



IATSE/BROADWAY LEAGUE

PLAN FOR BROADWAY HEALTH & SAFETY PROTOCOLS

As of August 6, 2021

These protocols shall apply to the following:

IATSE AFFILIATED LOCAL UNIONS NOS. ONE, 306, 751, 764, 798, UNITED SCENIC ARTISTS LOCAL 829 (LOCAL USA 829), AND ASSOCIATION OF THEATRICAL PRESS AGENTS AND MANAGERS LOCAL NO. 18032 (ATPAM), and IATSE PINK CONTRACT EMPLOYEES

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INTRODUCTION

The proposed protocols and recommendations in this Plan are made on the expectation that all employees will have been fully vaccinated against COVID-19. “Fully vaccinated” shall mean the participant received an FDA authorized or approved vaccine or a WHO authorized or approved vaccine, and the participant is more than 14 days following the final dose of a vaccine. Recommendations will be updated as often as necessary as more scientific knowledge about COVID-19, any variants to the virus, its transmission and further vaccine recommendations from the CDC and FDA become available. The protocols and guidelines discussed are intended to provide an outline for health and safety for League venues. This document will be continually assessed as frequently as needed, on no less than a quarterly basis, for the adequacy of prevention efforts and modified based on evolving circumstances and scientific knowledge regarding COVID-19.

The proposed recommendations in this document are based on preventive strategies from the CDC, WHO, OSHA, State and local DOH, and medical and infectious diseases specialists, with the expectation that all employees will have been fully vaccinated prior to first day of any in-person work. In circumstances where an individual has started, but not completed the vaccine process, efforts will be taken to promote a safe environment including masking, hand hygiene, cleaning of the workspace, enhanced air ventilation and filtration and physical distancing where possible.

References used include:

www.cdc.gov

www.osha.gov

www.jamanetwork.com

www.nejm.org

www.annals.org

www.idsociety.org

GUIDING PRINCIPALS

These proposed guidelines are intended to provide an achievable outline of health and safety guidelines that will minimize and mitigate the risk of COVID-19 transmission within our highly variable theatre properties. Not every scenario is covered in this document, and—as the medical and societal situations on the ground change over time—these guidelines will be adapted and revised as needed. There is no mechanism at present to completely prevent COVID-19 transmission. We, our partners, and our patrons, will all need to work together to make sure that these proposed measures are as effective as possible. As to all persons who work in or who may visit the theatre (house employees, production employees, related third parties, and patrons), it is essential that people **DO NOT** come to the theatre if they are sick or are experiencing symptoms consistent with COVID-19 as defined by the CDC. People who are sick or who are experiencing symptoms consistent with COVID-19 should stay home and will be denied entry to our theatres in accordance with CDC and state DOH guidelines.

The parties recognize that the changing landscape of COVID-19 and its variants may require modifications in the safety protocols based on government regulations and local epidemiology.

Responsive actions might impact:

- Vaccination guidelines
- Masking for employees
- Masking for audiences
- Frequency and type of COVID-19 testing and other aspects of these protocols.

Any modifications will be shared as soon as possible and, where necessary, on an individual show or location basis.

As of the writing of this Plan, “Fully vaccinated” people may resume activities without wearing masks or physically distancing, except where required by federal, state, or local laws, regulations, and guidelines. Anyone who is not fully vaccinated, should continue to mask and physical distance per federal, state, or local laws, regulations, and guidelines.

COMMUNICATION, TRAINING AND EDUCATION

This Plan will be communicated to all employees by the employer, the COVID-19 Safety Manager or qualified designee.

- All employees must agree to receive training/education and abide by the protocols in this document.
- All employees must complete basic safety and hygiene training.
- Education and training on mitigation strategies including hand hygiene, masking, testing, among other components of the COVID-19 mitigation plan shall be done by the COVID-19 Safety Manager or a qualified designee.

INDIVIDUAL RESPONSIBILITY FOR COVID-19 PREVENTION AND MITIGATION

All members of theatre staff (house-staff or production-employees) will be provided with a copy of this Plan upon return to the theatre building. All employees will have personal responsibilities to adhere to these protocols, and to follow directives in support of these safety measures.

