

# The Sudbury Savoyards

## Attendance & Conduct Policy

*Approved by The Sudbury Savoyards Board of Trustees on September 13, 2023.*

- The Sudbury Savoyards cast members make a commitment to excellence in community theatre by agreeing **to be present on time at all rehearsals for which they are called**. It is necessary for us to be properly prepared in order to present a quality show. Every missing person leaves a hole in the stage picture, creating difficulty for other cast members, the Stage Director, and the Music Director.
- We recognize that occasionally something will require a cast member to miss a rehearsal. Absences must be minimized, so the company established a **guideline** of no more than 3 planned absences\* and no absences during Tech Week and Performances. We require all such occasions to be communicated to the Producers and Cast Managers as far in advance as possible.
- If a cast member must miss more than 3 rehearsals or any calls during Tech Week, the individual situation will be discussed between the Producer(s), Stage Director, Music Director, and Choreographer (if there is one). We will consider the reasons for the absences, including illness and medical issues. A consensus is required to allow the cast member to continue as a performer.
- In case of an emergency or illness, please leave a message with the Cast Managers before the start of rehearsal. We will follow CDC guidelines and will make changes to the policy as needed.
  1. Masks are optional but strongly suggested.
  2. **If you do not feel well, stay home.**
    - a. Test for COVID, especially if you have any systems listed on the CDC website.
    - b. If you test negative, you may return to rehearsal once you are fever-free and your symptoms are improving.
    - c. If you test positive for COVID:
      - i. You may not attend rehearsals for 5 days starting from the day you noticed symptoms.
      - ii. If after 5 days, you test negative, are fever-free for 24 hours without medication, and your symptoms are improving, you may return to rehearsal.
  3. The Producers will be providing full disclosure of all positive COVID cases for cast, crew, and orchestra.
- All Savoyards are expected to behave in a suitable manner and treat other people and property with respect. Any behavior that results in the disruption of the rehearsals, performance, or other aspects of the production will not be tolerated. Offending participants may be asked to leave the production after discussion with the Chair of the Board of Trustees, Stage Director, Music Director, and Producer(s).

The Sudbury Savoyards value our members as unique individuals, and we welcome the variety of experiences they bring to our company. We believe everyone should be treated equally regardless of race, color, religion, age, sex (including pregnancy, gender identity, gender expression, and sexual orientation), marital status, family or parental status, national or ethnic origin, disability, political affiliation, military service, or any other characteristic protected by law. As an organization, The Sudbury Savoyards provide reasonable accommodations for disabilities and sincerely held religious beliefs, observances, and practices. Harassment, discrimination, or intimidation of a member or patron because any of the above is specifically prohibited.

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\* Since we frequently have overlap between companies, we will adjust for those in the fall SLOC production. We will also consider adjustments for other absences on a case-by-case basis.