



OFFERING our members opportunities for developing skills in the art and business of theatre
SUPPORT FOR a broad range of performers and artists who use the Roxy Theatre
LOCAL partnership-building with community groups to support our mission
THEATRE performances, repertory and original, regularly produced by members

COVID-19 Safe & Wellbeing Plan

Reopening with Confidence

April 2021

The Owen Sound Little Theatre / The Roxy Theatre (OSLT/Roxy) coronavirus (COVID-19) Safe & Wellbeing Plan details our commitment to protecting the health, safety and wellbeing of employees, volunteers, patrons, visiting artists, renters or anyone else working with us during the COVID-19 pandemic. Although this document is not mandated by Public Health, safety has and always will be our number one priority, and for this reason we have voluntarily created this safety plan.

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Document Version Control Log

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Version	Date	Revised by	Reason for Change
1.0	April 2021	Reopening Committee	Development of Plan

How to Use this Guide

The COVID-19 Safe and Wellbeing Plan (Safety Plan) has been compiled by the ad hoc Reopening Committee as directed by the 2020/2021 Board of Directors of the OSLT / Roxy. This plan has been developed using the best information open to us from other theatre reopening guides and Public Health (PH) guidelines at the time. The plan outlines the COVID-19 safety precautions we have in place throughout the opening up of our facilities. This will ensure the safety and wellbeing of everyone who visits us, including our patrons, visiting artists, renters, volunteers and employed team members.

By planning, training and implementing reasonable measures, we are protecting our theatre and inspiring patrons and team members to return to places where our art lives. Although it is not a requirement (rather a recommendation) for not-for-profit organizations to have a safety plan in place, The OSLT / Roxy is being proactive in the development of a plan to show commitment to safety and the reduction of risk of COVID-19 transmission.

In order to remain useful throughout the course of this pandemic and beyond, this is a living document and will be informed by the evolving guidelines of government and health officials. Further, it must be acknowledged that COVID-19 continues to be a fluid situation and this document cannot contemplate all possible scenarios that may unfold. The document will be amended as required by the Reopening Committee under the oversight of the Board. Should a conflict arise between this document and PH or Fire and Safety Guidelines, the Executive Director (ED) should be informed, the PH or Fire and Safety guidelines will be followed and this Plan will be updated.

In this plan, we have distinguished between “staff”, “volunteers”, “patrons” and “renters”. “Staff” are paid employees and contractors of the OSLT / Roxy. “Patron” is anyone who attends any kind of event at our theatre; a “Volunteer” is a person who works in an unpaid capacity at our theatre to create a show or event, including but not limited to actors, musicians, Front of House volunteers or backstage crew. “Renter” is anyone who uses the theatre under a rental or co-production agreement, and their staff or volunteers.

Understanding COVID-19

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. COVID-19 is now a pandemic affecting most countries around the globe. This flu-like respiratory illness spreads through person-to-person contact mainly through droplets generated by infected individuals speaking, singing, coughing or sneezing. These droplets can spread up to 2 metres. It is important to note that how easily a virus spreads from person-to-person can vary. It may also be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or eyes. People who are infected may have mild, severe or no symptoms. As a result, there is the possibility of asymptomatic and pre-symptomatic spread of COVID-19.

The most common symptoms of COVID-19 are fever, cough, difficulty breathing, muscle aches, loss of taste or smell, nausea or vomiting, diarrhea and fatigue or weakness. Other symptoms that are less common and may affect some patients include disorientation, confusion, dizziness, chills or headaches. These symptoms are usually mild and begin gradually. Some people become infected but only have very mild symptoms. Anyone experiencing these symptoms should immediately self-isolate and seek testing for COVID-19.

General Best Practice Guidelines

The following safety measures are the best practices currently available for stopping the spread of COVID-19. These practices must be strictly adhered to at all times at The OSLT / Roxy.

- Stay at home when you are experiencing any symptoms that could be linked to COVID-19, except to receive medical care.
- Wash your hands often and thoroughly using soap and water for at least 20 seconds. If soap and water are not available use hand sanitizer containing a minimum of 60% ethanol or 70% isopropyl alcohol. Hands must be washed following the use of the washroom and prior to eating or touching your face. (Refer to Appendix A and B for proper hand washing/sanitizing techniques.)
- Maintain at least 2 meters of physical distance between yourself and the nearest person.
- Wear a physical respiratory protection face covering (non-medical mask, cloth mask) in public indoor spaces and whenever physical distancing is a challenge (Refer to Appendix C for proper use and disposal of masks). When eating and drinking practice physical distancing. Eye protection can be worn for added safety.

