

INTREPID THEATRE COMMUNICABLE DISEASE PREVENTION PLAN



OBJECTIVE AND USE OF THIS DOCUMENT:

This plan is for use by all those who frequent the Metro Studio, whether it is staff, patrons, volunteers, artists or visitors. Communicable disease prevention focuses on basic risk reduction principles to reduce the risk of transmission of COVID-19 and other communicable diseases. The fundamental components of communicable disease prevention include both ongoing measures to maintain at all times and additional measures to be implemented as advised by Public Health through industry specific Provincial Public Health Orders for Gatherings and Events.

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from person to person. Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

This plan is a living document and policies and procedures will be reviewed weekly (or more frequently in the case of emergent health orders) and updated as needed by Intrepid Theatre's Producer Sammie Gough. Changes to this document will be communicated to all workers and communication will be sent out to all patrons and visitors to the venue.

An individual risk assessment will be conducted for each unique theatrical event in order to address any specific risks and implement any mitigation strategies that are required.

MOST RECENT BC PUBLIC HEALTH ORDERS:

MASKS - As of Aug 25, 2021 masks are required in indoor public settings for all people 12 and older, regardless of vaccination status. If you or anyone in your household feels unwell, stay home and use the [BC COVID-19 self-assessment tool](#). Please make yourself aware of provincial health restrictions. For detailed information see [this link](#).

PROOF OF VACCINATION - As of Sep 13, 2021, proof of COVID-19 vaccination is required for all ticket buyers aged 12+. Patrons will need to present their BC Vaccine Card and government-issued photo ID at the door before entering the venue. Proof ID can be accepted in the form of: a BC immunization record, the BC Vaccine Card (print out or screenshot of QR code), or an outside-of-BC immunization record. All patrons aged 19+ must show government-issued photo ID with their proof of vaccination. Note, this will apply to performances from Sep 15 onwards *only* and patrons will need to show proof of vaccination each time they arrive for a show.

CONTACT PERSON: Should you have any questions regarding this Communicable Disease Prevention Plan, please contact Sammie Gough, Producer, Intrepid Theatre (sammie@intrepidtheatre.com / 250 383 2663).

CAPACITY

Audience

- **Audience Capacity-** the legal maximum capacity is currently 92, but the Fringe may set a lower capacity
- Lobby access- no more than 6 persons max - holding or stopping in this area should be deterred (occupancy limit applies to all persons in the venue, except designated FOH Manager)
- Stairwell and Upstairs Washroom Access- No more than 4 people at the same time to access the washrooms (remains designated as all gender washroom access). Both washrooms have occupancy for two (2).
- Back Hallway and Accessible Washroom- One person at a time to access the downstairs washroom (remains designated as all gender and performer washroom access)
- Main Theatre Seating- seats designated to table groupings of 2 and 4, with single seating towards the back of the house
- One Staff Member and one volunteer usher will be present inside the theatre space at any time to aid in flow of space, seat patrons, enforce protocols and provide any additional assistance where needed

Venue Staffing

- **Front of House Manager-** 1-2 FOH Managers may be in the venue at one time (Lobby/Outdoor Box Office area and the main theatre space)
- **Usher-** 1 volunteer will assist the indoor FOH Manager as an usher, showing patrons to their tables.
- **Concession Server-** 1 volunteer will be behind the entryway concession clear plastic structure, providing beverage and alcohol sales prior to the show. After the show they will sell merchandise as audiences exit
- **Technician-** One House Technician to run the show- stationed at the booth (occupancy: 1). If additional technicians are required, they will be set up in a separate designated area

Performers

- Artists are required to wear a mask at all times except when performing on stage
- There will be 3 meters between performers on stage and patrons
- In discussion with Intrepid Theatre, each performing company or group will create a Communicable Disease Prevention Plan to assess and minimise risks for their specific production. They will provide a copy of their Communicable Disease Prevention Plan to Intrepid Theatre staff

