

INTREPID THEATRE



Intrepid Theatre Company — COVID-19 Safety & Communicable Disease Prevention Plan

MOST RECENT BC PUBLIC HEALTH ORDERS:

MASKS - [Masks](#) are recommended in indoor public settings for all individuals aged 5+.

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](#).

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INTRODUCTION

Who is covered by this plan?

This plan is for use by all those who frequent the Metro Studio or Intrepid 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 or public place from person to person. Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

Who is responsible for this plan?

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 artists, 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.

Enquiries Regarding COVID-19 Safety

Should you have any questions regarding this COVID-19 Safety & Communicable Disease Prevention Plan, please contact:

Sammie Gough, Producer, Intrepid Theatre (sammie@intrepidtheatre.com / 250 383 2663).

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General Health and Safety Protocols

- **Masks** – are strongly recommended for audiences and are required to be worn by staff and volunteers.
- **Vaccination**
 - Intrepid Theatre’s Vaccination Policy requires all artists, volunteers, employees and contractors show proof of vaccination before commencing work onsite
- **Procedure Should Someone Develop Symptoms**
 - Should they develop Communicable Disease (including COVID-19) symptoms, the individual will stay home or return home if they are at a venue, use the [BC COVID-19 self-assessment tool](#) or call 811, and inform their supervisor/Intrepid Theatre contact
 - Staff, artists, contractors or volunteers will inform their supervisor/Intrepid Theatre contact if their symptoms worsen or if they have tested positive for COVID-19
 - If a positive test is indicated, they will follow the instructions of public health [and BC Centre for Disease Control](#) regarding self-monitoring and self-isolation
 - Individuals diagnosed with COVID-19 will not return to any venues until the following conditions have been satisfied:
 - i. At least five (5) days have passed since the symptoms first appeared;
 - ii. A person who has tested positive for COVID-19 and has been hospitalized may return only when their healthcare provider advises them to do so.
 - Anyone who has come in close contact with someone who has tested positive for COVID-19, should stay home. [‘Close contact’](#) is defined per BC Centre for Disease Control guidance. They should follow BCCDC and public health guidance regarding self-monitoring, self-isolation where needed.
- **Distancing.** Please respect others’ space and distance from others while moving around venues and where possible while working together
- **General Hygiene** - Wash hands frequently and thoroughly. When hand washing is not an option, use the hand sanitizer provided at entrances and exits. There are additional hand sanitizer stations in visible locations throughout venues. Avoid touching your face

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Patrons

Safety procedure for patrons attending live performances at the Metro Studio or Intrepid Studio

TICKET PURCHASING

- All tickets will be sold in advance online
- 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 with details on mask recommendations, providing proof of vaccination and 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
 - Have come in close contact with someone who has tested positive for COVID-19

SAFETY PROCEDURES DURING LIVE PERFORMANCES

- Masks and hand sanitizer shall be offered at reception
- All patrons will be assigned a seat and will not move from seat to seat
- Patrons will be seated throughout the venue in such a way as to use all available space
- Seat and table numbers shall be displayed prominently to encourage efficient seating
- HVAC systems (air conditioning) will be on at all times when anyone is present in a venue
- Health and Safety procedures will be prominently displayed on signage at the entrances and throughout the venue. Signage on display includes: respiratory hygiene (masks, cover coughs, etc.), hand hygiene (sanitize/wash hands especially at washrooms and entry)
- Patrons who contravene the COVID Safety 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

SAFETY PROCEDURES FOLLOWING LIVE PERFORMANCES

- Patrons will leave straight away once directed to do so and will not remain 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 will wipe down and reset audience area

SANITATION

- All high touch areas will be thoroughly wiped down before and after performances by FOH staff. All wipe downs and end of night cleans will be logged in end of day reports online

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Effective Date: July 2021

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- Regular cleaning will be scheduled in addition to FOH cleaning procedure in order to do a thorough sweep, mop and wipe down of space either by a staff member or an outside janitorial service

Metro Studio

Specific protocols and safety measures for live performances at the Metro Studio, 1411 Quadra St.

CAPACITY

Audience

- **Audience Capacity-** 92 (Intrepid Theatre may set lower capacity). Seats designated to table groupings of 2 and 4, with single seating at the back

Venue Staffing

- **Front of House Manager-** 1-2 FOH Managers may be in the venue at one time
- **Usher-** 1 volunteer will assist the indoor FOH Manager as an usher
- **Concession Server-** 1 volunteer or staff member will be behind the entryway concession clear plastic structure, providing beverage and alcohol sales. Audience members must consume all concession items at their tables
- **Technician-** One House Technician- stationed at the booth (occupancy: 1). If additional technicians are required, they will be set up in a separate designated area

DESIGNATED VENUE AREAS

- **Box Office:** Patrons will line up outside, and encouraged to distance
- **Concessions:** will be at the alleyway concession area, behind the clear plastic screen
- **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 entrances and exits 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 and encourage distancing.
- **Backstage Hallway:** Performers will not congregate in the back hallway to ensure public access for accessible washroom use

