



Bartell Theatre COVID-19 Response Policies

The Bartell Foundation Board of Directors (hereafter referred to as “The Bartell”) adopted these policies on June 9th, 2021. They require all Resident Companies and Visiting Renters to follow each provision below. These policies in no way are the only measures Resident Companies or Visiting Productions can enact, but serve as a baseline.

The safety of our patrons, performers, and crew is of utmost importance to us. Thus, the Bartell will endeavor to continuously improve the health and safety aspects of the building.

The Bartell welcomes suggestions regarding these policies. Please convey any ideas to the Managing Director. The Bartell is primarily a volunteer organization and will enact provisions if and when possible.

The Bartell welcomes donations to our ongoing efforts to improve every aspect of our building. Thank you for your donations via our Amazon Wish List.

****Updated per Board of Directors vote on August 11, 2021.**

BUILDING-WIDE POLICIES AND ACTIONS

- The Bartell, prior to the first production, open to the public, will have all public areas of the building professionally deep-cleaned.
- The Bartell Foundation and Building Corporation will continue to consult with our HVAC provider and upgrade our system including, but not limited to, upgraded filtration, Ionization, and more to provide casts, crews, and patrons the best possible air handling.
- The Bartell will continue to work on making the restrooms as touchless as possible.
- At the time of this policy’s adoption, Dane County no longer has mask requirements. The Bartell will promote a mask-friendly atmosphere for both audiences and crews. For people vaccinated for the Covid 19 virus, the Bartell does not require masks but will support those who wish to wear masks. The Bartell will provide free, disposable masks at the box office. Should a mask recommendation or mandate go into effect during the season (locally, statewide, or as recommended by the CDC) the Bartell will follow that new guidance. ****As of August 11th, 2021, the Bartell requires masking in all areas of the building open to the general public.**
- Further, the Bartell encourages but does not require outside renters and Resident Companies to designate specific performances as “Masked Matinees” for audience members who prefer a masked environment. Audience members seeking “Masked Matinees” may request specific information from the producing company. .
- ****The Bartell requires all people entering the Bartell to show proof of vaccination against COVID-19 and must meet the CDC’s definition of “fully vaccinated.” Exemptions to this only include those individuals who are too young to be considered eligible for vaccination or for those with medical conditions that prevent them from being vaccinated. For these people, a negative COVID test result from the past 72 hours must be presented before entering the Bartell. This requirement is for all people including audiences, volunteers, employees, and all casts and crews of presenters renting the Bartell.**
- The Bartell will make hand sanitizer available throughout the building at all times.

TICKETING AND BOX OFFICE

- In order to make the Bartell experience as touchless as possible, the Bartell will not automatically print out Will Call tickets. If audience members order tickets online or over the phone for Will Call, they need only show the box office attendant their confirmation email either as a printout or on their phones. The Bartell will print out tickets if requested.
- Instead of taking tickets, ushers will use a counter to keep track of audience attendance.
- The box office will have floor markers to show 6ft spacing to assist in social distancing.
- Should the CDC still recommend it by the time the first public show opens, the Bartell will install plexiglass shields at the box office for our volunteers.
- The Bartell will not allow companies to reuse program booklets. Programs will not be allowed to be reused between performances. They must be recycled after each use. Ushers will not hand programs to patrons, but instead will leave them in baskets to be selected by patrons.
- The Bartell requires that each company open its house at least 45 minutes before curtain during the 21-22 season to allow more time to seat patrons and alleviate crowding. Historically, shows opened their houses 30 minutes prior to curtain. The Bartell will now require a minimum of 15 additional minutes.
- Performance times will be staggered for the entire 21-22 season. Thus, should performances run in both the Evjue and Drury stages on the same evening or afternoon, the Bartell will not allow resident companies or visiting renters to have similar curtain times. Resident Companies and Renters MUST coordinate the start times to shows in order to alleviate box office and lobby congestion. The Bartell recommends start times at least 30 minutes apart..
- The Bartell will allow NO LATE ENTRIES during the 21-22 season. This will help avoid distractions when trying to seat latecomers, especially if the show is seated with social distancing. If patrons arrive after the curtain goes up, they will have the option to exchange their ticket for a different performance time. The Bartell will not refund tickets. .
- Some companies may choose to enforce social distancing. At this time, the Bartell is not enforcing any attendance restrictions. Should local, state, or federal guidelines change, the Bartell will revisit mandatory audience restrictions. Below in this document are the procedures for ticketing and seating should restrictions be put in place. See specific theatre section for more information.

LOBBY, CONCESSIONS & BAR

- In order to enhance social distancing and provide more space for the public, all the tables in the middle portion of the lobby have been removed and replaced with taller, bar-style tables. The bar and concessions lines will have floor markers to show 6ft spacing to assist in social distancing.
- Should the CDC still recommend it by the time the first public show opens, the Bartell will install plexiglass shields at the bar and concession stands for our volunteers.
- The Bartell will resume full bar and food sales when the first shows open for the season. However, should a mask mandate or recommendation be made at any time during the season, the Bartell will suspend all food and beverage sales. **Per vote on 8/11/21, the Bartell will continue food and bar sales even though a mask mandate has been reinstated.
- Resident Companies and Visiting Productions MUST disinfect all tables, chairs, door knobs, and countertops in the lobby after each performance using the cleaning supplies provided by the Bartell. Some may also choose to disinfect more frequently, such as before and after intermissions.

