

Covid-19 & Basement Theatre

Pre-pack in information for all cast, crew & other artists

Updated April 2022

Hey! You're finally here! We're so excited to host you at Basement for your show! As a public venue with close quarters we need to be super vigilant with our measures to prevent any transmission of Covid-19 at Basement, for the safety of our staff, artists and audiences. Please make sure you are familiar with the following:

THE GOLDEN RULES

- If you have Covid-19 symptoms, stay home and contact your doctor or Healthline 0800 358 5453
- If you have been required to self-isolate due to a suspected or known case of Covid-19, or because you are a household contact you cannot come onsite to the venue until you have completed seven days of isolation, and (if a household contact) returned a negative Day 7 RAT test.

Covid-19 symptoms

- a new or worsening cough
- sneezing and runny nose
- a fever
- temporary loss of smell or altered sense of taste
- sore throat
- shortness of breath

If you suspect that you may have Covid-19, or you are confirmed to have Covid-19, *and* have been on site at Basement while infectious (which begins 48 hours prior to symptoms appearing, or 48 hours before you tested positive), please let your Producer know, who should give Basement's Operations Manager a call on 022 343 1892 ASAP.

RAT TESTING

We do not require you to take a RAT test to present at Basement unless you are symptomatic (in which case we will ask you to remain at home until you test negative *and* are not symptomatic), however, you and your team may like to use RAT surveillance tests as part of your own Covid safety strategy.

POSITIVE CASES AT BASEMENT

In the event of a positive case being established at Basement, we will seek to determine the risk posed to all others on site, and will notify those that are at risk as soon as possible. Producers should refer to our Positive Case & Season Disruption Plan for more information on our processes in the event of a team member contracting Covid.

VACCINE PASSES

Basement Theatre requires anyone of vaccine eligible age to present a verifiable vaccine pass before they come on site. Our Technical & Facilities Manager Trigg will check these during your pack in meeting.

CONTACT TRACING

We encourage you to register your visit via the QR code each time you arrive at the venue. We will have a confidential manual paper slip option available also.

MASK WEARING

Please have a mask with you at Basement at all times. Trigg will go through mask wearing requirements during your pack in briefing.

PERSONAL SAFETY PRACTICES

As always, we ask that you practice good personal safety practices to lower the risk of transmission to yourself and others:

- Wash your hands and using hand sanitiser religiously, particularly before and after eating.
- Sneeze and cough into your elbow.
- Follow all guidance relating to mask wearing.
- Use the contact tracing app wherever you go.
- We ask that you bring your own water bottle for keeping hydrated at the venue.

NEW WAYS OF WORKING & OTHER MEASURES

We are working in new ways to help prevent the transmission at Basement, many of which you will be introduced to when you are on site. A few measures that may be useful for you to know ahead of time are:

- We're opening the doors for all shows at least 15 minutes prior to show start time so there's heaps of time to seat everyone and limit the congestion in the foyer. Your assistance to help us meet this target is greatly appreciated.
- Our physical box office will not be in operation, so please encourage your family and friends to purchase their tickets ahead of time, or else they will need to buy their tickets on their phone at the venue. All complimentary tickets will need to be booked in by 10am on the opening day of the season, with an email address for the person who is attending. Any comps booked by the Producer after this point will need to be picked up and handed out by the Producer themselves.

FEEDBACK

If you would like to provide feedback to us about any aspect of our Covid-19 policies and measures, please do so via the contacts below.

The Basement Team xx

Michael Trigg (Technical & Facilities Manager) trigg@basementtheatre.co.nz 0210 828 2648
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Helen Sheehan (Operations Manager) helen@basementtheatre.co.nz 022 343 1892