



COVID-19 Mitigation and Sanitation Plan

Brief Background

The Royal Chessmen is a theatrical group, based in Hollywood, FL. The group was founded to study and train in SAFD (Society for American Fight Directors) style fighting; performing at regional reenactment fairs and shows. It now performs at nonprofit and for-profit events, teaching its members acting, stage combat, and choreography to put on professional shows. These shows are either managed by The Royal Chessmen, or part of a larger faire or festival. We practice most Sundays in TY Park in Hollywood, teaching classes there and practicing in 1-on-1 acting situations.

The Royal Chessmen is a 501(c)(3) recognized Non Profit organization. The organization traces its roots to a club formed in 1978, first incorporated in 1980, with the current corporate structure dates to 1995.

COVID-19 Mitigation Plan

- The President shall designate one of the corporation officers to serve as the COVID-19 Mitigation Officer or shall appoint a Mitigation Committee and designate the Chairman to serve as the Mitigation Officer. The Mitigation Officer shall be responsible for implementing the Mitigation Plan and updating the document as revised guidelines come from the CDC¹.
- The Mitigation Officer or designee shall be responsible for monitoring Federal, State, County, and City guidelines regarding facial coverings. Any changes that apply to the

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html>

jurisdiction that we are performing in will be immediately communicated to the membership via Social Media Channels (Facebook Private Group, WhatsApp Announcement Channel, Email List) and announced at the beginning of practice.

- Mitigation Officer or designee shall be responsible for supplying additional disposable facial coverings for any participants that do not have one.
- Facial coverings shall be required whenever required by law. Additionally, facial coverings shall be encouraged whenever possible, even when not required by law.
- All ticketing systems managed by Royal Chessmen shall be contactless to the best possible. QR Code and electronic tickets shall be encouraged. Those with paper printouts shall be required to hold their own paper.
- Most activities will be held outside. Practice activities that are indoors are limited to hired performances and script review practices. Playhouse events that take place indoors are limited to Broward County's capacity limits, currently 50%. Whenever not prevented by the performance, social distancing for performers shall be maintained. For audience members, social distancing and facial coverings shall be enforced based upon the stricter of Broward County's current policies, the City's current policy, or the Royal Chessmen mitigation plan.
- Performances by the Royal Chessmen as performer: Before and after the performance, the Royal Chessmen mitigation strategy will apply. At the performance, the venue's mitigation strategy will apply. Performances managed by Royal Chessmen shall apply the Royal Chessmen mitigation strategy to all activities within the Playhouse.
- Upon arrival at practice or performances, all members will be screened with a temperature check, if they have a fever over 100.1, they will be sent home.
- For performances managed by the Royal Chessmen, all audience members will be screened with a temperature check upon arrival. If they have a fever over 100.1, they will be denied entry, as permitted by ADA and law.
- Any member showing any cold symptoms without a fever will be required to wear a mask throughout practice. In case of a performance, they shall be required to wear a mask whenever their performance does not prohibit it's usage.
- During practice activities, where not required for performance rehearsing (such as fight partners, dance practices, acting exercises), social distancing shall be maintained. Where social distancing is not possible, and safety and efficacy of the exercise, is not compromised, facial masks shall be required.

- No “communal food” (snacks, fruit platters, etc) shall be permitted at practice or in green rooms. Hand sanitizer will be provided, to be used upon arrival and throughout practice as outlined in the phased plans.
- Any food or snacks must be individually wrapped. Commercially sealed food is preferred, but individuals may place food items in bags before arrival provided that they adhere to food safety guidelines including hand washing or sanitizing prior to placing food in bags. Gloves and facial coverings shall be required if the food is to be shared outside the participants immediate family.
- The use of water fountains at the park shall be prohibited, and all actor-combatants will be required to bring their own water to practice and not share with others. Royal Chessmen may supply pre-sealed water bottles. Water bottles may be refilled at refilling stations.
- Any collection of tips will be done in a hat or basket, with no direct handling of money. The treasurer, or designee, shall wear gloves while counting all cash, and place it in a sealed envelope for transportation to the bank.
- Any “Chess Board” rehearsals shall use 6’ squares (instead of our customary 4’ squares) to keep all performers 6’ apart.
- Any outside individuals that are joining the Royal Chessmen at a performance, whether fellow actors, fellow actor-combatants, family members, or other entertainers shall be required to follow the Mitigation Plan.
- Royal Chessmen shall replace, as soon as possible, all paper based documentation with electronic. This shall include but not be limited to permission waivers, weapons checkout books, signup sheets, etc.
- Guest lists, when collected, shall be maintained for up to 14 days. In the event a participant is determined to be COVID-19 positive or presumptive positive, all participants on the guest list shall be notified to self-quarantine and/or be COVID-19 tested, based upon the current CDC Guidelines.
- Vulnerable Members shall be encouraged to maintain distance or avoid practice and performances at this time. Under the accommodation guidelines below, non-discrimination guidelines will apply so that no one is penalized for taking this safety precaution.