- Practice proper cough and sneeze etiquette. (Refer to Appendix D)
- Avoid hugs, handshakes, high-fives and other physical forms of greeting.
- Keep surfaces around you clean and wipe down daily or after use by others.

Code of Conduct

Everyone entering The Roxy must wear a mask. We ask that every person in the theatre adhere to all rules and bylaws regarding COVID-19 including physical distancing, respiratory etiquette, handwashing, and not attending the theatre if you have any symptoms. The OSLT / Roxy reserves the right to deny entrance to any person not wearing a mask or deemed to be exhibiting symptoms of COVID-19. Any person who has come in contact with anyone who has recently tested positive for COVID-19, who has been asked to isolate by PH for any reason, and/or who are awaiting COVID-19 test results are asked to adhere to PH guidelines in these regards and not enter the theatre.

The OSLT / Roxy seeks to provide a welcoming and comfortable environment for everyone and pledges to treat all who enter the theatre with the utmost respect and dignity. We ask that visitors reciprocate the same in their treatment of our staff, volunteers, patrons and renters, whether in person or online. Discrimination or harassment of any kind, whether based on race, colour, national origin, religion, creed, gender identity, age, physical, mental or developmental disability, marital status, sexual orientation, political ideology, or any other reason, will not be tolerated.

The OSLT / Roxy reserves the right to remove any person (and/or online comment) who demonstrate violent, discriminatory or harassing language and/or behavior. The OSLT / Roxy reserves the right to refuse admission or participation to anyone who has violated these conditions during previous activities.

Being in the Theatre is a personal choice by patrons, members of the public and contact holders. While OSLT/The Roxy strives to do it's best to ensure the cleanliness of the facility and the safety of all people, the OSLT/The Roxy cannot be held liable for the cleanliness of all surfaces at all times.

Staff, Patron, Volunteer and Renter Education

As COVID is highly contagious, we must work together with everyone (staff, patrons, volunteers and renters) to allow our theatre to open and continue to stay open safely. We all have a collective responsibility to keep each other safe, everyone must do their part. The "new normal" with regards to face coverings, physical distancing and hand washing must be accepted by all. Widespread messaging will ensure all are aware of the rules and guidelines.

The OSLT / Roxy will make every endeavor to communicate messages in a transparent, empathetic and meaningful manner. Volunteers and staff will always be in compliance with the rules, model good behavior, and provide a consistent message.

<p>What to Message</p>	<ul style="list-style-type: none"> ● PH basic safety principles in alignment with The OSLT / Roxy Code of Conduct. ● Screening processes prior and upon entry of the theatre, and advised appropriately if exhibiting symptoms. ● Management of patron flow and queuing into and through the building. ● The Theatre's policy of "restricting people" who are exhibiting symptoms of COVID and/or people who have come in contact with anyone who has tested positive for COVID on the day of the performance. ● All health and safety concerns during events must be addressed to the House Manager, staff, or responsible person on site. ● Cleaning and sanitization regimes required during rehearsals and performances.
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<p>How to Message</p>	<ul style="list-style-type: none"> ● Website ● Social media channels: Facebook, Twitter, Instagram ● Ticket purchasing through Theatre Manager or Box Office <ul style="list-style-type: none"> ○ Patrons will be asked to provide contact information for the purpose of contact tracing and will be asked to acknowledge and accept safety protocols and Code of Conduct when purchasing tickets. ○ Staff and volunteers will be educated in the Safety Plan so as to accurately inform all persons attending of safety measures. ● Signage regarding the PH basic safety principles and patron flow will be visible upon entrance to the theatre and other high-traffic places within the theatre, including backstage, stairs, green room, sound booth, staff offices, near the bar and lobby, washrooms and at the box office. ● Announcements before and during the show will clearly outline what is expected of patrons and volunteers.
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Responding to Confirmed Cases or Health and Safety Concerns

If PH contacts the OSLT / Roxy for any reason, the ED is to be informed and take the lead in dealing with the situation with direction from PH.

