

Angela Sander  
Administrative Director



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Winter Opera Saint Louis • 2324 Marconi Ave • St. Louis, MO 63110 • (314) 865-0038 • [angela@winteroperastl.org](mailto:angela@winteroperastl.org)

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## **Winter Opera St. Louis COVID-19 PLAN** *Suor Angelica*

December 22, 2020

### **INTRODUCTION**

Winter Opera St. Louis is working with Kirkwood Performing Arts Center (KPAC) and the City of Kirkwood to present a staged performance of *Suor Angelica* in the Ross Family Theater on Friday, March 19, 2021, Saturday, March 20, 2021, and Sunday, March 21, 2021. In preparation, Winter Opera has carefully reviewed Missouri Arts Safe guidance. Winter Opera St. Louis is committed to the Missouri Arts Safe pledge and is preparing to enact all of their universal measures.

Winter Opera has also reviewed documents from organizations posted on the Volunteer Lawyers for the Arts site and including very relevant measures from Kirkwood Performing Arts Center, The Kranzberg Arts Foundation Green Light Manual, general policies from the National Endowment for the Arts, and others. These documents go into great detail on shared commitments to artist and audience safety, and overall understanding of the threat the virus poses.

### **LOAD-IN/REHEARSALS/PERFORMANCE**

Winter Opera St. Louis will load into the Ross Family Theater at Kirkwood Performing Arts Center on Sunday, March 14 or Monday, March 15, 2021. A tech rehearsal will be scheduled for Tuesday, March 16 at 7 PM followed by a piano dress rehearsal from 8:45-10 PM. Two piano dress rehearsals will also be scheduled for Wednesday, March 17 beginning at 7 PM. The scheduled performances will be Friday, March 19 at 7:30 PM, Saturday, March 20 at 7:30 PM, and Sunday, March 21 at 3 PM. Running time of the production is one hour with no intermission.

### **WELCOMING THE AUDIENCE**

Winter Opera St. Louis will be collaborating with KPAC for all COVID-19 planning. All volunteers and patrons will be required to wear masks. Winter Opera will provide hand sanitizer for all patrons, staff, and volunteers during this process. Signage will be posted encouraging social-distancing, requiring masks, and following of all COVID-19 protocols.

Winter Opera staff will include four staff members and six volunteers. Their duties will include: Enforce masking, assisting patrons to their seats, taking tickets, encourage social-distancing and assisting with traffic flow.

One Winter Opera staff member will be working the Box Office. The Box Office staff member will be gloved as tickets and programs are picked up by attending patrons. All tickets and programs will be pre-printed and pre-sorted to help mitigate patrons' wait time in the lobby before the performance. All patrons are available on our contact lists for possible contact tracing. The other Winter Opera staff and volunteers will be ushering patrons to their seats. One volunteer will be on the elevator to take patrons to their seats on the upstairs balcony of the theater. This is to ensure only one party of patrons will ride the elevator at any given time. Our House Manager will oversee the event and front of house. Winter Opera will also work with Kirkwood Performing Arts Center to establish additional specific responsibilities as needed.

The theater will be open for seating early to discourage any gathering of crowds and to promote safe, social-distancing. All of our staff and volunteers are registering with Missouri ArtsSafe and watching the training video on its website.

Winter Opera St. Louis, in partnership with the Kirkwood Performing Arts Center's staff, will be conducting temperature checks of every staff member, volunteer, artist, and patron.

#### BACKSTAGE /ARTISTS PROTOCOL/PERFORMANCE

All artists and crew members will have their temperature taken upon entering the theater. Winter Opera crew members consist of 2 assistant stage managers and 1 stage manager. All artists and crew members will be required to wear masks back stage. Social-distancing will also be required back stage. Artists will be wearing masks until having to perform on stage. There are 16 people in the cast. Two large dressing rooms and a green room will allow us to have no more than 6 people per dressing room and utilize the green room as a dressing room. There will be 6-8 feet between each artist in each dressing room and green room. Hand sanitizer will be in each room and will be required upon entering and exiting the dressing rooms. Signage will be hung backstage encouraging social-distancing, stating capacity limits for dressing rooms and the green room, and requesting artists and crew members to use hand sanitizer as they enter and exit the dressing rooms.

All load-in crew will also be required to have their temperatures taken, wear face masks, and socially-distance. Load-in crew members will be provided with a hand sanitizing station as they enter and exit Kirkwood Performing Arts Center. Winter Opera St. Louis is also working in conjunction with Kirkwood Performing Arts Center staff to ensure the health and safety all staff and crew members by establishing these guidelines and others as needed.

