



*Established 1931*

HIGHLIGHTS OF  
**Theatre Arts Guild**  
**COVID-19 RESPONSE AND RE-ENTRY PLAN**

## ABOUT THE PLAN

- **Purpose:** To outline the actions required by our Board, members, patrons, contractors/vendors and visitors, to support a safe and gradual re-entry into our physical space, and resumption of community theatre activities.
- **Aim:** To conform to relevant public health guidance and [restrictions](#), including those related to our sector<sup>1</sup>, and comply with public health directives, including the [Health Protection Act Order](#).
- **Goal:** To keep people healthy and safe, and to ensure continuity of TAG as a community theatre by:
  - Minimizing the likelihood that the novel coronavirus shall enter our theatre venue;
  - Minimizing the likelihood of transmission of the virus as a result of TAG activities and performances; and,
  - Maximizing the likelihood of a rapid response, mitigation and contact tracing if needed.
- **The Plan:**
  - Is to be implemented by TAG's COVID-19 Response Implementation Committee, and all TAG Volunteers;
  - Specifies responsibilities that may be delegated, but accountability remains with the role indicated; and,
  - Relies on everyone to exercise good judgment and a cooperative approach; unresolved concerns should be escalated to Esther VanGorder (Chair of the Implementation Committee).

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<sup>1</sup> Particularly, *Communities, Culture and Heritage* guides: [COVID-19 Prevention Guide for event organizers, theatres and performance venues](#) and [COVID-19 Stakeholder Guidance Document](#).

## SCREENING & PREVENTING ENTRY OF POTENTIALLY INFECTED PERSONS – “STAY HOME IF YOU MAY HAVE BEEN EXPOSED”

### SCREENING CRITERIA AND MESSAGING

- Will be developed and communicated via various methods and media, and posted in the theatre
- Will be communicated to patrons, TAG members and contractors/vendors or visitors
- Will in particular be provided before auditions, rehearsals, meetings, and visits by contractors/vendors or other visitors

### SCREENING REQUIREMENT

- **All TAG volunteers are expected to self-screen each day before arriving at the theatre, and to stay home if the criteria are not met, or they are otherwise feeling unwell.**

## CONTACT TRACING – “SIGN IN EVERY TIME”

### PATRONS

- Contact information will be collected from patrons prior to entry to the theatre seating, or to seating at outdoor events.

