place.
- Wardrobe or costume staff will be required to wear a mask for all fittings, styling, dressing, or other close contact with performers. Performers will remain masked during this contact.
- Hair and makeup staff will be required to wear a mask for all encounters with performers. Performers are recommended to apply their own makeup with their own makeup kits and style their own hair based upon the direction of the production.
- Production crew will be required to wear a mask at all



times, including during the construction phase, load-in, while back stage, and during load-out.

- Hand sanitizer and handwashing facilities will be available at the theatre and/or rehearsal spaces. Frequent handwashing and hand sanitizing will be required.

### **Physical distancing**

- As far as reasonably practicable, all workers should maintain physical distancing within the workplace at all times.
- Where physical distancing cannot be maintained, implement appropriate control measures.
- Limit the number of workers in indoor spaces according to applicable Louisiana guidelines (1 person per 60 square feet).

### **Testing**

- All cast, crew, and staff involved with the audition, production, rehearsal, or performance are required to take a Covid-19 rapid test within 72 hours of the first rehearsal and submit a negative result before the first rehearsal. Likewise, a Covid-19 rapid test will be required before returning following a holiday break or for anyone who has taken a vacation. There will be no cost to the employee for this test. See below for testing options. Test results must be provided to stage management or technical director who will convey the results to management before being allowed to remain at the call.
- Any cast, crew, or staff member with someone in their immediate family or working environment who tests positive will be required to present a negative test result before being allowed to continue the process.
- JPAS will provide information on free local testing options to all employees. If an employee is not able to get a free test, JPAS will reimburse for the cost of the test at a JPAS approved testing site. Currently JPAS recommends Walgreens, Ochsner, and LCMC Urgent Care facilities. See details in Appendix 7.2.
- Following a negative test, cast, crew, and staff involved with the audition, production, rehearsal or performance must isolate and take reasonable precautions to avoid accidental transmission from the time of their first Covid-19 test through the end of the process. This includes avoiding large gatherings like parties, church services, bars/restaurants, concerts, etc., and generally avoiding groups of people. It also includes wearing a mask at all times in public as prescribed by local authorities.

### **Hygiene**

- All workers are required to practise good hygiene including cough and sneeze etiquette – i.e. regular handwashing for a minimum of 20 seconds; cough or sneeze into a tissue and then dispose of tissue safely; cough or sneeze into the inside of elbow; wash hands after coughing, sneezing, or blowing nose.
- Set up hygiene stations (with either hand soap and water in wet areas such as bathrooms and kitchens or sanitiser in public areas) in prominent locations throughout the building.



## Health monitoring

- Workers are advised not to attend work if they are unwell with COVID-19 symptoms.
- Each rehearsal, performance, call, or other meeting will have one staff individual identified as the Health Safety Monitor. This individual will ensure that all safety protocols are followed before the call and during the process.
- Enforces use of PPE
- Confers with ED regarding test results
- Provides safety briefing, when necessary, report results of tests to ED
- Administers daily screenings of staff on arrival at the call.
  - Daily Screenings will take place at the designated entrance. All employees must enter through this entrance.
  - Records results of the [Coronavirus Self-Checker](#);
  - Does contactless temperature checks on all entering the building
  - COVID-19 testing (noting that a negative test does not mean the worker is COVID-19 negative) prior to commencing work and on an ongoing basis.
- Once the screening is completed, employees must remain in the theatre for the duration of the call/rehearsal/performance.
- Workers will be required to get tested if they develop any COVID-19 symptoms and provide proof of negative test results before returning to work.

## Bathrooms and dressing rooms

- Will be cleaned and disinfected after each rehearsal or performance
- Dressing & Makeup stations will be positioned at least 6' apart
- Masks must be worn in dressing rooms.
- Makeup, hair products, etc. will not be shared.
- Equipment (e.g. microphones), props, sets, and costumes will be cleaned or sanitized between uses.