All persons working in or around the theatres to whom this Plan applies will be expected to abide by this Plan. All employees will attest in a form attached to this document that they have read, understand and will abide by the protocols herein.

- All employees must adhere to all safety protocols and company directions provided for in this document and/or promulgated in support of the Employer’s obligations contained in these protocols.
- All employees must adhere to all COVID-19 mitigation laws, regulations or guidelines issued by federal, state, and local government authorities both at and away from the venue, as communicated to the employee by the employer.
- These obligations apply both at and away from the venue.

- If an employee fails to adhere to these responsibilities, they may be subject to discipline.
- Employees shall adhere to the obligations contained in these Protocols, applicable COVID-19 mitigation rules and regulations and take measures within their duties to promote a safe work environment.

VACCINATION

Subject to the exceptions set forth below, and except as prohibited by applicable law, the Employer will require all employees to be “fully vaccinated,” in accordance with the definition above.

- Employees shall be required to provide proof of full vaccination status, as defined above, to the employer, at a date determined by the employer which will be prior to their scheduled return to work.
- Employees who cannot receive a COVID-19 vaccination because of a qualifying disability or a sincerely held religious belief must contact the Employer at a date established by the Employer to request an accommodation. The Employer will decide whether it can provide a reasonable accommodation in accordance with applicable law.
- The employer may use a cloud-based health tracking/confirmation technology (such as the “Excelsior Pass” or “CLEAR Health Pass” App or other), though employee use of such cloud-based tracking will not be mandated.

UNVACCINATED PERSONNEL IN THE WORKPLACE

Unvaccinated personnel in the workplace include juveniles currently ineligible to receive an FDA or WHO authorized or approved vaccine, or individuals that receive reasonable accommodation as detailed in the VACCINATION section above. At the present time, masking, physical distancing and PCR testing should continue for people that are not fully vaccinated.

Unvaccinated individuals will be required to wear a mask at all times except when doing so is incompatible or interferes with their job responsibilities or not wearing a mask is part of the performance. In such cases, the individual shall be provided a disposable mask and will be appropriately trained by the CSM or qualified designee on mask safety. Masks must meet all CDC recommendations and guidelines. Backstage signage shall include reminders that unvaccinated individuals shall wear a mask. Unvaccinated essential visitors must follow all protocols in this section.

To the extent possible, physical distancing shall be maximized in high contact areas, and there shall be physical distancing when eating or drinking.

Testing for those not fully vaccinated shall be conducted with an FDA authorized or approved PCR test.

- Pre-employment testing shall be as follows:
 - First test should be taken within 5 days prior to in-person work.
 - Second test should be taken 24 hours prior to in-person work.
- After the first day of in-person work, tests should be administered no less than twice a week.

HAND HYGIENE

Hand hygiene should continue to be practiced widely. Hand washing facilities will be readily available.

- Everyone should avoid touching their eyes, nose, mouth.
- Alcohol-based hand sanitizer and disinfectant and cleaning wipes will be readily available and strategically placed at theatre venues for use.
- Everyone will be trained on hand hygiene practices (duration and when to wash or sanitize hands).

MASKS

Fully vaccinated individuals are not required to wear face masks per these protocols, except as recommended or required by the CDC, WHO, OSHA state and/or local DOH or otherwise directed by the Employer.-Except where otherwise required, fully vaccinated employees however may elect to wear a face mask, except when doing so is incompatible or interferes with a job responsibility or wearing a mask is not part of the performance such as performing on stage or other instances discussed in this document.

- Employees may elect to wear their own mask so long as such mask meets CDC recommendations and guidelines, and the employee launders their mask between uses as recommended by the CDC.
- No later than the first day of rehearsal the COVID-19 Safety Manager(s) or qualified third party retained for such training, will train everyone, including replacements (based on their first day of work) on procedures for mask safety. To utilize a third party for such training, the parties' health and safety experts must be in agreement that the third party is qualified for such training.
- Everyone should avoid touching their eyes, nose, mouth.
- Face shields may be used in addition to masks for certain activities discussed later in the document.
- Should masking be recommended or required as detailed above, disposable masks will be provided at no cost to Employees. If the employer provides reusable masks in lieu of disposable masks, the employer will launder masks daily with costumes or the employer will provide enough masks in order for the masks to be laundered weekly in the Employee's own laundry. In cases where a production employs Employees who are d/Deaf or hard of hearing, the Employer will engage in an interactive process to determine what accommodations may be required, including whether and in what circumstances the face masks for other employees shall be the FDA approved transparent type.
- If masks are recommended or required as detailed above, the COVID-19 Safety Manager will review and have the final determination if masks meet CDC safety standards and fit the individual company members properly.