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Intrepid Studio

Specific protocols and safety measures for live performances at the Intrepid Studio 2-1609 Blanshard

CAPACITY

Audience

- **Audience Capacity-** 26. Single spaced seats will be placed throughout the audience area

Venue Staffing

- **Front of House Manager-** 1 FOH Manager
- **Technician-** One House Technician- stationed at the booth (occupancy: 1). If additional technicians are required, they will be set up in a separate designated area

DESIGNATED VENUE AREAS

- **Box Office:** FOH staff will be positioned in the entrance of the lobby, behind a clear plastic screen.
- **Concession:** there will be no concession at this venue
- **Washroom:** Door will remain open in order to see availability
- **Pinch Points | Ingress and Egress Areas:** All entrances and exits 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 and encourage distancing. The lobby doors will left open for air flow upon arrival of audiences. There will be 15 mins designated for audience arrival prior to show start time. Audience will hold in the lobby until just prior to show time, and will be admitted to the theatre with enough time to get their seat prior to the show commencing. Patrons will be encouraged to leave directly following performances and to not mingle indoors in the theatre or lobby
- **Upstairs office and Staff Bathroom:** will be closed to the public and performers. Staff washroom door must be closed, and public and performers will not go upstairs.

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Performing Artists

Safety protocols for performers at the Metro Studio or Intrepid Studio

- As per Intrepid Theatre's Vaccination Policy, all artists and company members are required to be vaccinated.
- Artists are strongly recommended to wear a mask at all times except when performing on stage or when the specific approved activity they are doing prevents them from being masked. They should be at least 2 meters (6ft) away from others if unmasked and immediately replace their mask once the activity is complete
- In discussion with Intrepid Theatre, each performing company or group using the space must create a COVID-19 Safety & Communicable Disease Prevention Plan to assess and minimise risks for their specific production. They must provide a copy of their plan to Intrepid Theatre staff and follow the measures set out in their plan

Staff

Safety protocols for staff at the Metro Studio, Intrepid Studio or Intrepid Theatre office

- As per Intrepid Theatre's Vaccination Policy, all staff are required to be vaccinated
- Where possible, staff will provide 24 hours notice to their Supervisor if they are experiencing the onset of any symptoms, acknowledging that this may not be possible in emergent situations
- All staff are required to wear a mask at all times unless seated at a distanced workstation
- Upon arrival at a venue, staff should immediately wash or sanitize their hands. If the first to arrive, after this they will open the theatre and other doors for air flow and turn on the work lights, after which they should 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 in a 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

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- The employer will promote its sick leave policy for workers. During the COVID-19 Pandemic, the employer will promote workers' rights to 3 hours paid leave for getting vaccinated against COVID-19, and 5 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 or Supervisors accepting reports of possible illness will be provided [this document](#) to determine course of action
 - Intrepid Theatre's offices remain closed to the public and only accessible by appointment
 - Where possible, meetings will be conducted virtually and in-person meetings kept brief
 - Intrepid Theatre provides opportunities for staff to work remotely where tasks do not require them to be onsite (such as admin work, email correspondence, zoom meetings etc)
 - 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
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Intrepid Studio Residency

Safety protocols for residency artists who are part of Intrepid Theatre's programs

- **Walkthrough/Orientation**
 - We require lead residency artists to attend an orientation of COVID Safety protocols with an Intrepid staff member prior to their first session
- **General Guidelines:**
 - Please follow the guidelines and signage posted in the theatre
 - Follow all guidelines in our Covid-19 Safety and Communicable Disease Prevention Plan
 - A mask is required at all times, except when sitting stationary at a distanced workspace, or when the activities you are doing prevent you from wearing a mask. This means you will be masked at all times when in the lobby area and if you are with another person in the theatre, you must both/all be masked
 - Wash your hands regularly and avoid touching your face
 - If you are sick, please do not come in, and stay away from others. We will rebook your session

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- Share this information with any other collaborators joining you
- **Vaccination Policy**
 - All individuals entering our spaces must be double-vaccinated. Intrepid staff will check their Vaccine Passport and ID prior to commencing activities

DESIGNATED VENUE AREAS

- **Kitchen:** the kitchen equipment is off limits to the artists
- **Lobby:** please reduce your time in the lobby to as little as possible
- **Washroom:** Doors will remain open in order to see availability. Please use only the Accessible Washroom
- **Upstairs office and Staff Bathroom:** will be closed to the artists. Staff washroom door must be closed

Rental Users

Safety protocols for community rental users hosting events at the Metro or Intrepid Studio

REQUIREMENTS

- Compliance with Intrepid Theatre's Covid-19 Safety and Communicable Disease Prevention Plan
- **All rental clients must create a COVID Safety Plan / Communicable Disease Prevention Plan** for any activities taking place under a Rental License Agreement. This plan must be pre-approved before activities commence.
 - This plan must cover:
 - **Symptoms:** your plan should anyone intending to enter the space be experiencing any symptoms of COVID, feel unwell, or receive a positive COVID test. Part of that plan must include notifying Intrepid of symptoms, illness, or positive COVID tests.
 - **Artist/Performer Safety (if applicable):** How do you plan to maintain the necessary safety precautions when performers are sharing the stage? Some examples include masks, distance or barriers. This is necessary for all people on stage not part of the same cohort. Please take into consideration the use of mics, sets, or props, and how you will avoid sharing these items between performers not of the same cohort.