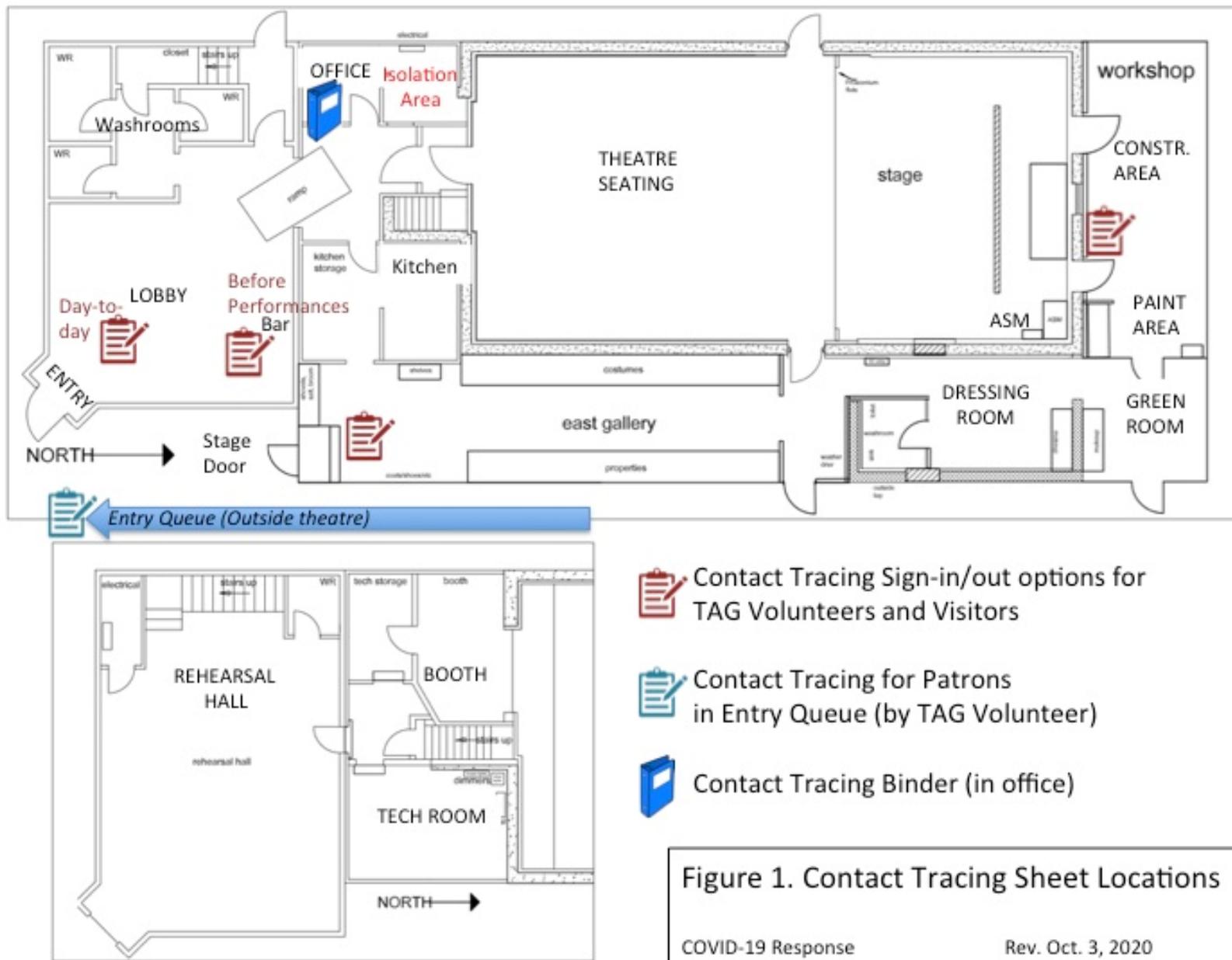
### TAG VOLUNTEERS, PRODUCTION TEAMS, CONTRACTORS/VENDORS & VISITORS

- Contact tracing sign-in sheets shall be posted at three locations (Figure 1).
- **Everyone entering the theatre must sign in and out on one of the Contact tracing sheets.**

## RESPONDING TO PERSONS DEVELOPING SYMPTOMS WHILE AT TAG – “KINDNESS AND COMPASSION”

### TEMPORARY ISOLATION AREA AND ASSISTING SYMPTOMATIC PERSON

- A temporary isolation area will be set up at the **rear of the TAG office**, in the event that a volunteer, patron or visitor develops symptoms and needs to wait (e.g., for a ride home) before departing the theatre.
- The Isolation Area will be stocked with hand sanitizer, disinfectant wipes, extra masks, so that a limited supply is accessible to a person who is isolating.
- Procedures have been established to safely guide the isolating person, notify responsible TAG persons, and initiate cleaning.



**Figure 1. Contact Tracing Sheet Locations**

## CONTROL MEASURES TO REINFORCE PHYSICAL DISTANCING – “MIND THE GAP”

### PHYSICAL DISTANCING REQUIREMENTS

To prevent spread of the virus, public health directives and sector guidance require that minimum physical distance be maintained as follows:

- 6 feet between patron/audience groups (“Bubbles”)
- 12 feet between performers and the audience
- 12 feet between individuals who are heavily exerting themselves (e.g., playing music, singing) and all others while performing.

The provincial public health restriction update effective [October 1, 2020](#) provides additional flexibility for directors, cast and crew for rehearsals and performances