DESIGNATED VENUE AREAS

- **Box Office:** health check signage will be posted at the entryway and patrons will be reminded that they should stay home if they have symptoms of any Communicable Disease
- **Concessions:** will be at the alleyway concession area, behind the clear plastic screen. Audience members must consume all concession items at their tables
- **Washrooms:** Doors will remain open in order to see availability
- **Pinch Points | Ingress and Egress Areas:** Hallways, lobby, theatre alley way, back and upstairs hallway as well as entering and exiting the venue will be either monitored by staff to assist and encourage flow of movement or signage will be present in areas of regular congregation to deter close socializing. Hand sanitizer will be placed throughout the venue for easy and frequent access

- **Backstage Hallway:** Performers will not congregate in the back hallway to ensure public access for accessible washroom use
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GENERAL PERFORMANCES PROTOCOLS

- No more than 92 patrons total present on the premises
- There is at least a 3-metre separation between the performer/s and the patrons
- No socialising or mingling between patrons and artists or between separate tables/groups of patrons
- Patrons should go directly to their seats and remain seated for the performance
- At this time, the Metro Studio Theatre will not be available for 3rd party rental public events in order to fully control all aspects of the implemented health and safety protocol

GENERAL HEALTH AND SAFETY PROTOCOLS

- Provincial health orders require anyone entering the venue to wear a mask if they are 12 years or older. Masks may be removed temporarily while patrons are seated at their table to consume beverages from the concession.
 - From Sep 13, 2021, onwards Provincial health orders require proof of COVID-19 vaccination be shown for all ticket buyers who are aged 12+. Patrons will need to present their BC Vaccine Card and government-issued photo ID at the door before entering the venue.
 - Wash hands frequently and thoroughly- when washing your hands is not an option, use the hand sanitizer provided
 - HVAC systems (air conditioning) will be on at all times when anyone is present in the venue
 - All wipe downs and end of night cleans will be logged in end of day reports online
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SAFETY PROCEDURE IN ADVANCE OF THE EVENT

Ticket Purchasing and Patron Protocol

- All tickets will be sold in advance online. There will be no tickets for sale at the door
- Patrons will be able to select tables of 2 or 4 individuals or single tickets
- Safety Policies and Procedures will be outlined on the event website and included in ticket confirmation and event reminder communications. Patrons purchasing tickets will receive a 'what to expect' email before attending the show, reminding them to stay home should they:
 - Be experiencing communicable disease symptoms: fever, chills, new or worsening cough, shortness of breath, sore throat, muscle aches or headache, diarrhea
 - Have been directed by public health to self-isolate
- Signage with the above information will be displayed upon entry to the venue

Staff Protocol

- All staff will know that they have the right to refuse to work should they feel unsafe and that they will be required to go home if they are experiencing any symptoms of COVID-19 or any Communicable Disease
- All staff will fill out the health screening questionnaire at the beginning of their day or shift or when they arrive at the venue
- All staff are required to wear a mask at all times unless seated at a workstation

- Upon arrival at the venue, staff should immediately wash or sanitize their hands. After this they can open the theatre and other doors and turn on the work lights, after which they must again wash or sanitize hands. Staff must also frequently wash or sanitize their hands throughout the day, e.g., before and after coffee and meal breaks, and more often when appropriate
- Staff will be trained and supplied with the proper cleaning supplies in order to disinfect and clean all surfaces of the venue
- Staff will be trained in proper use of PPE
- Pre Show safety check ins will take place for Front of House and Technical staff for venue reminders, changes and updates
- Intrepid Theatre provides opportunities for staff to work remotely where tasks do not require them to be on site (such as email correspondence, zoom meetings etc)
- The employer will promote its sick leave policy for workers. During during the COVID-19 Pandemic, the employer will promote workers' rights as per the Employment Standards Act to 3 hours paid leave for getting vaccinated against COVID-19, and 3 days if needed due to the following:
 - Diagnosed with COVID-19
 - Waiting for COVID-19 test results
 - Need to self-isolate or self-monitor in accordance with public health orders and guidelines
 - Directed to stay home by your employer because of exposure risks
- Staff have been consulted and given input in the creation of this plan at each stage of development
- Staff should at all times follow WorkSafe BC requirements relating to COVID safety, as well as any related guidance and/or orders from the Provincial Health Officer

