



Safety Parameters and Protocol for COVID-19 August 16, 2021

The Ford Center will protect the health and safety of our staff, guests, and artists by following these established parameters and protocols based on CDC, state, local, and University of Mississippi guidelines.

Employee Responsibilities

All staff is expected to comply fully with the policies, protocols and guidelines.

All staff will wear masks when they enter and exit the building until they reach their individual offices. Masks will also be used when in common areas (hallways, lobby, copy room, elevators, basement, stage, and backstage).

When working together on stage, backstage, Studio Theatre, lobby or in the basement, all employees must wear a mask and observe six-foot physical distancing if possible.

Staff is not required to wear a mask in their individual offices, or outside. You may not meet together in any individual office without masks.

All staff is encouraged to wash hands periodically and use hand sanitizer.

Plexiglas dividers will remain in place.

HVAC system

Facilities Management will maintain proper ventilation and a high rate of air exchange for the Main Hall and the Studio Theatre.

Physical Distancing

As of this date, there is no physical distancing in the facility.

Artist Spaces

The Green Room is reserved for use of the artists only on show dates. Technical staff may use the Green Room for lunch and breaks on other days, limited to no more than six people at one time. Six feet of physical distancing must be observed and masks must be worn except when eating.

Dressing Rooms and Wardrobe rooms are for artists and their crew only. Ford Center staff will not occupy the rooms other than to inform or provide services as needed.

Cleaning and Sanitization

Three electrostatic sprayers will be used for the Main Hall and backstage. Theatre seating and public areas will be sanitized after each performance.

Dressing Rooms, Wardrobe, and the Green Room will be sanitized before and after the performance.

Audience members will be directed to the hand sanitization units in the lobby.

Event Protocol

The Technical Director will check all temperature levels in the Main Hall, Lobby, and backstage to assure that airflow patterns turn over air more frequently.

The House Manager will provide training for all volunteer ushers on appropriate use of PPE as well as safe removal, sanitizing and disposal to emphasize the importance of their role in minimizing the risk of exposure and spread of COVID-19. Volunteers should not usher if they exhibit any symptoms of COVID-19.

All staff and volunteer ushers will wear masks at all times during an event.

There must be a minimum of 10 Ushers, plus the House Manager and Assistant House Manager for each event that seats the entire auditorium. All must wear masks. Discourage the use of programs, but if required, use racks for contact-free distribution. Consider electronic versions available online or use QR code.

Masks are required for all audience members. Masks will be available for audience members who do not have their own mask. They will be reminded by announcements, social media, and in printed materials that masks should cover the nose and mouth and must be worn at all times while inside the facility.

Seating Protocol

The facility will be seated at full capacity.

Ticketing

Advertisement for ticket sales must include all safety protocols and the buyer must agree to these requirements in order to purchase a ticket.

Performers and Speakers

Masks will be worn behind the stage, but are not required for performers or speakers on stage.

Touring Shows

The Ford Center will send artists the protocols as part of advance and request their specifications. Provide PPE if a group appears without required masks.

Protocols for Backstage Crew

All backstage crewmembers will wear a mask at all times while in the facility. The mask must cover the mouth and nose.

Crew will receive training on appropriate use of PPE as well as safe removal, sanitizing and disposal. This training should emphasize the importance of their role in minimizing the risk of exposure and spread of COVID-19.

Crewmembers should not work if they exhibit any symptoms of COVID-19.

If a crewmember tests positive after working for an event, they should notify the Technical Director immediately. This should be reported to the Health Center.

Disinfect all high-risk equipment after each use (radios, headsets, microphones, safety equipment, etc.).

All dressing rooms, Green Room, and backstage areas used for an event should be disinfected immediately after an event.