### SELECTING PRODUCTIONS

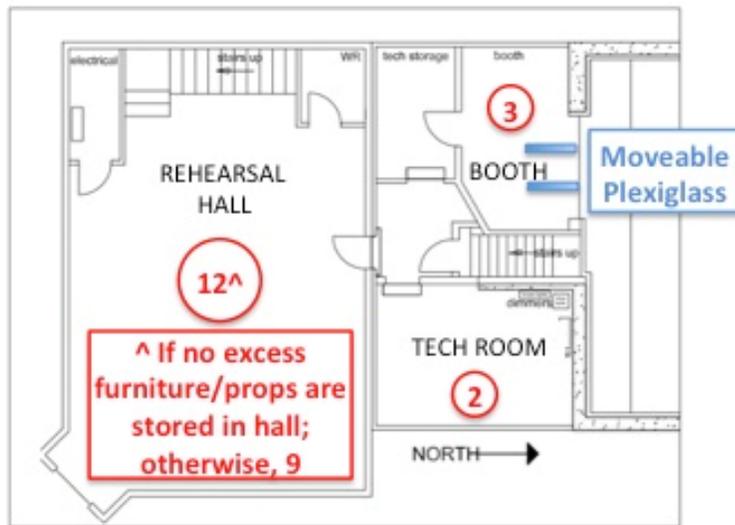
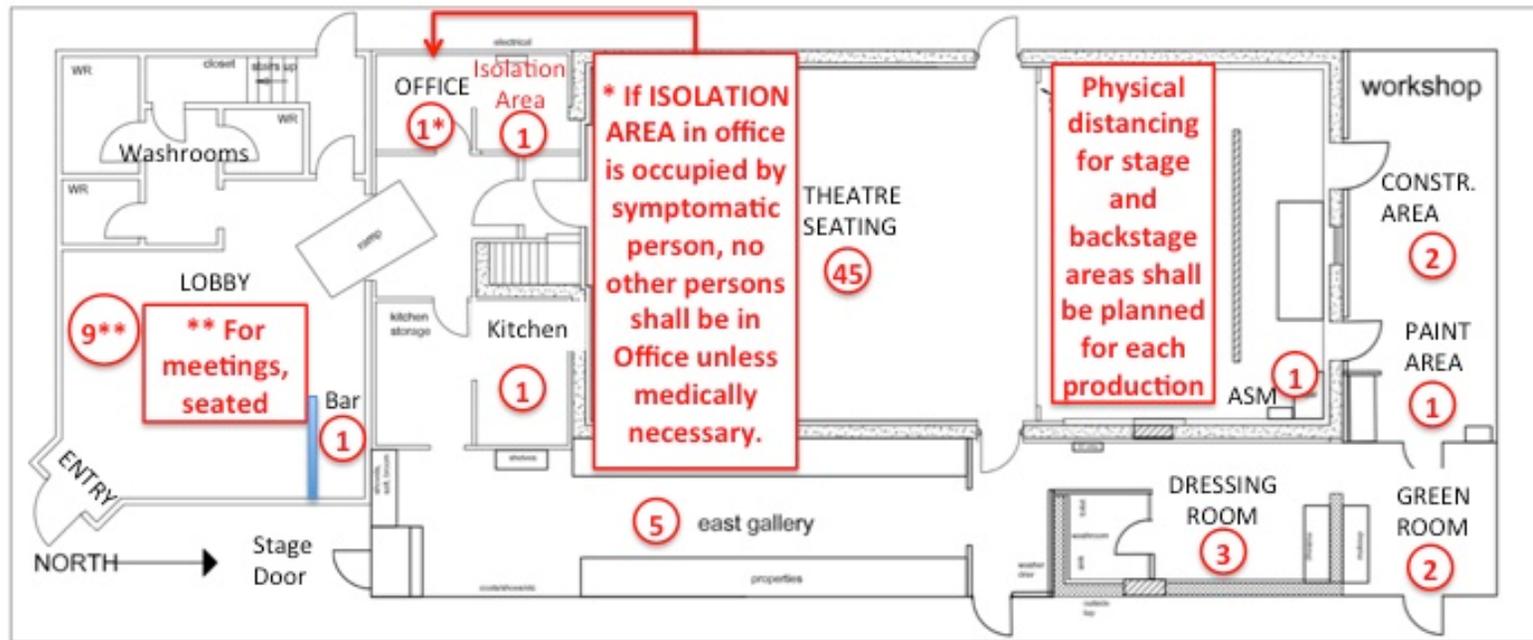
- Aiming for smaller stage, smaller cast size, simpler productions/costuming/staging/set, and shorter performances
- Will determine patron comfort level and timing for singing and performing live music

### DEPLOYING PHYSICAL BARRIERS/GUIDES/CHAIR REMOVAL – STAGE

- To ensure performers stay at least 12 feet from patrons
- Will retain some seats in Row A for accessibility

### LIMITING OCCUPANCY IN TAG’S POND PLAYHOUSE (while physical distancing is required)

- **Theatre seating:** 50% of normal seating capacity, or maximum 45 seats
- Front of house and back of house occupancy limits are indicated in Figure 2.
- Occupancy will be monitored by designated volunteer roles; where there is no “leader” for a particular activity, the honour system will be used to mutually reinforce occupancy limits.
- Restriction updates effective [October 1, 2020](#) provide additional flexibility for directors, cast and crew during rehearsals and performances.