ESSENTIAL VISITORS

- Essential visitors include persons working directly with the production. This document assumes that "Regular Essential Visitors" are those individuals and service providers that interact regularly and directly with the company or are scheduled to regularly and directly interact with the company (i.e., general management representatives, physical therapists). Regular Essential Visitors will be fully vaccinated as defined above prior to interaction with the company. Regular essential visitors shall provide negative test results with the same requirements as the

company. Union Representatives on official business shall be considered Regular essential visitors.

- Other essential visitors must be fully vaccinated and must prove a negative FDA authorized or approved COVID-19 viral test 72 hours prior to their backstage visit.
- Autograph signings, meet-and-greets and backstage tours are strictly prohibited.
- Talkbacks may happen if the production participants remain onstage and the audience members remain at least six (6) feet away from the stage.
- The theatre venue may be shared with other shows and/or organizations. The venue will provide cleaning between events in shared spaces if the events are contiguous in the same space (ex: stage, dressing rooms).

FOOD AND BEVERAGES

All local public health regulations regarding preparation and distribution of food, when provided by the employer, should be followed.

DISINFECTION AND MAINTENANCE

- Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19 will be used for cleaning and disinfection.
- A heightened awareness to cleaning and disinfection should continue to be practiced.
- The venue and props should be cleaned at least daily, with restrooms and frequently touched areas/objects cleaned more frequently with appropriate sanitation supplies.
- All dressing rooms, the orchestra pit, any additional high traffic areas, and all other locations where work will be performed should be cleaned prior to the first work call and regularly thereafter.
- Restrooms should be cleaned before the first work call, after load-in and prior to first rehearsal, inclusive of sound check.
- Should an employee or contractor who closely and regularly interacts with the production develop a symptom-profile consistent with COVID-19 or test positive for COVID-19, and those individuals had a prolonged exposure (as defined by the CDC) to the workplace, enhanced cleaning shall be performed as outlined in the CDC's recommendations for cleaning and disinfection.

HEATING, VENTILATION AND AIR-CONDITIONING SYSTEMS

Venues will practice continuous assessment by qualified facilities personnel and, if necessary, outside contractors, of circulation-related building systems. Actions may include, but are not limited to:

- Ensuring outdoor ventilation is being maximized.
- Ensuring HVAC systems use MERV-13 filters or better that is compatible with the theater's air handling system.
- Providing supplemental, portable HEPA air cleaners in spaces with poor ventilation or limited fresh air ability, such as the Orchestra Pit or unvented dressing rooms.
- Where possible, keeping systems running for longer hours.

Assessments will include, but may not be limited to, enhanced air ventilation and filtration, cleaning, repairing, replacing, and/or upgrading system components as necessary and, to the extent reasonable, as called for by best practices, CDC, OSHA and State/Local DOH guidance. Vendor generated system certification-reports shall be provided to local unions upon request.

BACKSTAGE SIGNAGE

Signage shall be posted in a variety of areas to convey the following information to employees and essential visitors:

- Persons ill with signs of COVID-19, or who have recently tested positive for the virus in the past two weeks, are not permitted to enter.
- Persons who have not been Fully Vaccinated must wear a mask and practice physical distancing.
- Hand hygiene best practices.
- Contact information for the COVID-19 Safety Manager(s).

AUDIENCE RELATED

- The venue is responsible for ensuring that all applicable CDC, OSHA, State and local DOH Regulations and Guidelines related to COVID-19 are enforced.
- Audience members must not be seated in the pit.
- Patrons with symptoms consistent with COVID-19 or who have recently tested positive for COVID-19 in the past two weeks shall not be admitted.
- Any patron who is not fully vaccinated shall be asked to wear a face mask.
- There will be advance communication advising patrons of the new health policies.