Legal warning: It is unlawful to provide to anyone else an infected person's name or other information that could be used to determine their identity.

All concerns regarding Health and Safety should be directed to the ED.

Management of Health and Hygiene

Because COVID is highly contagious, everyone must address and manage the health risks of working in the close confines of a theatre. Air flow and HVAC systems, risk management during OSLT / Roxy performances, the practices of volunteers and the management of the flow and practices of patrons all need to be addressed and resolved before the theatre can open safely.

Hand sanitizer, masks, disinfecting spray and paper towels

- Staff are responsible for ensuring that the above items are located throughout the theatre and specifically: At the front and rear entrances, and in the and in the bathrooms, and that additional supplies are available and in stock at all times.

Air flow and HVAC systems

- Roxy has several A/C compressors on the roof, three gas-fired boilers for a hot water heating system (radiators) in basement, and a giant air-handling system with filters located on the 3rd floor which can be set to either recirculate or fresh air. The fresh air intake is used whenever there is an audience in the house. All three systems are on a regular maintenance schedule with Benedict Electrical, with the exception of air-handling filter changes which are done in house.

Risk management during OSLT productions

- Volunteers, cast and crew will be encouraged to download the COVID Safe App to enhance contact tracing while at the theatre¹.
- Volunteers, cast and crew agree to self-screen prior to rehearsals and performances²
- Each production will identify a volunteer who will act as the COVID Safety and Wellbeing Lead (COVID Lead) for that production. This role will be included in the program to highlight our commitment to safety.
- The COVID Lead will be educated on the Safety Plan and provide guidance and information to cast and crew during rehearsals and performances.
- The COVID Lead is responsible with regards to:
 - developing and implementing a Production Safety Plan in alignment with the Safety Plan using the template provided by and assisted by the Reopening Committee;
 - including protocols wherever outside rehearsal space is used based upon our Safety Plan and the existing Safety Plan for the rented venue;
 - recording screening practices and reporting adherence to safety;
 - ensuring the high touch cleaning and safety regime of rehearsal areas;
 - educating cast and crew of the PH basic safety principles;
 - ensuring that personal protective equipment and supplies (i.e. hand sanitizer) are available to cast and crew at all times;

¹ <https://COVID-19.ontario.ca/COVIDAlert>

² <https://covid-19.ontario.ca/self-assessment/>

- identifying hazards and concerns of infection control measures; and,
- informing Director, Producer and Stage Manager (SM) of any changes to restrictions in accordance with the levels of PH measures in the COVID-19 Response Framework.³

Front of house practices

- Volunteers will agree to be in compliance with the Safety Plan and the Production Safety Plan, PH basic safety principles, model good behavior, and provide a consistent message to patrons.
- Volunteers should direct all health and safety concerns to the House Manager on site. The House Manager will report the incident directly to the ED and the ED will keep the name of the individual confidential.
- If a volunteer becomes ill with COVID symptoms or tests positive, the House Manager on site will manage the absence accordingly as per PH guidelines. The privacy of the person will be protected at all times.

Cast, crew and production practices

- Cast and crew must support the production's safety plan set by the COVID Lead, model good behavior and demonstrate PH basic safety principles at all times.
- If a member becomes ill with COVID symptoms or tests positive, the COVID Lead and Director will manage the absence accordingly as per PH guidelines. The privacy of the person will be protected at all times. The ED will be informed about the incident, and will keep the name of the individual confidential.
- Virtual means for casting productions will be used whenever possible. If unable to cast virtually then open calls will be eliminated and those auditioning will be assigned arrival times. Do not allow individuals to enter the theatre until their scheduled time which can be communicated by text.
- Cast and crew can work in specific bubbles. Rehearsals will be arranged so that limited actors and crew are at the rehearsals with the key people being on the stage at one time. Practice physical distancing and wearing masks at all times unless on stage during rehearsals and performances.
- Restrict dressing rooms to single occupancy if physical distancing cannot be maintained, although masks should be worn at all times except when applying makeup.
- When applying makeup ensure physical distancing between cast members. For example, makeup areas could have a barrier installed between actors.
- Makeup, hair and wardrobe crew must wear masks and eye protection, because they cannot physically distance from the actors, and wash hands between contact with each performer. Hair and makeup and wardrobe supplies for each actor should be stored separately and not shared between actors.
- If there are too many actors then some actors could apply makeup at home, or have different times to get ready, cleaning the area in between cast members. The sharing of food and drink is prohibited at this time. Cast and crew are encouraged to bring their own dishes and cutlery or to use disposable utensils.