## Eating on Site

- Eating/drinking will not be allowed indoors. If eating or drinking is necessary, it may be done immediately outside the facility.
- Must maintain social distancing of at least six feet while eating
- No communal snacks provided or permitted
- Performances gifts will be not be allowed in the facilities

## Review of Policies

- All workers commencing of work (including cast, crew, creatives, contractors) will receive a copy of the JPAS COVID Guidelines for Auditions, Production, Rehearsal, and Performance and will be required to acknowledge receipt, acceptance, and willingness to abide by the guidelines before being allowed to commence work.



## Compliance

- Management to regularly consult, revise, and update COVID safe practices and policies, as required, in response to changes in government regulatory frameworks governing the containment of the COVID-19 pandemic for as long as they remain in force.

## Taking Care of Each Other

- During the rehearsal and performance period, all employees are asked to make smart choices outside of the theatre to avoid any potential exposure. This includes avoiding crowds, wearing a face covering in public, regular hand washing, and other reasonable measures to protect yourself from Covid-19 or other viral exposure.
- If at all possible, please take personal vehicles and avoid public transportation.
- If you are exhibiting symptoms of Covid-19 OR Seasonal Flu including fever, cough, difficulty breathing or shortness of breath, chills, sore throat, and/or new loss of smell or taste, please contact Stage Management as soon as possible, arrange to be tested, and stay home for the period recommended by the CDC.

## 6.2 AUDITIONS

- When at all possible, preliminary auditions will be conducted online or by recording
- For live auditions, where reasonably practicable:
  - auditionees, creatives, and other workers will be required to complete the [CDC's Coronavirus Self-Checker](#) prior to arriving or on arrival at the audition;
  - auditions will be held in large, well-ventilated areas;
  - auditionees, creatives, and other workers should wash/sanitise hands before entering the audition room;
  - auditions will be conducted in line with physical distancing and density rules applicable in the state/territory, and masks will be required at all times;
  - the number of people participating in group auditions will be limited to ensure physical distancing is maintained;
  - where physical distancing is not possible, additional appropriate control measures such as use of PPE, face shields, screens will be implemented; and
  - items will not be shared between auditionees
- Prior to the audition, where reasonably practicable:
  - auditionees will be provided with a copy of JPAS' COVID Safe policy/plan or display for view at registration desk;
  - auditionees will be provided with the link to the [CDC's Coronavirus Self-Checker](#) to be completed at the time of arrival;
  - confirm whether auditionees will be required to undergo temperature checking upon arrival;
  - confirm whether close contact with other auditionees will be required and what control measures will be implemented;
  - auditionees will be required to bring items (such as pen, notebook, water bottle, towel)



- for personal use during the audition;
- auditionees will be asked to be dressed ready for the audition prior to arrival; and
- auditionees must stay home if feeling unwell.
- Where reasonably practicable, details will be provided about scenes requiring close contact or intimacy in casting briefs as part of the auditioning process.
- Records will be maintained of participants during the auditions, including contact details and date(s) of audition.

## 6.3 PRODUCTION

### General

- These guidelines apply to all activities regarding production and production construction. A schedule will be developed to clean and disinfect the rehearsal room and communal areas (e.g. kitchen, bathrooms), particularly frequently touched surfaces.
- Where reasonably practicable, rehearsals will be scheduled to minimise the number of participants and to allow for cleaning between rehearsal calls.
- Masks will be worn by all participants at all times during construction, load-in, performances, or load-out.
- Where reasonably practicable, construction will be held in large, well-ventilated areas.
- Records will be maintained regarding workers' attendance.
- Where it is not reasonably practicable to maintain physical distancing between workers, additional control measures such as additional PPE, face shields, screens will be implemented.
- It will be articulated in writing when performers are required to participate in intimate scenes or be in close contact with other workers. Performers are required to provide written consent. Performers may also be asked to limit interactions with people outside of the production to reduce risks to the broader community.