OVERSIGHT AND LEADERSHIP/COVID-19 SAFETY MANAGER

COVID-19 Safety Manager(s) with training in infection prevention and occupational health screening and surveillance will be on site for each production performance. Their dedicated function is to oversee and ensure compliance with COVID-19 prevention and safety protocols discussed in this document. The CSM shall have the responsibility and authority for COVID-19 Safety compliance and enforcement.

Specific duties and responsibilities of the COVID-19 Safety Manager(s) may include but are not limited to, overseeing, monitoring and enforcing adherence to protocols for testing, symptom monitoring, cleaning and disinfection, PPE use, and ensuring that orientations and training occur, and other COVID-19 related duties as determined by the employer.

The COVID-19 Safety Manager(s) has decision-making authority concerning COVID-19 related safety practices. The COVID-19 Safety Manager(s) shall be readily accessible to all house and company members.

REQUIRED MEETINGS

A brief meeting is to be held at the end of each week or no less than every two weeks as follows:

- To discuss any protocols observed that were not properly followed and determine remedies
- To announce safety updates as available
- In the case of COVID-19 positive individuals, provide updates to the meeting group only, while ensuring the individual's privacy
- To allow for group members to share feedback or announcements of their own related to safety protocols re: upcoming activities, etc.
- Participants in this meeting will include:
 - o The COVID-19 Safety Manager
 - o The House Manager

- o General Management and/or Company Management
- o An Equity staff person will attend as often as possible.
- o Production Stage Manager will be invited to join but attendance will not be required.
- o All Department Heads shall be invited to join, but attendance shall not be mandatory.

TESTING

- *Testing requirements will be subject to periodic revision consistent with updated CDC guidance for fully vaccinated individuals. As of August, 2021, employee testing shall happen weekly. Tests will be an FDA authorized or approved Antigen test or an authorized or approved PCR test for COVID-19. If an individual tests positive with the Antigen test, then that result will be confirmed with a follow-up FDA authorized or approved PCR test.*
- Employer conducted tests will be provided at no cost to employees.
- The first test an individual receives for a particular production shall be a PCR test, and it shall be administered no earlier than 72 hours before the first day of work when the production takes possession of the theater or when determined by the employer.
- Reporting of test results to employers will be done in a confidential manner consistent with state, city and federal regulations. Notification of exposed co-workers shall occur in a way as to protect the confidentiality of the person with COVID-19 and in accordance with statutory confidentiality requirements. Should there be a positive result, the relevant Union will be immediately informed in a manner consistent with legal confidentiality requirements.

SYMPTOM MONITORING

- Anyone who is sick or develops symptoms consistent with COVID-19 as defined by the CDC must self-report to the COVID-19 Safety Manager. Individuals who present a symptom profile that is consistent with COVID-19 or tests positive for COVID-19 must not come to work until evaluated and cleared by a licensed health care provider. Any person who becomes ill will be isolated while awaiting evaluation by a licensed health care provider. Visits for the evaluation appointment should occur within 24 hours. If all efforts are made to schedule within 24 hours but it is not possible to schedule an appointment, in that case no later than 48 hours from the time the COVID-19 Safety Manager is notified, and the individual is placed in isolation.
- Pursuant to the DISINFECTION AND MAINTENANCE section of this document, should an employee or contractor who closely and regularly interacts with the production develop a symptom profile consistent with COVID-19 or test positive for COVID-19, and those individuals had a prolonged exposure (as defined by the CDC) to the workplace, enhanced cleaning and disinfection shall be performed as outlined in the CDC's recommendations for cleaning and disinfection.
- CDC, OSHA, Federal, State and local public health departments' requirements and guidelines for COVID-19 exposures will be followed.
- A person may return to work consistent with up-to-date public health guidance, including using the CDC's symptoms-based strategy if symptomatic and time-based strategy if asymptomatic, or otherwise cleared by a medical provider.
- Reporting of symptoms profile consistent with COVID-19 or a positive COVID-19 test to employers will be done in a confidential manner consistent with state, city and federal regulations. Notification of exposed co-workers shall occur in a way as to protect the

confidentiality of the person with COVID-19 symptoms or a positive COVID-19 test and in accordance with statutory confidentiality requirements. Should there be a positive result, the relevant Union will be immediately informed in a manner consistent with legal confidentiality requirements.

