

EFFECTIVE DATE: September 11, 2020

Due to the evolving nature of the COVID-19 pandemic, this plan may be altered on short notice to comply with the latest WorkSafeBC and British Columbia Ministry of Health orders and regulations.

## OBJECTIVE

The Sid Williams Theatre Society (SWTS) has reviewed industry specific protocols for performing arts venues through WorkSafeBC and from examples provided by ActSafe Safety Association.

These protocols are based on BC public health orders and BC Centre for Disease Control guidelines for COVID-19.

While we recognize the risk of COVID-19 cannot be fully eliminated, this plan aims to reduce the risk of COVID-19 exposure for employees, crew, performers, and patrons while in the venue.

This plan works in conjunction with the Sid Williams Theatre Society (SWTS) COVID-19 General Safety Plan.

## REQUIREMENTS

- A. Rental clients, performers, and performer crew are required to have their own safety plans which must be provided to the SWTS in advance. The SWTS will provide safety plan templates if requested. The SWTS Technical Director (or designate) will monitor compliance with venue safety plans.
- B. Prior to the arrival at the venue, an event schedule will be shared between the rental client (or performer crew) and the venue crew, including a contact list of all persons expected on site.
- C. Due to the highly variable nature of live performance, additional directives may be generated on an event-by-event basis. These will be shared with employees and volunteers as promptly as possible prior to each event.
  - Additional directives may include handling of special props, wardrobe, makeup, performer hospitality, etc.

## RISK ASSESSMENT BACKGROUND

The following protocols are based on the risk assessment outlined in the SWTS COVID-19 General Safety Plan.

## GENERAL PROTOCOLS

### Public Health Restrictions for Entering the Venue

Anyone meeting one or more of the following restrictions should not enter the venue:

- Feeling unwell or sick, regardless of symptoms
- Diagnosed with or presumed to have contracted COVID-19 within the last 14 days
- Directed to self-isolate by a provincial health authority
- Travelled outside of Canada within the last 14 days
- In close contact with a person who tested positive for COVID-19 or who is presumed to have COVID-19

### Health Declaration & Contact Tracing Form

- A. Performers and performer crew must fill out a health declaration and contact tracing paper form each day as they enter the venue.
- B. In accordance with the Provincial Health Officer's order, contact information (first name, last name, phone number and/or email) for performers and performer crew must be provided upon entering the venue.
- C. The health declaration and contact tracing form will be kept on file for a minimum of 30 days (stored in accordance with the SWTS privacy policy) and then will be shredded.

### Physical Distancing

- A. Everyone entering, exiting, and moving throughout the venue must maintain 2 metres (6 feet) between each person wherever possible.
- B. If applicable, performer and performer crew work bubbles will need to be communicated in writing to the venue crew chief for approval prior to entering the venue.
- C. For events that have an audience, performers and audience members must maintain a minimum of 3 metres (10 feet) distance.

### Hand Hygiene and Respiratory Etiquette

- A. Anyone entering the venue is asked to sanitize their hands upon entry. Backstage hand sanitizing stations are located inside the doors at the loading bay, at the doors to the large dressing room, and in the green room.

- B. Maintaining good hand and respiratory hygiene are very important personal practices that help reduce the risk of infection or spreading infection to others.
- Wash hands with soap and warm water for at least 20 seconds.
  - If soap and water aren't available, use a hand sanitizer containing at least 60% alcohol.
- C. When coughing or sneezing:
- Cough or sneeze into a tissue or the bend of the arm, not a hand.
  - Dispose of any tissues used as soon as possible in a lined waste basket and wash hands immediately afterwards.
- D. Avoid touching the face, especially eyes, nose, or mouth.

## **COVID-19 Captain**

A venue crew member will be assigned as a COVID-19 captain to act as a liaison between performers (and their crew) and the venue crew (and event services employees) to minimize contact. Additional arrangements will be considered depending on circumstances of individual events.

## **Safety Briefing**

The COVID-19 captain will meet with the rental client, performers, and performer crew as they enter the venue to conduct a safety briefing and answer any questions.

## **Washrooms**

The occupancy limit for backstage washrooms is one person at a time.

## **Events With Audience**

- A. A minimum 3 metres (10 feet) distance is required between performers and audience members at all times. The stage will be marked with the farthest point a performer may come downstage. Depending on the type of the event, clear acrylic barriers may also be required between the performers and audience members.
- B. Performers and performer crew are not permitted to enter the auditorium seating area at any time without the permission of the venue crew chief. They must remain on stage or in backstage areas.
- C. Audience members are not permitted backstage or on stage.