## 6.4 REHEARSALS

### General

- A schedule will be developed to clean and disinfect the rehearsal room and communal areas (e.g. kitchen, bathrooms), particularly frequently touched surfaces.
- Where reasonably practicable, rehearsals will be scheduled to minimise the number of participants and to allow for cleaning between rehearsal calls.
- Masks will be worn by all participants in rehearsals at all times.
- Where reasonably practicable, rehearsals will be held in large, well-ventilated areas.
- Records will be maintained regarding workers' attendance at rehearsals.
- Where it is not reasonably practicable to maintain physical distancing between workers, additional control measures such as additional PPE, face shields, screens will be implemented.
- It will be articulated in writing when performers are required to participate in intimate scenes or be in close contact with other workers. Performers are required to provide





written consent. Performers may also be asked to limit interactions with people outside of the production to reduce risks to the broader community.

### **Pre-rehearsal**

- A copy of the company's COVID Safe policy/plan will be provided to performers, musicians, creatives, and crew.
- Performers, musicians, creatives and crew will be asked to:
  - complete the [CDC's Coronavirus Self-Checker](#);
  - get tested for COVID-19 prior to commencing and throughout rehearsals; or
  - bring items (such as pen, notebook, water bottle, mug, towel) for personal use during rehearsals.
- Scenes involving close contact or intimacy (including the control measures that may be implemented) will be mapped out.

### **During rehearsals**

- The permitted number of people in the rehearsal room will comply with the applicable density rules and all individuals will be required to wear masks at all times.
- Where reasonably practicable, the number of people in the rehearsal room will be limited to essential personnel only. Performers and creatives who are not required in the rehearsal room or whose rehearsals have finished for the day shall be released and asked to leave.
- Hands must be washed/sanitized upon entering rehearsal space.
- On the first day of rehearsal, COVID protocols will be discussed as a group with workers being regularly reminded of COVID protocols.

### **Blocking**

- Where reasonably practicable, blocking will be conducted, to the extent possible, while maintaining physical distancing.
- Where physical distancing is not possible:
  - Face masks will be required by all individuals and additional control measures such as use of PPE, face shields, screens will be implemented.
  - workers may be asked to limit interactions with people outside of the production to reduce risks to the broader community.
  - upon commencement it will be discussed and agreed with all parties (noting that agreement between the parties must not contradict anything in these guidelines).
- As far as practicable, time spent in close proximity to other performers will be minimal.

### **Outside the rehearsal room**

- Maintain physical distancing and face masks outside the rehearsal room (e.g. in the green room, kitchen).

## **6.5 PRE-PRODUCTION & PERFORMANCES**

### **General**

- Provide induction/briefing about the venue's COVID health and safety policies to performers, musicians, creatives, crew and other workers.



### **Back of house**

- Maintain physical distancing and face masks while backstage (e.g. in the green room, dressing room).
  - Where reasonably practicable, one-way traffic flow will be implemented.

### **Sound and technical equipment**

- Where reasonably practicable, technical equipment will be allocated to individuals (e.g. headsets, radio mics) to minimise sharing.
- Equipment will be cleaned and sanitized after use.
- Additional time at the end of the day may be required for cleaning and sanitisation of equipment used.
- Equipment (with tape/stickers) may be color coded to identify when equipment has been used and needs to be cleaned before next use.
- Where reasonably practicable, performers are encouraged to apply and remove their own radio mic, after instruction by sound department. Where assistance is required, audio assistants should sanitise their hands between assisting performers and wear appropriate PPE (i.e. surgical face mask, masks made in accordance with published health guidelines).

### **Props**

- Where reasonably practicable, props will be allocated to individuals to minimise sharing.
- High touch props will be cleaned and sanitised after each performance, where reasonably practicable. Additional time at the end of the day may be required to ensure cleaning and sanitisation of high touch props used.
- Other props will be regularly cleaned (e.g. weekly).