DEPARTMENT SPECIFIC PROTOCOLS

As noted previously, employees may elect to wear a face mask, except when doing so is incompatible or interferes with a job responsibility or part of the performance, and so long as such mask meets CDC recommendations and guidelines.

PUBLIC FACING POSITIONS

Masks shall be worn at all times in the Front of House with the public. Such employees may also choose to wear disposable nitrile gloves and/or face shields which must be disinfected or discarded after use.

HOUSE & COMPANY MANAGEMENT

- As needed, House and Company Managers may be required to coordinate with the COVID Safety Manager to ensure compliance with these Health & Safety protocols. It is understood by all parties that the COVID-19 Safety Manager shall be responsible for overall enforcement of compliance of safety protocols. Final enforcement compliance is not the responsibility House & Company Management.

ENGINEERS

- Engineers will ensure proper oversight of heating, ventilation and air-conditioning systems as specified in this document.

PORTERS AND CLEANERS

In addition to complying with the Hygiene, Disinfection and Maintenance section and all other relevant sections of this document, Porters and Cleaners shall also adhere to the practices discussed below.

- Department Head(s) must ensure thorough cleaning is completed regularly as well as proper use of Approved Cleaning Products and Materials.
- Designated employees shall log all cleaning done, daily, and each such cleaning log will be maintained on-premises.

TREASURERS

- To the extent permitted by law, box offices will attempt to “go cashless”; and all credit card machines at such locations will contain contactless (“tap”) functionality.

TICKET TAKERS, USHERS & DOORPERSONS

- Masks shall be worn at all times in the Front of House with the public. Such employees may also choose to wear disposable nitrile gloves and/or face shields which must be disinfected or discarded after use.

ACTORS

- When interacting with a Wardrobe representative, used tissue, lozenges, etc. must be discarded in trash receptacles rather than handing them to the wardrobe representative.
- Towels must not be shared with others.

STAGE MANAGERS

- The call desk, all tools, equipment (such as printers, microphones, transmitters), and touch points on equipment must be disinfected on a regular basis. Sanitization wipes shall be provided.

MUSICIANS

- Music stands, chairs, instruments, and their cases should be disinfected by the musician with an employer provided DEC EPA approved product for COVID-19 before and after use.
- Where feasible, instruments, when not in use, shall be securely stored in their case and/or locker between performances by the musician.
- Where possible, instruments should not be shared between musicians, and mouthpieces shall never be shared.
- Keyboards should be covered when not in use.

CREW

Crew members will practice hand hygiene before and after touching props, costumes or set materials. If a crew members' job requires them to be visible to the audience, they will not wear a mask during those moments.

- All tools, equipment, touch points on heavy equipment and touch points on high touch equipment such as motor control pickles and power distributions shall be disinfected before and after use.
- All reasonable and practicable efforts will be made to disinfect props and surfaces before, during and after a performance, with alcohol-based sanitizer.
- If actors come in direct contact with soft props, such as sheets, towels, bar rags, etc., they should be laundered after use.
- Disinfection protocols from the manufacturers must be followed for light boards, sound boards and call desk. When not in use, these items should be covered by the operator.
- Sharing of items is minimized or eliminated.
- All shared equipment, microphones and tools must be disinfected and securely stored after each use.

WARDROBE

- Costume representatives will wear a face mask regardless of vaccination status and may also choose to wear a face shield.
- Costume representatives may also choose to wear disposable nitrile gloves, which must be discarded after a fitting.
- Tools that come into contact with a performer, such as measuring tape, should be disinfected after use.

- The costume must be laundered prior to being used on another person. Disinfection with an alcohol spray may be considered while awaiting laundering or if laundering is prohibitive, such as for large costume pieces.
- Costumes may be laundered as normally done with a washing machine and dryer or by dry cleaning. Laundry baskets should be disinfected with a DEC EPA approved product against COVID-19 prior to and after used.
- Towels must not be shared with others.
- “Bitelights” are prohibited, and headlamps are recommended if personal lighting is needed.

