

ELMIRA THEATRE COMPANY INC. COVID-19 SAFETY PLAN

Business name: Elmira Theatre Company Inc.

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Board Approved: September 22, 2021

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1. ETC Communication and Training to Prevent COVID-19 Exposure

Monitoring for updated and new information

- The Health and Safety Coordinator will monitor Ontario.ca and the Region of Waterloo Public Health website for any updates including a verification of the current local stage and any new public health recommendations or Section 22 Orders.
- The Health and Safety Coordinator will maintain a current understanding of all relevant COVID-19 regulations and local by-law requirements.
- The Health and Safety Coordinator will update the VP of Productions of any relevant updates that impact current and future operations. The VP of Productions will update the Board.

ETC Communications

- If changes in protocol are required, it will be communicated to the ETC members impacted by the changes.

ETC Training

- ETC members will be trained on how to complete ETCs Covid protocol to prevent the spread of COVID-19 in the theatre.
- ETC members will be told not to come to rehearsals/performances if they are sick.
- The Health and Safety Coordinator will provide members with information about what to do if they develop symptoms, where the online self-assessment tool can be found, and who to contact.
- ETC members will be trained on the Ontario Government online screening process that is required prior to entering the theatre. A printout form is also acceptable.

Communication with Patrons

- Any notices required by public health or other government regulations are printed and posted promptly in the theatre and on the website.
- The VP of Administration will ensure the ETC website is up to date when there are changes to how events are being operated.

- When patrons purchase tickets through Center in the Square there will be a link on the website to ETC's COVID protocols and requirements for our patrons. A protocol email will be sent to the ticket purchaser 24 hours before the show.
- Patrons contact information from the ticket purchase will be given to the Ticket Manager for each night's performance and retained for contact tracing purposes. An email address and/or phone number is the preferable form of contact.
- When Patrons arrive, the usher will remind them to keep their mask on for the entire performance.

2. ETC Member and Audience COVID-19 Screening

ETC Screening Process

- Upon entry to the ETC building, members are required to successfully complete Covid Screening (Ontario COVID-19 Screening Tool for Workplaces) Contact Tracing, be double vaccinated and provide a Proof of Vaccination with a valid Photo ID. These steps will be documented, and the records maintained for a minimum of 4 weeks. The Health and Safety Co-ordinator will audit this process to ensure compliance.
 - Note: Should an ETC Member answer yes to any screening questions and be unsuccessful in any of the above requirements, they will not be permitted into the facility and the Health and Safety Coordinator will be notified.

Screening Patrons

- Proof of Vaccination and valid Photo ID are required to enter the building along with self-screening questions which will be posted at the main entrance.
- It is the responsibility of patrons attending to screen themselves and only enter the facility if they screen successful. Should a patron be unsuccessful in screening, they are requested to not enter the facility and a refund and/or exchange for their ticket will be issued.

3. Transmission Prevention

Maintain Physical Distancing

- All tickets must be purchased in advance, through Center in the Square (CITS) box office, following their COVID prevention protocols. Tickets are purchased online through links on the Elmira Theatre Company website, or by phone with the CITS box office. Patrons will not be given paper tickets. When patrons arrive at the door, their name will be on a list provided by CITS. There will be no tickets sold at the door at this time.
- Seats will be pre-assigned at the time of ticket purchase.
- The number of tickets available for purchase for each performance will be determined based on allowable audience sizes per provincial and regional regulations and signage will be posted at the entrance to the theatre indicating maximum capacity.
- Patrons will be asked to wait in their vehicles until 15 minutes prior to the curtain time, at which time they will be requested to go directly to their seats. When the doors do open, patrons who are lining up for entry will be required to maintain a minimum of 6 ft between groups.
- Seating in the theatre will be arranged to provide a minimum of 6 feet between seating groups.
- Where possible, intermissions have been omitted, however for shows that require an intermission, the intermissions will be kept to the shortest time possible to prevent congregating and gathering. Bathroom facilities can be accessed during the show.
- There will be a minimum of 6 feet between the front of the stage and the first row of audience seating.
- Patrons are not permitted on the stage or in any backstage space.

- There will be no bar or 50/50 sales at this time.
- At the end of a performance, gathering and mingling will not be permitted inside the theatre or lobby or on the theatre grounds.

Masking and using Personal Protective Equipment

- As per the Region of Waterloo Mask Bylaw, Patrons and ETC members are required to wear a mask or face covering that covers the mouth, nose and chin. A supply of non-medical masks will be available for any person who requires one.
- Due to the nature of live theatre, ETC members will remove their masks onstage or in a backstage space where patrons are not present. Any time an ETC member is in a space occupied by patrons, they are required to wear a mask.
- The “ticket taker” greeting people at door will be behind a Plexiglas barrier. Face shields plus a mask will be used in situations that require members to interact closely with patrons.

Transmission from surfaces and objects

- All commonly touched surfaces and shared areas will be cleaned at minimum at the start of the day using Health Canada-approved cleaning and disinfection products.

Hand and respiratory hygiene

- Hand sanitizer stations will be available at every entrance and in high traffic areas for ETC members and patrons.
- Public health posters on washing hands and on cough and sneeze etiquette will be posted in each washroom.

4. Response Protocol for a Potential Case/Suspected Exposure

Procedure if someone becomes ill in the theatre

- ETC members should notify the Stage Manager or Health & Safety Coordinator if they start to feel COVID-19 symptoms or if they notice someone else showing symptoms. The individual should leave the theatre as soon as possible and seek advice: (Doctor, Telehealth or Public Health).
- The Health & Safety Coordinator will consult with Public Health on recommendations based on the symptoms experienced for cast, crew or patrons. Appropriate notifications will be made based on the situation.
- Patrons should notify the House Manager and leave the theatre as soon as possible and seek medical advice: (Doctor, Telehealth or Public Health).
- Call 911 if a person is experiencing severe and potentially life-threatening symptoms, such as difficulty breathing.

5. Management of Changes – Prevention of New Risks

In the event the COVID-19 related changes to workplace practices and requirements presents new risks for ETC members or patrons, we will continue to gather information regarding any additional new challenges presented by COVID-19 and associated controls, take preventative actions and continue to update this information as needed.

6. Continuous Improvement Activities

ETC remains committed to accepting feedback from members and patrons regarding the controls in place, if they are working or if there are any issues.

- All members will be diligent to maintain a safe environment onstage and backstage.
- The ETC Board will remain diligent in ensuring the areas accessible to the general public are compliant with COVID-19 controls, document any exceptions and take action if there are any exceptions that required resolution. All documented concerns will be submitted to the Health and Safety Coordinator for review and action.

For more information visit [ONTARIO.CA/COVID](https://ontario.ca/covid) or [WSPS.CA/COVID19](https://wsp.ca/covid19)

NOTE: This document is intended for informational purposes only to provide an overview of the potential hazards posed in the workplace due to COVID-19. It is not intended as medical or scientific advice, to provide a comprehensive risk assessment for all workplaces, or to replace any legislated workplace safety obligations. Due to the ongoing evolution of the situation in Ontario and around the world, this document may be used as a guide for Employers in addition to guidance delivered by government and public health authorities, including, but not limited to the World Health Organization (WHO), Ontario Ministry of Health, Public Health Ontario and the Centers for Disease Control and Prevention (CDC). Any use which is made of this document by any Employer, or any reliance on or decisions to be made based on it, is the responsibility of the Employer. WSPS, ETC and its partners, officers, directors, employees, agents, representatives, suppliers and service providers accept no responsibility for any errors or omissions in content or for damages of any kind or nature suffered by any Employer or any third party as a result of use of or reliance on this communications.