³ <https://www.ontario.ca/page/COVID-19-response-framework-keeping-ontario-safe-and-open>

- Director and SM should do their best to limit contact on stage. Consider eliminating close contact if possible. If closeness is required, minimize the number and duration of scenes involving close contact. Intimate and close contact scenes should be limited to body parts easily sanitized (e.g. neck kissing rather than mouth-to-mouth). If kissing cannot be eliminated, ask actors to rinse their mouths with a hydrogen peroxide-based oral rinse prior to the performance. Contact and inform the rights holder if scenes are going to be eliminated or changed substantially. Restrictions will relax in accordance with the levels of PH measures.
- The SM and ASM will work with the COVID Lead to manage the flow of the crew and staff from the green room to back stage, limiting the backstage area to only key actors ready to go on stage and back stage crew.
- All individuals involved in construction should be familiar with the Ontario government's "Construction site health and safety during COVID -19" guidance document. Specific considerations for construction may also include:
 - All reasonable controls must be put in place to maintain distance and to minimize the number of interactions within two metres.
 - The sharing of equipment and tools between individuals should be avoided. Specific considerations for construction may also include:
 - encouraging workers to provide as many of the tools they need from their own kit, if possible, and recommending that kit materials not be shared unless properly disinfected between uses
 - where shared tools are required, consider providing multiple pieces of the same equipment to limit the frequency with which tools must be shared
 - implementing a method (e.g. a dedicated worker) to track the assignment of tools to specific individuals and ensuring that tools are properly disinfected before returning to storage and/or being reassigned
- Tech and booth crew should practice physical distance when able and wear masks at all times. Stagger technical setups and checks, and rehearsals so they don't overlap. Limit the number of volunteers during a strike and consider staggering volunteers at different times when scheduling a strike.
- No cast and crew contact with the audience within the theatre lounge will be allowed after performances.
- For musicals, the Director and SM should work together to ensure the positioning for musicians and/or singers demonstrates maximized physical distancing (through innovative blocking methods, facing away from each other and Plexiglass barriers) from other performers and audience members. In accordance with Stage 3 re-opening⁴, Plexiglass barrier stands will be utilized for singers and players of brass or wind instruments. Other musicians are not required to play behind barriers. All musicians and singers should wear a face covering until they are behind the barrier or located appropriately on the stage with the physical distance in place. Singing or playing instruments may result in a greater dispersion of droplets due to higher density breathing which requires additional steps to be taken. Procedures put in place for musicals will depend on the restrictions at the time and the PH guidance. Restrictions will relax in accordance with the levels of PH measures. Ensure that all Plexiglass barriers are sanitized after performance. Where microphone use is required, each singer

⁴ <https://www.ontario.ca/page/reopening-ontario-stages>

should ideally use a different microphone or sanitized between singers and after performance.

Management of the flow and practices of patrons

- *Box office (ticket purchasing, screening patrons, pre-ordering drinks)*
 - When possible, the Box Office will offer touchless ticket options to reduce the possibility of contamination.
 - Theatre Manager will assign tickets based on the distancing protocols in place at the time.
 - Number of patrons in the theatre per performance should be in accordance to the level of PH measures in the COVID-19 Response Framework⁵.
 - Closer to the performance date, patrons will be sent further communication reminding them of the terms and conditions and also advising them that if they or anyone in their party has symptoms of COVID-19, has been in prolonged and direct contact with anyone with symptoms or a confirmed case of COVID-19, or has travelled outside Canada in the last 14 days. Any cancellations or ticket changes will be dealt with according to theatre policy.
 - The OSLT / Roxy will ensure that patrons are made aware of the theatre's policy of screening prior to entry and "restricting people" exhibiting COVID symptoms.
 - When possible, patrons will be encouraged to pre-order their drinks at ticket purchasing.