MAKE-UP/HAIR DEPARTMENTS

- Make-up and Hair Department members shall wear a mask regardless of being fully vaccinated and may also choose to wear a face shield. Hand hygiene must be followed, and Make-up and Hair Department members may wear disposable nitrile gloves. New gloves should be applied for each individual cast member and disposed of properly.
- Tools, brushes, applicators and equipment where possible will be dedicated to a single person. All reasonable and practicable efforts will be made to disinfect these items, during and after a performance, with alcohol-based disinfectant. In addition, disposable single-use brushes and applicators may be considered. In particular, applicators that touch the eyes, nose and mouth must be disposable or must be dedicated to an individual and disinfected before and after each use.
- All clean tools, combs/brushes should be kept in covered clean containers. Hairbrushes and combs should be cleaned with an appropriate disinfectant solution after each use.

CHILD GUARDIANS

- If masks are recommended or required, Child Actor Guardians will be supplied with face coverings, including masks and face shields, at no cost to the employee.
- In addition to face coverings child actor guardians may choose to wear disposable nitrile gloves.
- For productions that utilize child actors under the age of twelve (12) additional Covid- 19 protocols shall be discussed with the union prior to the beginning of rehearsals.

REHEARSALS

- Adequate eating space should be provided outside of rehearsal and performance spaces to avoid contamination and to ensure physical distancing can be maintained.
- All applicable protocols in this document regarding hand hygiene, and disinfection and wardrobe shall apply in the rehearsal space.
- Heating, ventilation and air-conditioning protocols and maintenance logs shall be reviewed. Circulation of outdoor air should be increased as practicable. To the extent the studio is not preapproved, a MERV filter rating of 13 or higher that is compatible with a studio’s air handling system must be used and the studio shall be required to submit documentation to show that their air handling system and filters are appropriately maintained and working as required.
- Required Meetings shall happen every other week during the rehearsal period.
- Essential visitors, including Lead Producers, creative team members, company management, Union personnel or other persons working directly on the production may visit rehearsals upon prior approval of the COVID-19 Safety Manager. A list of essential persons must be created prior to the start of rehearsal and updated as needed. Essential visitors must have a COVID-19

symptom check prior to entering the space. Essential visitors must have COVID-19 viral PCR or antigen testing done within 72 hours prior to arriving at the studio and provide proof of being fully vaccinated.

- Invited run throughs shall be permitted in the rehearsal studio provided that all invited individuals adhere to the protocols for essential visitors and the occupancy for the space is consistent with the occupancy requirement of federal, state and local authorities.

SICK LEAVE

IATSE and affiliated Local Unions represented personnel who contract COVID-19 shall receive up to an additional eight (8) performances of sick pay to be paid at the applicable minimum salary.

ISSUE RESOLUTION

As a mechanism for resolving concerns about application of prevention efforts contained in these Protocols, the following process shall apply:

Any alleged non-compliance with the safety protocols must be promptly addressed. Notice must be provided to Management and to the IATSE Stagecraft Department by the COVID Safety Manager. In addition, calls to the IATSE safety hotline regarding Broadway may also be provided to management. Management will be permitted the rest of the business day and the next business day to resolve the issue (if it cannot be resolved in such time, a request to the IATSE Stagecraft Department to extend the period will be sought and which approval will not be unreasonably denied).

If Management and Union disagree about whether there is compliance issue, the following process will be employed:

The grievance and arbitration language of the Collective Bargaining agreement will be followed.

TERM OF PROPOSAL

This Plan is proposed under the assumption that it and the procedures it describes will expire, and its requirements will cease to apply as of March 27, 2022. The parties will meet no later than February 28, 2022, to review the science and make reasonable determinations as to whether and to what extent, if any, the procedures in this Plan should be extended based on the state of the virus and the risk to the employees at that time.

The protocols within this Plan shall not be cited as precedent in any future union negotiations.

**INTERNATIONAL ALLIANCE OF
THEATRICAL STAGE EMPLOYEES
(I.A.T.S.E)**

BY: 
Matthew D. Leeb, International President

DATE: August 6, 2021

THE BROADWAY LEAGUE

BY: 
Scott Irgang, Director of Labor Relations

DATE: 8/6/21

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and agree to abide by the terms and conditions of these Health and Safety Protocols, dated June _____, 2021 for _____
INSERT SHOW NAME OR THEATRE NAME

Employee Name (Please Print clearly)

Union Affiliation

Employee Signature

Date: _____

To be executed in duplicate; one (1) copy of which is to be maintained on file with the Employer.