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- **Audience Safety (if applicable):** How will you ensure that the audience is safe while in the space, from the time they enter until the time they exit. This includes how you intend to remind audiences that mingling indoors (with other patrons or with artists/performers) is not permitted, and how you intend to facilitate that.
- **Staff/Volunteer/Crew Safety:** What measures will you take to ensure the safety of all staff members and/or volunteers working at the event? This includes Intrepid staff as well as any staff or volunteers brought in by the renters.
- **Participant Safety (if applicable):** How do you plan to maintain the necessary safety precautions when sharing the space with people not of the same cohort? Some examples include masks, distance or barriers. This is necessary for all people entering the space not part of the same cohort. Please address how you intend to safely proceed with the use of any equipment, chairs, tables, or anything that will be touched by participants. All participants will be recommended to wear masks unless undertaking an activity on stage that requires them not to wear a mask.
- **Intrepid Staff Safety:** When outlining how you intend to ensure the safety of Intrepid staff while using the space, please be sure to include the following: All personal items will be removed from the space each time you leave, ensuring that no Intrepid staff member will be responsible for any participant's personal belongings. At the Intrepid Studio, all participants will use the designated washroom, which is separate from the Intrepid staff washroom. When leaving, the space and all equipment belonging to Intrepid will be sanitized by the participants using the products provided by Intrepid. All participants will wear masks at all times in all areas except the stage and Metro green room (exceptions only apply when undertaking an activity that requires them not to wear a mask).
- **Proof of Vaccination:** Outline your plan for your procedure of checking proof of vaccination for all patrons, artists, staff, volunteers, etc. participating in the event before entering the venue. Everyone who enters our spaces is required to be double-vaccinated (see Vaccination Policy).
- **Technical Rehearsal (if applicable):** Your technical rehearsal will begin with a COVID safety briefing from your COVID Safety Captain to go over all safety measures in place at the Metro. This will outline the expectations of everyone entering the space, both in terms of Public Health Orders and the specific measures that Intrepid has deemed necessary for the safety of anyone entering

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the space. All people attending the technical rehearsal must be aware of your COVID safety briefing taking place, and prepared to comply with all aspects of both yours and Intrepid's Covid-19 Safety & CDP Plan.

- **Current Public Health Orders:** Your plan must demonstrate your knowledge and acceptance of all current PHO for indoor organized gatherings and events, and how you intend to uphold them.
- **COVID Captain:** Identify the person in your company who other members will contact in the case of illness or the presence of symptoms or if they have questions or concerns about safety or understanding the CDPP, and who will relay that information to Intrepid. This person will also be the first point of contact when Intrepid needs to convey information.
- **Renters will refer to this plan and [Worksafe's Covid Safety Plan creation tool](#) in creating their plan.**

COVID Safety Briefing

- All people participating in the rental must be aware of the COVID Safety / Prevention Plan, and agree to follow all aspects of both the Rental Clients own, and Intrepid Theatre's Covid-19 Safety & CDP Plan.
- **Intrepid Studio Clients:**
 - Introduction to the Space: all clients are required to meet with an Intrepid staff member prior to their rental to go over COVID safety protocols.

DESIGNATED VENUE AREAS

- **Kitchen:** the kitchen equipment is off limits to the artists.
- **Box Office:** FOH staff will be positioned in the entrance of the lobby, behind a clear plastic screen
- **Concession:** there will be no concession at this venue
- **Washroom:** Doors will remain open in order to see availability
- **Pinch Points | Ingress and Egress Areas:** All entrances and exits 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 and encourage distancing. Theatre doors will be left open during performances to encourage air flow
- **Upstairs office and Staff Bathroom:** will be closed to the public and performers. Staff washroom door must be closed

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- **Metro Studio Clients:**

- Certain elements of the COVID Safety are addressed in Intrepid's plan, such as ventilation, and you may copy that into your plan. There is an HVAC system in the Metro which will stay on for the entire duration of the events to ensure proper ventilation.
- Please be aware that Metro FOH staff may give feedback on how your plan is being upheld by all people working in the venue. They are well versed in how to manage all matters of current Public Health Orders and Covid safety in the space and are there to support you and ensure your event is being run safely for all involved.

DESIGNATED VENUE AREAS

- **Box Office:** A check-in tent will be positioned outside the venue for will call and patrons will line up outside, and encouraged to distance
 - **Concessions:** will be at the alleyway concession area, behind the clear plastic screen. The concession is currently closed
 - **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 entrances and exits 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 and encourage distancing.
 - **Backstage Hallway:** Performers will not congregate in the back hallway to ensure public access for accessible washroom use
 - **Green Room:** please limit to individuals who most require it
 - **Stage:** Artists on stage will maintain 3 meters distance from audience at all times and keep within the designated area marked by the upstage line
 - **Booth:** The booth can accommodate 1 technician
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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

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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.

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