Reporting of Violations and Problems in the COVID-19 Mitigation Plan

Members shall report any violations or errors to the nearest COVID-19 Mitigation Committee Member or the Mitigation Officer. The Committee or Officer will take appropriate actions to minimize the impact, and report the matter to the President of the Royal Chessmen to review with the Board of Directors should further actions be required.

COVID-19 Sanitation Plan

- The President shall designate one of the corporation officers to serve as the COVID-19 Sanitation Officer or shall appoint a Sanitation Committee and designate the Chairman to serve as the Sanitation Officer. The Sanitation Officer shall be responsible for implementing the Sanitation Plan and updating the document as revised guidelines come from the CDC.²
- All Chessmen owned weapon-props shall not be used unless the actor-combatant is wearing gloves, the weapon-props will be sanitized before being put away. Wooden staff prop-weapons that cannot be used with gloves shall not be permitted unless actor-combatants supply their own wooden staff OR the staff is fully sanitized between usages.
- Handwashing and/or sanitizing shall be required upon arrival, before each class, and before water/snack breaks.
- Personal weapon-props may not be shared between members unless the group sanitation rules are applied.
- Indoor seating shall be disinfected to the current CDC Guidelines³. Outdoor seating made of plastic or metal shall be cleaned between performances. Outdoor seating made of wood (benches, chairs) shall receive routine cleaning but no cleaning and disinfection as per current CDC guidelines. Should those guidelines change we will update accordingly.
- Sanitation of weapon-props shall include one of the following:
 - Spraying the device with a EPA-approved disinfectant⁴ spray
 - Wiping the points of contact an EPA-approved disinfecting wipe
 - Fully drying the item and placing the item in direct sunlight for 4 minutes (2 minutes for each part) shall be permitted for items that cannot be cleaned with a wet treatment. The shared usage of any such objects will require approval from the COVID-19 Sanitation Chairman, verifying that they cannot be cleaned with EPA-approved disinfecting solutions and that they are essential to the underlying activity.

² <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

³ <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

⁴ <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Reporting of Violations and Problems in the COVID-19 Sanitation Plan

Members shall report any violations or errors to the nearest COVID-19 Sanitation Committee Member or the Sanitation Officer. The Committee or Officer will take appropriate actions to minimize the impact, and report the matter to the President of the Royal Chessmen to review with the Board of Directors should further actions be required.

Reopening Strategy and Timeline

- Pursuant to Emergency Order 20-15, Royal Chessmen shall be available for performances, shows, and gigs on June 15th.
- Within 1 business day of approval of this document, the President shall appoint the relevant Officers and Committees.
- Within 1 business day of approval of this Document, the Secretary shall deliver a copy of this document and the County Approval to TY Park to ensure that they are aware of our plans and the county approval.
- The Royal Chessmen shall conduct a full practice under these rules so that all member Actor-Combatants understand how these rules will affect Acting, Stage Combat, and Breaks.
- The Mitigation and Sanitation Officers shall report on the success and issues of the first practice to the President for review with the Board of Directors who shall convene after Practice under the Telework Guidelines.

Telework Guidelines

Wherever possible the Royal Chessmen shall utilize Telework. For the three months, the Royal Chessmen has conducted all business over the Zoom Platform.

Examples of work that shall be required to utilize Telework:

- Monthly Board of Director Meetings shall continue to take place on Zoom, as they have since March.
- Committee Meetings such as the scheduling committee, gig committee, and finance committee shall use Zoom, Google Hangouts, or similar video conferencing tools at the discretion of the committee chairman.
- Script-writing, script editing, and the initial script cold reads.
- Meetings that are held immediately after an in-person event that is only open to participants at that in-person event may be held in-person. If additional members need to participate in the meeting that were not at the in-person event, they shall be required to

join via Telework. Examples include, the President and/or Board of Directors reviewing with the Mitigation and Sanitation Officers immediately after an activity, they do not need to switch to telework if they can meet in person utilizing social distancing and/or facial coverings as appropriate.

- Any Membership Meetings shall utilize the Protocol Developed for the Annual Meeting that took place on May 3rd. The Meeting shall be chaired by the President, take place on Zoom, with votes taking place on eBallot.

Accommodations of Vulnerable Members - Telework and Later Re-entry

- The President shall add to the Member-At-Large's responsibilities COVID-19 Accommodation. This will be combined with the Member-At-Large's current Membership Officer and non-discrimination responsibilities.
- Members that are over 65 years of age, and those with a serious underlying medical condition will be encouraged to not come in person to practice, and limit their group involvement to activities that they can do remotely (script writing, costume creation, social media content)⁵.
- They will remain full members in good standing and reincorporated into the group as fully as possible when the emergency is over. We will make all reasonable accommodations to add them to our shows if this happens mid season.
- Any concerns or problems with this policy shall be presented to the President and the Board of Directors for review.

⁵ At this only one member is over 65, and four members have reported serious underlying medical conditions.