PROCEDURE SHOULD AN EMPLOYEE/ARTIST/VOLUNTEER BECOME UNWELL

- Artists, volunteers and employees are instructed to not come to the venue or not to remain at the venue should they present with symptoms consistent with a communicable disease
- Should they have symptoms, the individual will inform their supervisor/festival contact and self-monitor for 24hrs and will use the [BC COVID-19 self-assessment tool](#)
- They will inform supervisor/festival contact if their symptoms worsen or if they have tested positive for COVID-19
- If a positive test is indicated, all staff members will isolate and be tested. A notice will be posted at both venues and anyone who has been in the venue within the last 14 days will be notified and asked to do the same. The Organization will follow the required steps that [Provincial Health](#) have indicated in the event of a positive COVID test.
- Staff or Supervisors accepting reports of possible illness will be provided [this document](#) to determine course of action.
- The employer will promote its sick leave policy for workers. During during the COVID-19 Pandemic, the employer will promote workers' rights as per the Employment Standards Act to 3 hours paid leave for getting vaccinated against COVID-19, and 3 days if needed due to the following:
 - Diagnosed with COVID-19
 - Waiting for COVID-19 test results
 - Need to self-isolate or self-monitor in accordance with public health orders and guidelines
 - Directed to stay home by your employer because of exposure risks

SAFETY PROCEDURES DURING EVENT

- There will be 3 meters between performers on stage and patrons

- At the event all patrons will be assigned a seat or table
- Patrons will be seated throughout the venue in such a way as to use all available space
- Patrons will be instructed to go directly to their seats and remain seated unless they are using the washroom, going to the concession or exiting the venue, in which case they will go directly to these locations and avoid mingling with other tables
- Patrons will be instructed to stay in the seat to which they are assigned, and to not move from seat to seat
- Health and Safety procedures will be prominently displayed on signage at the entrances and throughout the venue. Signage on display includes: occupancy (various indoor areas), respiratory hygiene (masks, cover coughs, etc.), hand hygiene (sanitize/wash hands especially at washrooms and entry)
- Patrons, volunteers, visitors and staff will be reminded of the provincial health requirements to wear masks unless under the age of 12
- Masks and hand sanitizer shall be offered at reception
- FOH staff shall encourage patrons to take their seats immediately upon entering
- Seat and table numbers shall be displayed prominently to encourage efficient seating
- Programs shall be provided online, to avoid distributing paper documents
- If there is a concurrent event in the Alix Goolden Hall, there will be no contact between patrons for each event and each event will be entirely separate
- Patrons who contravene from the communicable disease prevention plan will be given a friendly reminder. If the situation arises again and they refuse to adhere to the policy they will be asked to leave the venue

Sanitation

- All high touch areas will be thoroughly wiped down before open to the public. Wipe downs will be scheduled after any intermissions or audience breaks
 - Hand sanitizer will be available at entrances and exits for public and staff use. Additional hand sanitizer stations in visible locations throughout the building including but not limited to: the box office, concessions area, rail along the theatre alleyway, the dressing room area
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SAFETY PROCEDURES POST EVENT

- Patrons will leave straight away once directed to do so and will not stay in the venue following the performance
 - Patrons will be asked to take all personal belongings when leaving and to dispose of any garbage or recycling at their tables on their way out. FOH staff wipe down and reset each table
 - Regular cleaning will be scheduled after initial clean in order to do a thorough sweep, mop and wipe down of space either by a staff member or an outside janitorial service
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MEASURES TO REDUCE RISKS

First Level of Protection - Elimination:

- Capacity in the venue will be limited to 92 and with limits to capacity in specific areas to avoid congestion.