DRURY STAGE

- For the 2021-2022 season, the stairs to and from the Drury will be one-way. One staircase for ascending to the theatre and the other for descending to the lobby.
- As stated above, with no attendance restrictions in place currently, the Bartell will allow the Drury to operate at full capacity. Resident Companies or Visiting Productions may choose to enact their own policies .
- Should seating be spaced (either by health mandate or by choice of the production) the Drury will switch to a reserved seating model. Patrons will choose their seats online when purchasing tickets. The Bartell Box Office will create spaced out pods of seats for groups. Spacing will be determined by the latest CDC and local health authority recommendations.
- Tickets for the 21-22 Season will not go on sale until August 1, 2021 to allow Resident Companies and Visiting Productions to develop the latest health guidelines for audience seating while also giving Box Office staff the time to put the reserved ticketing system in place.
- Resident Companies and Visiting Productions MUST disinfect seating, stair railings, and door knobs in the Drury between each performance using the cleaning supplies provided by the Bartell Foundation.

EVJUE STAGE

- For the 2021-2022 season, the Bartell will require Resident Companies and Visiting Productions to make two doors to the Evjue accessible to patrons AT ALL TIMES. One will be designated the entrance and the other will be the exit. Ushers will be instructed to act as crossing guards to help keep a respectfully distanced flow of people in and out of the hallway.
- With no attendance restrictions in place currently, the Bartell will allow the Drury to operate at full capacity. Resident Companies or Visiting Productions may choose to enact their own policies.
- Should seating be spaced (either by health mandate or by choice of the production) the Evjue Stage will place “Social Distance Cards” on various seats leaving socially distanced pods available for seating. Spacing will be determined by the latest CDC and local health authority recommendations. Cards may be adjusted slightly to accommodate varying pod sizes. Productions will be responsible for ensuring pods remain the correct distance apart..
- The Bartell requires productions to have TWO ushers for Evjue shows, one to handle hallway traffic and count patrons, and a second to assist with pod seating in the Evjue itself.
- Tickets for the 21-22 Season will not go on sale until August 1, 2021 to allow for Resident Companies and Visiting Productions to use the latest health guidelines for audience seating while also giving Box Office staff the time to put the reserved ticketing system in place.
- Resident Companies and Visiting Productions MUST disinfect seating, stair railings, and door knobs between each performance using the cleaning supplies provided by the Bartell Foundation.

BACKSTAGE

- For the 2021-2022 season, the Bartell recommends that all productions using the Bartell have a COVID Officer as part of their crews. This person’s responsibilities can include ensuring that the policies stated herein are being followed. Regardless of whether productions have a person by this title, it is the responsibility of all productions, Resident or Visiting, to follow all these guidelines and policies.
- For the 2021-2022 season, the Bartell recommends that productions limit visitors and non-essential personnel in backstage areas. Unless these restrictions become mandated by local, statewide, or

federal health departments, the productions themselves will determine the number of backstage visitors and the circumstances in which they are allowed. .

- The Bartell further recommends that all productions disinfect their respective backstage areas after each performance or use of the space for the safety and comfort of their casts and crews. Productions are REQUIRED, however, to disinfect and clean all backstage areas after their production loads-out.

INDIVIDUAL HEALTH SAFETY

- The Bartell asks all casts, crews, volunteers, and members of the general public to continuously monitor their health and go over the following questions before attending a show or participating backstage or onstage in a production:
 - Have you experienced any of the following symptoms in the past 48 hours?
 - fever or chills • cough • shortness of breath or difficulty breathing • fatigue • muscle or body aches • headache • new loss of taste or smell • sore throat • congestion or runny nose • nausea or vomiting • diarrhea
 - Are you isolating or quarantining because you tested positive for COVID-19 or are worried that you may be sick with COVID-19?
 - Are you fully vaccinated OR have you recovered from a documented COVID-19 infection in the last 3 months?
 - Have you been in close physical contact in the last 14 days with:
 - Anyone who is known to have laboratory-confirmed COVID-19? OR
 - Anyone who has any symptoms consistent with COVID-19?
 - Are you currently waiting on the results of a COVID-19 test?
 - Have you traveled in the past 10 days?
- The Bartell requests that anyone experiencing any of the above symptoms refrain from participating or attending any Bartell events and to wait to return until at least 48 hours after symptoms have subsided.
- Anyone who thinks they have been exposed to COVID-19 should stay home and quarantine for 10-14 days before coming to any Bartell event.
- Should someone in a production's cast or crew test positive for COVID-19, that production will suspend performances until a time when all their unvaccinated cast and crew either test negative for COVID or complete a successful quarantine period of 10-14 days.

FUTURE CHANGES

- The Bartell recognizes that we live in politically volatile times. Some local and state level health departments have lost their legal ability to mandate restrictions and/or enforce them. The Bartell will follow all recommended public health restrictions from the Dane County or the State of Wisconsin's health departments, regardless of whether they can legally enforce such recommendations due to legislative, judicial, or executive actions. The Bartell will change this policy only when it is overturned by a majority vote of the Foundation's full Board of Directors.