- *Prior to performance (Entering the theatre, using the washrooms, ordering drinks, collecting pre ordered drinks, scanning tickets and ushering to seats in the house)*
 - Patrons will enter the theatre through the front entrance.
 - Assigned arrival times, extended time between door opening and start of performance, and/or scheduled opening of theatre and house at the same time to encourage flow through the lobby.
 - Volunteers will monitor queues.
 - No coat check will be offered at this time.
 - Use of volunteers, signage, physical barriers and floor decals to mark two metres will be utilized to maintain physical distancing and manage the general flow of patrons.
 - Signage and volunteers will educate the patrons of the PH basic safety principles.
 - Patrons will be required to wear a face covering when in the theatre. Non-medical masks will be available at the entrance to those patrons who don't have a mask. All safety concerns during events must be addressed to the House Manager, staff or responsible person on site.
 - Hand sanitizing stations will be placed throughout the flow of the patron through the theatre. Locate and clearly identify all hand sanitizing stations.

⁵ <https://www.ontario.ca/page/COVID-19-response-framework-keeping-ontario-safe-and-open>

- Once a ticket is scanned or taken, move the patrons swiftly into the house.
 - Monitoring the flow of movement into the house by allowing a specific number of patrons in at one time. This will reduce the possibility of a backlog as patrons look for and settle in their seats.
 - Eliminate program reuse practice. Single use self-serve programs may be available.
 - Floor marking and aisle signage will provide improved ease of access to seating.
 - Once patrons are seated announcements will be made prior to performance as to the intermission process, using the washroom during the performance and emergency exit procedures.
- *During performance (Watching the show, having to exit to use the washroom)*
 - Patrons will be encouraged or required to wear a face covering when in the house in accordance with PH regulations. As the government directive around face masks is relaxed, we may continue to suggest patrons wear face coverings.
 - Patrons that need to use the washroom during the show should do so by exiting through the back door of the house. Volunteers will manage the flow of the patron back to their seat.
 - Patrons may drink during the show at their seats only and will be asked to take their garbage within them to dispose of at intermission or upon exit.
- *Intermission (Leaving the house for intermission, using the washrooms, ordering drinks, collecting pre-ordered drinks, returning to seats in the house, 50-50 draw)*
 - Managing exits by having patrons leave according to row or section, as directed.
 - When possible, to maintain physical distancing and to mitigate risk as much as possible at the bar, patrons will be encouraged to pre-order their drinks when booking their tickets and prior to the performance. Volunteers will manage the flow to maintain physical distancing and prevent bottlenecks in the flow.
 - Clearly marked two metres distance on the floor will help maintain this requirement when in line at the counter and when approaching the counter.
 - To minimize contamination at the bar/coffee area, one volunteer will handle the cash and other volunteers to distribute the beverages.
 - Pre-ordered drinks will be readily available at the pre-order station prior to onset of intermission.
 - Clearly identify serving and point of sale areas and distance them from each other to provide greater physical distancing between volunteers.
 - Bar counter will be sanitized between each patron and before and after each shift. Plexiglass barriers will be utilized at point of sale and between volunteers behind the counter.
- *After performance (Leaving the house, using the washrooms)*
 - Exits will be managed by having patrons leave according to direction from the House Manager.
- *Emergency exit plan*

- The need for social distancing creates significant challenges when planning to evacuate a crowd during an emergency. Volunteers are trained to manage the crowd exiting.
- The goal of maintaining two metres between people would become a distant secondary consideration if there is a clear and imminent danger requiring an emergency evacuation.

Consistency of Safety Practices for Renters, Visiting Artists and Contracted Service Providers

- To ensure consistency of practice we will request a copy of the COVID Safety Plan of renters and visiting companies. Should these plans be contradictory, The OSLT / Roxy Safety Plan will prevail. Where an artist is not part of a company, they will be required to comply with all requirements as outlined in their contract and The OSLT / Roxy Safety Plan. All renters and visiting artists should refer to the Grey Bruce PH Unit website⁶ to ensure that they are following the levels of PH measures for Grey Bruce at the time of rehearsal and performance.
- The assumption is that renters and visiting companies will comply with the requirements for singers, musicians and players of brass or wind instruments, bringing the correct equipment with them. However, nonmedical masks and physical barrier stands will be available to renters and visiting companies to ensure that Owen Sound Little Theatre / Roxy is providing a safe venue. Rental fees may apply.
- All renters, visiting artists and contracted service providers are responsible for screening themselves for Covid symptoms and managing Covid incidents, as per current PH guidelines. All must sign-into the theatre and all rental acts must provide a list of staff / attendees for contact tracing purposes.
- By entering the theatre, renters, visiting artists and contracted service providers agree to abide by the new health and safety measures outlined in The OSLT / Roxy Safety Plan. The OSLT / Roxy retains the right to refuse entry to any person who refuses to adhere to our health and safety measures.