- Practises that encourage close contact such as artist flyering or contact between artists and audiences or groups of audience members will be discontinued.
- Those who are experiencing communicable disease symptoms should not attend performances

Second Level of Protection - Substitution:

- All tickets will be in advance (rather than at door) and congregation outside the venue in advance of shows will be minimised.
- House programs will be digital rather than print

Third Level of Protection - Engineering Controls:

- Where possible tables or clear plastic divider screens will be used by staff and volunteers to maintain physical distance while assisting patrons.
- Physical distance of 3 meters will be established between artists and patrons

Third Level of Protection - Administrative Controls:

- All patrons, staff, volunteers and artists are required to wear masks
- There will be regular cleaning of high touch or shared surfaces and hand sanitiser will be provided throughout the venue
- Additional staff will be working Front of House to ensure audience safety
- Where possible, equipment will not be shared
- Each artist/company will handle their own props/costumes/sets

DEFINITIONS:

Arts Organizations: A company who rents or is invited into a venue for the purpose of holding a performance or event. Venue Managers may also undertake the role of an Organizer.

Disinfectant Solution: A product that inactivates or kills microorganisms that has been approved by Health Canada. Some products function as both cleaners and disinfectants. If a product does not function as both, separate cleaning and disinfection steps are required since surfaces must first be cleaned of dust, dirt and organic matter that can interfere with the effectiveness of disinfectants

Hand Sanitizer: A hand sanitization product that contains minimum 60% alcohol and has been approved by Health Canada

High-touch Areas: This term is used throughout this guide and refers to areas that can be frequently touched by others, which need to be disinfected most often: toilets, door handles, light switches, countertops, railings, etc.

Patron: An individual attending a theatrical event as an audience member

PPE and Face Covering: PPE is Personal Protective Equipment, which can include medical masks, N95

respirators, [cloth or non-medical masks](#), gloves and gowns.

Public Health Authority: When discussing public health authorities within this document, we refer to agencies within governments such as BC Health, Island Health, Provincial Health and Health Canada

Self-Assessment: A set of health-related prescribed steps to support individuals looking to assess their well-being with respect to COVID-19 symptoms. The self-assessment is only meant as an aid and cannot diagnose you. Consult a health care provider if you have medical questions

Staff: An individual employed or contracted full time or seasonally. The individual may be from the venue, an Organizer or a third-party service provider

Venue: A theatre, rehearsal hall, live event location or any other performance facility, or a physical space intended for an audience

Venue Manager: Owner or manager of a venue that makes its space available to an Organizer

Visitor: A person at the venue who is not an employee, performer or patron

Worker: The term worker is used throughout this guide and represents a generic term for anyone working or volunteering at a venue. This can mean artists, front of house staff, technicians, volunteers, etc.

Any changes or updates to the Gathering of Events by the Order of the Provincial Health Officer with relation to any day to day operations carried out by Intrepid Theatre Company Society, including public performances, will be carefully monitored and updated as necessary.

References

- [BC Centre for Disease Control](#)
- [Island Health](#)
- [Actsafes Safety Association](#)
- [Worksafe BC's "Performing arts protocols"](#)
- [Worksafe BC's Communicable Disease Prevention Guide](#)
- [Order of the Provincial Health Officer](#)
- [#Lights-On: Recovery and Reboot in Live Entertainment: Ryerson University](#)
- [The Canadian Centre for Occupational Health and Safety \(CCOHS\)](#)
- Event Safety Alliance [Reopening Guide](#) (May 11, 2020) and the [Six Month Update](#) November 11, 2020)
- Assistance from Pacific Opera Victoria, The Art Gallery of Greater Victoria and Mirvish Productions reopening manuals