### **Sets**

- High touch surface will be regularly cleaned.
- Additional time at the end of the day may be required for cleaning and sanitisation of sets.



## Hair & Makeup

- Where reasonably practicable, cast and performers will be provided with the option to do their own hair and makeup (including touch-ups and removal), including through virtual tutorials with hair and makeup personnel.
- Hands must be washed and sanitized prior to beginning any work on a performer, during as needed, and immediately after.
- For hair and makeup assistants, face masks and gloves must be worn when physical distancing cannot be maintained.
- Performers (or other worker) are encouraged to sanitise hair and makeup kits regularly.
- Where performer's own supplies are not being used, makeup applicators and removal supplies will be single use, will be stored in covered containers, and disposed of safely.
- Where reasonably practicable, performers are encouraged to touch up and remove their own makeup.
- Hair and makeup supplies will only be handled by hair and makeup assistants or the individual performer (if using own supplies).
- Hair items will be allocated only to individual performers to minimise sharing.
- Wigs and hair extensions will be regularly washed and cleaned.
- Maintain at least 6ft distance between hair and makeup stations
- Makeup chairs and surrounding surfaces and equipment will be wiped down with disinfectant wipes between uses by different performers.
- If safe to do so, hygiene station near the entrance of the makeup area will be provided.

## Wardrobe & Costume

- If timelines allow, additional time after casting will be provided for online purchases, delivery, and separate individual fittings.
- Attendance at costume fittings will be limited to only essential individuals.
- High-touch surfaces will be cleaned and sanitized between fittings.
- Costume fitters and performers will wash or sanitise hands before/after fitting or dressing cast, wear face masks at all times, and wear additional PPE if physical distancing cannot be maintained.
- Equip each individual with their own supply of an alcohol-based disinfectant and hand sanitiser.
- Costume pieces will not be shared.
- Costumes will be regularly cleaned and/or sanitized.

## Orchestra / Musicians

- Consider sneeze screens or mute shields between musicians and maintain physical distancing where orchestra pit allows.
- Allow suitable distance (e.g. 6ft) between musicians/orchestra pit/performers and audience.
- Where reasonably practicable, consider reduced numbers of musicians and/or staggered arrival and departure.



- Musicians to wipe down or spray music stands with disinfectant prior to each performance.
- Clean and disinfect floors following each performance.

### **Performers – actors, dancers, singers, opera, choirs**

- Encourage performers to perform own props checks, where possible.
- Encourage performers to dress themselves, where possible.
- Provide performers with bagged clean towels and laundry bags for used costume items.
- Require anyone interacting with performers at close range to wear appropriate PPE (including dressers, hair and makeup and costume/wigs).
- Blocking should be considered to prevent fast changes which require assistance.
- Set up dressing rooms and green room to facilitate physical distancing.
- Prohibit sharing of comfort items such as hot water bottles, jackets and slippers.
- Allow for greater distancing between singers, if possible.

## **6.6 RISK MANAGEMENT**

### **Risk assessment and mitigation**

- Undertake a risk assessment and identify measures to mitigate risks.
- Consider teams, swings and understudies to fill roles if a cast or crew member is unwell. However, it should be noted that if a cast or crew member is confirmed as having COVID-19, all those in close contact with the confirmed case will need to quarantine in line with public health directives, possibly resulting in more than one cast or crew member needing to be replaced.
- Workers may be asked to limit interactions with people outside of the production.

### **Managing suspected cases**

If a cast, crew, creative, musicians, or other team member is feeling unwell or presents with COVID-19 symptoms during rehearsals or the season:

- Isolate the worker in the sick room (or other designated area).
- Assess whether this worker represents a risk to others in the workplace.
- Ensure the worker has transport to safely return home or visit a doctor or medical facility.
- Advise the worker to get tested for COVID-19, as per government advice and follow instructions regarding isolation.
- The worker cannot return to the workplace until symptoms are no longer present and receives clearance from public health authorities or a medical practitioner (depending on the circumstances, clearance may constitute a negative COVID-19 test result).