Sanitizing the Venue

Documentation

Documenting that health and safety practices were followed at the correct intervals can help a theatre show that it is behaving responsibly. Cleaning logs need to be carefully entered and preserved for reference. Checklists will be provided so that contractors and volunteers are clear

⁶ <https://www1.publichealthgreybruce.on.ca/COVID-19/COVID-Response-Framework>

what is required. Events that contract to use a venue should request a copy of the venue's cleaning and disinfection.

Part 1: Cleaning Contractor

- The ED will ensure that the contracted cleaning service provider is adhering to all PH guidelines⁷ and The OSLT / Roxy checklists. The ED will ensure the performance management of the cleaning service provider.

Cleaning and Disinfecting Guidelines

- **Both cleaning and disinfecting are required** since disinfecting doesn't remove dirt and cleaning doesn't eliminate germs. If possible, use a product that does both. Cleaning removes dirt and impurities from surfaces and objects and may lower germ counts by removing but not necessarily killing them. Disinfecting reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.
- **Cleaning Technique.** Clean using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects. PH recommends that you do not sweep or dust. Instead use a wet cloth or damp mop so as not to disturb any virus droplets.
- **Disinfecting Technique.** High-touch areas should be disinfected using materials effective against COVID. When appropriate, the disinfecting fogger should be used. Disinfect all surfaces and objects that are touched frequently. The product used to disinfect should have an 8-number DIN and be approved by the applicable health authority. A disinfecting protocol will be established that includes high contact surfaces throughout the building, including but not limited to:
 - Door handles, push plates
 - Theatre seat armrests (use disinfecting fogger or wipe down)
 - Handrails for stairs, ramps
 - Light switches and thermostats
 - Display cases
 - Box Office counter
 - Tables and chairs
 - Trash receptacle touch points
 - Sinks, including hand washing sink and mop sink, counters, towel and soap dispenser handles and toilet handles
 - Lids of containers for disposal of women's sanitary products
 - Soap dispensers and towel dispenser handles
 - Baby changing stations
 - Individual office and other room furniture and cabinet handles
 - Handles of all kitchen cabinets, appliances
 - Counter surfaces
 - Cleaning tools and buckets

⁷ <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-COVID-19-environmental-cleaning.pdf>

- **Disposal.** Place gloves, used mop heads and other disposable items used for cleaning and disinfecting in a bag that can be tied before disposing of them with other waste. A separate receptacle may be chosen specifically for COVID cleaning items.
- **Scheduling:**
 - One cleaning weekly (Office and Box Office bi-weekly) occurring on the day of a show if there is a show in the building that evening, otherwise any day.
 - The day after any show (may be multiple cleanings if there is more than one show that week).
 - Daily during scheduled workshops / camps.
 - Midday or on a specific schedule in the event of two shows in one day.
 - Schedule to be determined by Theatre Staff and communicated to the cleaning company with 7 business days notice.

Part 2: Front of House Volunteers

- High touch surfaces will be disinfected after the audience enters the theatre (during Act 1) and again after intermission (during Act 2).
- **Disinfecting Technique.** High-touch areas will be disinfected using materials effective against COVID. Disinfect all surfaces and objects that are touched frequently. The product used to disinfect should have an 8-number DIN and be approved by PH.
- High touch surfaces will include but are not limited to:
 - Counter at the Box Office
 - Door Handles, push plates
 - Handrails in the stairwells
 - Trash receptacle touch points
 - Bar counters, sinks, point of sale terminals, drinks tables
 - Washroom sinks, counters, towel and soap dispenser handles, cubicle handles and toilet handles, lids of containers for disposal of women's sanitary products, baby changing stations
- **Disposal.** Empty all garbage cans at the end of performance. Place gloves and other disposable items used for cleaning and disinfecting in a bag that can be tied before disposing of them with other waste.