**3** Maximum room/space occupancy  
While 6 ft physical distancing is in effect

**█** Plexiglass

Figure 2. Occupancy Limits and Plexiglass Locations

COVID-19 Response

Rev. Oct. 3, 2020

Figure 2. Occupancy Limits and Plexiglass Locations

## CONTROLLING TICKET SALES AND SEATING SELECTION

- Ticket sales, through Ticket Atlantic, will be controlled to ensure conformance with the current patron occupancy limit.
- TAG will provide to Ticket Atlantic a seating plan for each performance, which ensures that:
  - no more than 45 seats are available for sale
  - each Bubble of patrons, when seated, shall be at least 6 ft from other Bubbles
  - seated patrons are at least 12 feet from performers
  - the number of seats that can potentially be sold is optimized
- A “Book as a Bubble – Be Seated as a Bubble” policy will apply. Bubbles of up to 10 persons may be seated together.
- A process will be developed to address requests for larger Bubbles, if sufficient seats are not apparently available.
- If a group or company would like to book a large portion of the theatre, a maximum of 45 seats shall be available.
- **Ticket sales will be via phone or online through Ticket Atlantic; print-at-home or showing e-tickets will be promoted**

## CONTROLLING SEATING PLAN

- Generally, every second row can be used for patron seating (e.g. Rows A, C, E, G etc.).
- Within a row, 3 seats must be left between bubbles
- Rows and/or seats not available for a particular performance shall be clearly designate/marked
- Practically speaking, approximately 28 to 35 seats likely available (even though occupancy limit is 45)

## QUEUING FOR ENTRY, TICKET PICKUP/BAR, AND FRONT OF HOUSE WASHROOMS

- **Patron Entry Queue:** will ensure distancing between Bubbles; masks must be worn; Bubbles will be guided to their seats by FOH volunteers (distanced); lobby and house opening times will prevent patron mingling in lobby.
- **Ticket Pickup/Bar Queue:** One Volunteer (masked and gloved) will tend the bar behind plexiglass; a clear bar/ticket pickup queue will be established; one person per Bubble in queue
- FOH Washrooms: A clearly defined washroom queue will be established; patrons will queue as individuals

## INTERMISSION AND PATRON EXITS

- Feasibility of intermissions will be determined
- Volunteers will guide Patrons to exits, row by row; side exits will be used as appropriate; distancing not required in the vent of emergency.

## STAIRWAYS AND BOOTH

- Stairs are one way UP to booth (“old stairs”); one way DOWN from rehearsal hall to lobby
- Booth: Moveable plexiglass dividers to be used as needed