### **Managing confirmed cases**

If a cast, crew, creative, musician, or other team member tests positive for COVID-19:

- The worker with COVID-19 will be required to isolate. This worker will not be able to return to work until they have received clearance from health authorities or treating medical practitioner.
- Those cast, crew, creatives, musicians or other team members who are identified by public



health authorities to have had close contact with the confirmed case will be:

- informed about the confirmed case within the company.
- required to quarantine.
- encouraged to get tested or may be required to get tested if directed by public health authorities.
- The company will follow advice and instructions from health authorities.
- If required, notify and submit an incident notification to the WorkSafe Authority in the relevant state and/or territory (different notification requirements apply in each state).

### **Contact Tracing & Tracking**

- Maintain up-to-date worker contact details and attendance (at rehearsals and at the venue).
- Inform workers their contact details may be shared with health authorities.

### **Production shutdown**

- The company may be required to cancel performances or the entire production, in order to comply with government directions.
- If a cast, crew, creative, musician, or other team member has tested positive for COVID-19, each company will need to assess the risks and ascertain whether it is feasible to continue performances.

## **7. Appendices**

### **7.1 REFERENCE DOCUMENTS**

Center for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov))

World Health Organization ([www.who.int](http://www.who.int))

State of Louisiana Department of Health ([www.lhd.la.gov](http://www.lhd.la.gov))

### **7.2 COVID-19 TESTING OPTIONS**

#### **If you have insurance:**

We recommend going to one of the LCMC Urgent Care locations. Your insurance should cover the rapid test, and you will get same day results.

An employee can go to their website, register online, and pick a location and time that is convenient for them. Our website address is <https://lcmchealthurgentcare.com/>.

- Once on the website, you will click the purple “Check In Now” button on the top right of the page.
- Next, select the location that is convenient for them
- Then click the red Check-in button to start the registration process and select the visit time that is convenient for you.

#### **If you do not have insurance:**

Several Walgreens locations in our area provide rapid testing for free to the general public.

Use this link to setup an appointment for a test. Be sure to select a location that offers Rapid POC



testing (red dots on their map). These locations are typically available within hours.

<https://www.walgreens.com/findcare/covid19/testing>

In the screening, be sure to indicate that you “live in an area that has community spread”.

At the time of writing, the following locations offer the rapid test at no-cost:

73626 HIGHWAY 25; COVINGTON, LA 70435;

1544 MANHATTAN BLVD; HARVEY, LA 70058;

4100 WILLIAMS BLVD; KENNER, LA 70065.

It is highly recommended that you make an appointment at the website above.

If you are not able to get a free test, or a test covered by insurance, please notify stage management, and we will setup a test for you at JPAS' expense.

### **City of New Orleans Testing:**

The city is offering no-cost testing at various locations around the city. These are generally not the rapid tests and can take 5-7 days or longer to get results. This is not the best option to ensure timely results. If you go this route, please be sure to isolate after getting the test to reduce the likelihood of transmission between the test and your contact with the rest of the team. Testing appointments, locations and information can be found here: <https://ready.nola.gov/incident/coronavirus/testing/>



JEFFERSON PERFORMING ARTS SOCIETY  
**COVID Guidelines**  
**For Auditions, Production, Rehearsal, and Performances**  
LAST UPDATED 12/11/2020

**ACKNOWLEDGEMENT:**

I have received, read, understand, and agree to abide by JPAS' COVID Guidelines for Auditions, Production, Rehearsal, and Performances. If I have questions regarding the content or interpretation of the COVID Guidelines, I will ask the Executive Director.

EMPLOYEE NAME \_\_\_\_\_

DATE OF ACKNOWLEDGEMENT \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_