The staging of the performance will be socially-distant. *Suor Angelica* does not call for any close interaction between any performers. Performers will be at least 8 feet away from each other on stage when performing.

There will be 16 players in the Orchestra. We will require temperature checks upon arriving to the theater. All members of the orchestra will be wearing masks for the entire performance. The orchestra members will also be socially-distanced six feet from each other and will each have his or her own music stand.

Winter Opera Artists will be performing from the stage of the Ross Family Theater in Kirkwood Performing Arts Center. Performers will be distanced at least twenty feet away from the nearest patron. The first row of seats in the Ross Family Theater will also be blocked off to ensure greater social-distancing and safety.

Winter Opera will respect all Kirkwood Performing Arts Center policies. They also include: All staff and patrons in masks; Capacity in the theater to be limited to 25%; Seats will be socially-distanced; and the theater, like all of the Kirkwood Performing Arts Center's spaces, will have before and after cleanings of the space.

### COVID-19 POLICIES

- Winter Opera St. Louis will work with Kirkwood Performing Arts Center to conduct temperature checks, for all - including Winter Opera staff and volunteers during the setup and for patrons attending the performances.
- Masks will be required for all Winter Opera staff, volunteers, and artists during performance (with the exception of the singers while performing). Masks will be required of all patrons.
- Artists will be staged 20' away from audience with first row of seating in the Ross Family Theater blocked off to further ensure social-distancing and safety of patrons.
- Patrons will be spaced accordingly in the seats of the theater with 6' between each group.
- Hand Sanitization will be available for staff, volunteer, artist, and patrons.
- Reservations will be required and paid through the Winter Opera's Tix site. No tickets may be purchased the day of the performance. Our Box Office staff member will have a list and can admit patrons after their names are checked. Since all attendees will have reserved tickets, their names will also be available for contact tracing.
- Kirkwood Performing Arts Center has established its own COVID-19 policies. Once approved, Winter Opera St. Louis will be publishing our COVID-19 policies on our website and use social media to spread the awareness of these policies for patrons who might attend the performances. Our staff is currently working with KPAC staff to ensure Winter Opera's compliance with KPAC's COVID-19 policies and procedures.

### ADDITIONAL INFORMATION

- We have been in contact with Kirkwood Performing Arts Center. As they are the venue for the performance, they will be providing signage and setting the capacity limits for the restrooms and elevator. Signage throughout the venue will encourage social-distancing and alert audience members of capacity limits for the restrooms, elevator, and other respective spaces within the venue.
- All tickets and programs will be pre-printed and pre-sorted based on the party's name. As each party of patrons approaches the box office, the box office volunteer will place the respective party's stack of tickets and programs on the box office counter to mitigate any hand-to-hand passing.

- As patrons enter into the theater, ushers will help guide patrons to their seats by asking to see the ticket numbers from the purchased tickets. Ushers will not take or keep the tickets or stubs of the patrons' tickets.
- One volunteer will be working on the elevator and practicing social-distancing by staying at least 6 feet away from each party as they ride up or down the elevator.
- Temperature checks will be conducted for each staff member, volunteer, artist, and patron who enters Kirkwood Performing Arts Center. A required health screening questionnaire will be emailed to all attending staff members, volunteers, artists, and patrons 24 hours prior to the performance. Questionnaire will asked the following for patrons, crew and artists:
  - Have you experienced any of the following new or worsening symptoms within the past 24 hours:
    - Fever (temperature greater than 100.4°F)
    - Cough
    - Shortness of breath or trouble breathing
    - Sore throat, different than normal seasonal allergies
    - Loss of smell and/or taste
    - Diarrhea or vomiting
    - Abdominal Pain
  - Have you had close contact with anyone diagnosed with COVID-19 in the past two weeks?
- No party of patrons will be allowed to exceed 10 individuals from the same household.

## IN CONCLUSION

We appreciate your consideration of this effort. We understand the responsibility we all share: County health officials, City of Kirkwood personnel, Kirkwood Performing Art Center staff, Winter Opera staff, volunteers, artists and patrons. We believe *Suor Angelica*, if approved, can bring a ray of light and hope, and some thoughtful entertainment to the community.

If you have further questions or concerns, please contact our Administrative Director, Angela Sander via email at [angela@winteroperastl.org](mailto:angela@winteroperastl.org). She can also be reached at our office Monday-Friday, 10 AM - 4 PM, via phone at (314) 865-0038.