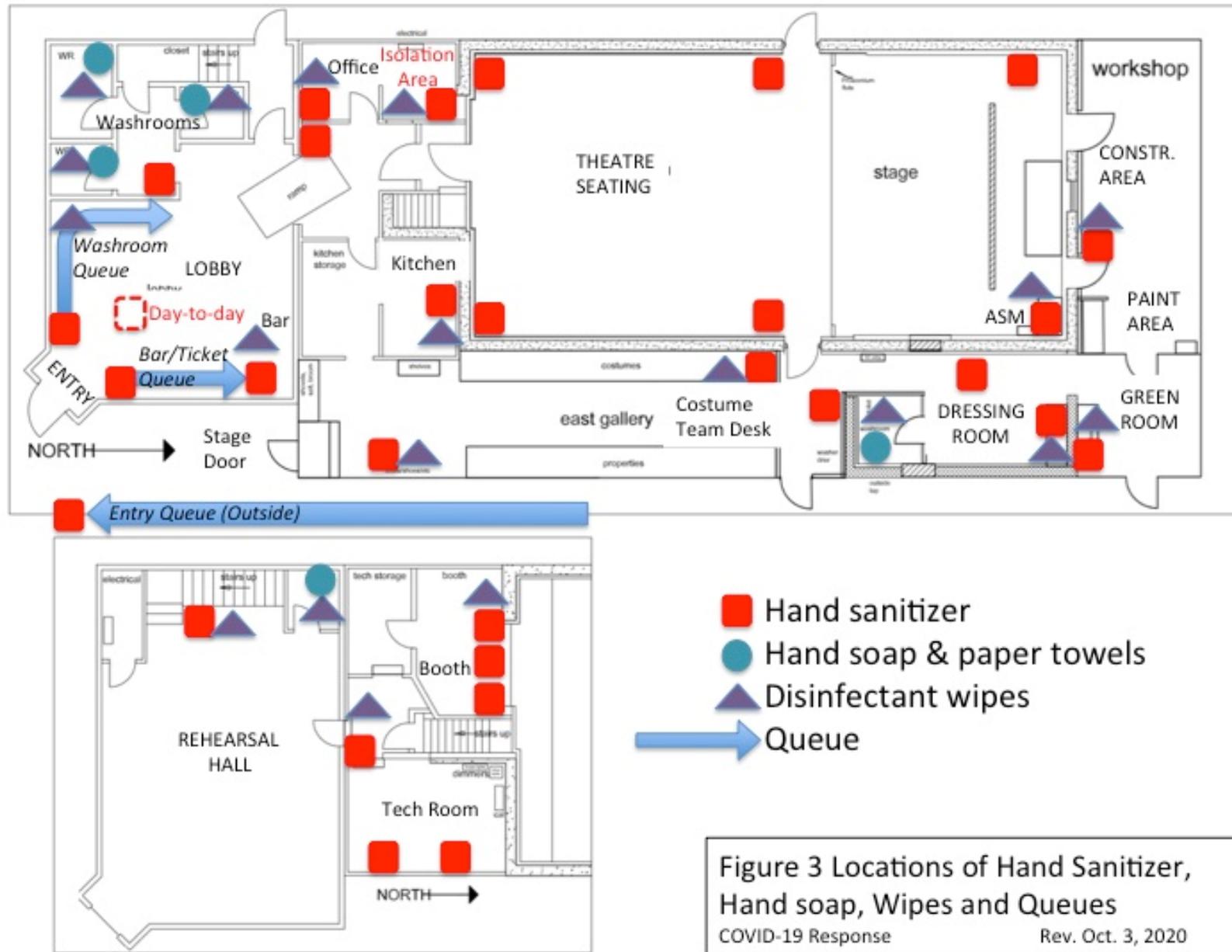


Figure 3. Locations of Hand Sanitizer, Hand soap, Wipes and Queues

## INCREASING VENTILATION – “LET THE AIR IN”

- **Lobby:** Open windows whenever weather permits; open lobby door if appropriate from security and weather perspective
- **Theatre seating/stage:** Operate roof ventilation fans when the stage or audience seating are actively being used, and adjusted to reflect occupancy and weather.
- **Dressing Room/Washroom/ Construction & Paint Room / Washing Machine Area / Kitchen/Washrooms At Front of House:** Operate fans when spaces are occupied
- **Booth And Rehearsal Hall:** When occupied, keep doors open; open rehearsal hall windows; use fan in booth doorway to draw air out
- **Responsibility:** shared amongst those parties occupying the theatre at any one time
- *“If you are in the space, or in charge of activities in the space, ventilate it”*

## HAND AND RESPIRATORY HYGIENE

- Abundant hand sanitizer stations will be positioned throughout the theatre space (Figure 3).
- Where practical and if available, automatic no-touch dispensers shall be installed
- Signage will promote hand and respiratory hygiene

## ENHANCING THEATRE CLEANING – “IF YOU TOUCH IT, WIPE IT”

- The Building Manager shall be responsible for procurement, placement and replenishment of the cleaning supply inventory (30 day minimum); the FOH Manager shall be responsible for replenishment of supplies at front of house for performances
- A table of cleaning/sanitization requirements and schedule has been developed.
- To promote use, disinfecting wipes shall be placed at the locations shown in Figure 3.
- The Building Manager (between performances) and FOH Manager (immediately before, during and after performances) are responsible for monitoring that scheduled cleaning has been completed and recorded.

## PERSONAL PROTECTIVE EQUIPMENT – “I PROTECT YOU, YOU PROTECT ME”

### MASKS USE - PATRONS

- Per current public health directives, **in addition to physically distancing**, patrons will be required to don and properly wear non-medical masks while queuing (e.g., in the parking lot), while entering and at all times in the theatre, except while actively eating or drinking.
- If a patron indicates they have a medical reason for not wearing a mask (including severe anxiety), this will be respected by and communicated amongst Front of House Volunteers.
- Signage will be posted throughout the theatre to reinforce mask use
- A small supply of disposable non-medical masks will be maintained at the bar, and provided to patrons upon request, for a nominal fee

### MASK USE – TAG VOLUNTEERS

- **Director, cast and crew during rehearsals and performances:** Per October 1, 2020 update to restrictions, physical distancing and mask use is strongly encouraged whenever not actively performing. The Stage Manager shall be responsible for promoting mask use during rehearsals and performances.
- **All other TAG Volunteer roles:** Non-medical masks shall be worn when 6 ft physical distance cannot be consistently maintained. Regardless, occupancy limits of the various theatre spaces are to be respected.
- All TAG Volunteers are expected to exercise good judgment, and keep each other safe.
- An escalation process shall be established, for use in the event that TAG Volunteers have concerns that they cannot resolve themselves.

### MASK USE – VISITORS & CONTRACTORS

- All visitors, contractors or vendors shall wear a non-medical mask:
  - in the TAG building
  - outside the TAG building when physical distancing cannot be consistently maintained.
- The TAG Volunteer responsible for arranging the service/visit shall also wear a mask while accompanying, and shall be responsible for ensuring mask use by the visitor/contractor.

## COMMUNICATING THE PLAN

- A detailed communication plan will be developed and implemented, to ensure awareness of this plan, and promote the knowledge and ability to execute it.