## Illness Onset While In The Venue

- A. For the person feeling ill:
- Report feeling ill to designated COVID-19 captain, wash or sanitize hands, then exit the venue at the direction of the COVID-19 captain.
  - Consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to test and self-isolation.
- B. For the designated COVID-19 captain:
- Clean and disinfect the workstation or work area of the ill person and notify the custodial team.
  - Sign person out from safety sheet and any other documentation.
  - Onset of illness must be recorded in technical post-event report.

## Risk Reduction Protocols

### LEVEL 1: ELIMINATION OR SUBSTITUTION CONTROLS

#### Access to the Venue

- A. The amount of time performers and performer crew spend in the venue will be limited to minimize exposure time.
- B. Only those who have completed the health declaration and contact tracing form may enter the venue.
- C. Performers and performer crew must remain in backstage areas and are not permitted in any front of house areas (lounge, lobbies, or auditorium seating areas).
- D. Visitors (including extra performers and crew) are not permitted in any backstage areas (including dressing rooms and the green room).

#### Occupancy Limits

The occupancy limits for dressing rooms and the green room are posted at the entry points and must be observed.

## Event Schedule

- A. Each event will have a detailed schedule of all activities happening in the backstage areas of the venue. This schedule will include load in and load out times, soundchecks, dress rehearsals, and performance details.
- B. The event schedule must be approved in advance by the SWTS Technical Director (or designate) before the performers and performer crew may enter the venue.

## LEVEL 2: ENGINEERING CONTROLS

### Entrances and Exits

Entrances and exits will be designated on an event by event basis and will be specified under the additional directives.

### Doors

To reduce contact with multi-touch surfaces, interior doors in backstage areas will be propped open by venue crew whenever possible.

### Barriers or Shielding

Depending on the type of performance, physical barriers such as acrylic dividers or face shields may be required between performers and the audience, and/or between performers.

## LEVEL 3: ADMINISTRATIVE CONTROLS

### Sanitizing

In accordance with WorkSafeBC guidelines, backstage areas will be sanitized before each event.

### Equipment Use

- A. Venue crew may not handle performer equipment unless it is safe to do so. This is at the discretion of the venue crew chief.

- B. Prior to the performers and performer crew arrival, the venue crew will aim to pre-set the stage with risers and audio/lighting equipment. Equipment will be sanitized as it is set up.
- C. Shared equipment or handling of equipment by multiple persons is discouraged. Any equipment assembled by the venue crew will be sanitized prior to use by performers or performer crew.

## **Signage and Wayfinding**

Signage is posted throughout the backstage areas of the venue.

## **Post Performance**

- A. Audience members seated in Orchestra Left will exit the auditorium via the house left exit door adjacent to the loading bay. Performers and performer crew must keep this area clear while the audience is exiting and are not permitted to open the loading bay doors until given the go ahead by venue crew.
- B. Priority load out will be given to performers. Venue crew will assist in strike. Performers will be asked to disconnect any equipment they have brought with them, and this equipment will be loaded out first. Venue crew will complete the strike of venue equipment after load out is finished (or at the discretion of the venue crew chief).
- C. Post performance social activities will not be permitted in the venue. Performers and performer crew are asked to exit the venue as soon as possible.

# **LEVEL 4: PERSONAL PROTECTIVE EQUIPMENT (PPE)**

## **Masks**

- A. Everyone entering or remaining in the backstage areas of the venue must wear a mask that covers the nose, mouth, and chin unless the nature of the task makes this impractical.
- B. If any performers, performer crew, or venue crew misplaces or forgets their mask, the COVID-19 captain will provide a disposable mask. All venue crew entering the auditorium must wear a mask.
- C. The only exception will be for performers or performer crew who cannot wear a mask due to medical reasons.

**Gloves**

- A. Venue crew will keep disposable gloves on their person in case a situation arises which requires added protection.
- B. Venue crew will be trained on proper removal and disposal of gloves.

**EVENT SPECIFIC EXPOSURE CONTROL PROTOCOLS**

The information below will be adapted depending on the type of event and will be shared with rental clients, performers, and performer crew.

There are four basic methods to reduce exposure to and help control the spread of COVID-19:

- Time
- Distance
- Shielding
- Hygiene Practices

**PLEASE NOTE: Specific protocols listed below may override the general protocols listed above.**

The areas below will be left blank if no additional directives apply.

<b>CONTROL METHOD</b>	<b>DESCRIPTION</b>
<b>Time</b>	Specific directives will go here.
<b>Distance</b>	Specific directives will go here.
<b>Shielding</b>	Specific directives will go here.
<b>Hygiene Practices</b>	Specific directives will go here.

## **Schedule Summary**

The event schedule will be specific to each event and may be attached as a separate document.

**We thank everyone for their consideration and cooperation with these COVID-19 safety protocols.**