Part 3: OSLT productions, cast and crew, rehearsals and performances

A: Stage and Backstage Area, Stairs from Makeup-Room, Tech Booth

- **Both cleaning and disinfecting are required** since disinfecting doesn't remove dirt and cleaning doesn't eliminate germs. If possible, use a product that does both. Cleaning removes dirt and impurities from surfaces and objects and may lower germ counts by removing but not necessarily killing them. Disinfecting reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.
- **Cleaning Technique.** Clean using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects. **PH recommends that you do not sweep or dust.** Instead use a wet cloth or damp mop so as not to disturb any virus droplets.

- **Disinfecting Technique.** High-touch areas should be disinfected regularly using materials effective against COVID. Disinfect all surfaces and objects that are touched frequently. It is recommended that frequently touched surfaces should be disinfected every hour. The product used to disinfect should have an 8-number DIN and be approved by the applicable health authority. A disinfecting protocol will be established that includes high contact surfaces throughout the area (including the set), including but not limited to:
 - Door Handles, push plates
 - Handrails in the stairwells
 - Trash receptacle touch points
 - Props used by more than one person
 - Furniture
 - Microphones, headsets if used by more than one person
 - Sound and Lighting Consoles
 - Follow the Manufacturer's Instructions. In all instances, including technical and production equipment such as microphones and headphones, it is important that cleaning procedures follow the manufacturer's instructions. This will increase the likelihood of a thorough cleaning while not damaging the equipment or voiding a warranty.

- **Disposal:** Empty all garbage cans at end of performance or rehearsal. Place gloves, used mop heads and other disposable items used for cleaning and disinfecting in a bag that can be tied before disposing of them with other waste. A separate receptacle may be chosen specifically for COVID cleaning items.

B: Green Room, Kitchen, Upstairs Washrooms, Makeup Room

- **Cleaning Technique:** These areas will be cleaned by the cleaning contractor on show days and once a week. Cleaning will usually not be necessary by a production crew unless they have created the necessity to clean.

- **Disinfecting Technique:** High-touch areas should be disinfected regularly using materials effective against COVID. Disinfect all surfaces and objects that are touched frequently. It is recommended that frequently touched surfaces should be disinfected every hour. The product used to disinfect should have an 8-number DIN and be approved by the applicable health authority. A disinfecting protocol will be established that includes high contact surfaces throughout the area, including but not limited to:
 - Door handles, push plates
 - Kitchen counters, door handles, appliance handles, sinks
 - Trash receptacle touch points
 - Tables and Chairs
 - Makeup Counters will be disinfected after each person
 - Washroom sinks, counters, towel and soap dispenser handles and toilet handles, lids of containers for disposal of women's sanitary products

- **Disposal:** Empty all garbage cans at the end of performance or rehearsal. Place gloves, used mop heads and other disposable items used for cleaning and disinfecting in a bag that can be tied before disposing of them with other waste. A separate receptacle may be chosen specifically for COVID cleaning items.

Part 4: Renters, Co-productions

- Events that contract to use OSLT/Roxy will be provided a copy of the theatre's cleaning and disinfection plan through the ED.
- The venue will be clean and disinfected when the renters arrive.
- Disinfecting wipes will be available in the Green Room and backstage.
- Renters are responsible for disinfecting the spaces they are using while they are rehearsing and performing.

Resources

<https://COVID-19.ontario.ca/>

<https://www.actco.ca/COVID19/>

<https://www1.publichealthgreybruce.on.ca/COVID-19/COVID-Response-Framework>

<https://www.ontario.ca/page/COVID-19-response-framework-keeping-ontario-safe-and-open>

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-COVID-19-environmental-cleaning.pdf>

<https://www.ontario.ca/page/framework-reopening-our-province-stage-3>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/public-health-measures-mitigate-COVID-19.html>

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<https://COVID-19.ontario.ca/COVIDAlert>

<https://www.ontario.ca/page/guidance-movie-theatres-during-COVID-19>

<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/workplace-resources>

<https://www.publichealthgreybruce.on.ca/COVID-19/Workplaces-and-Businesses>

[COVID-19: Help for businesses in Ontario](#)

<https://www.eventsafetyalliance.org/esa-reopening-guide>

<https://www.mirvish.com/>

<https://www.ontario.ca/page/face-coverings-and-face-masks>

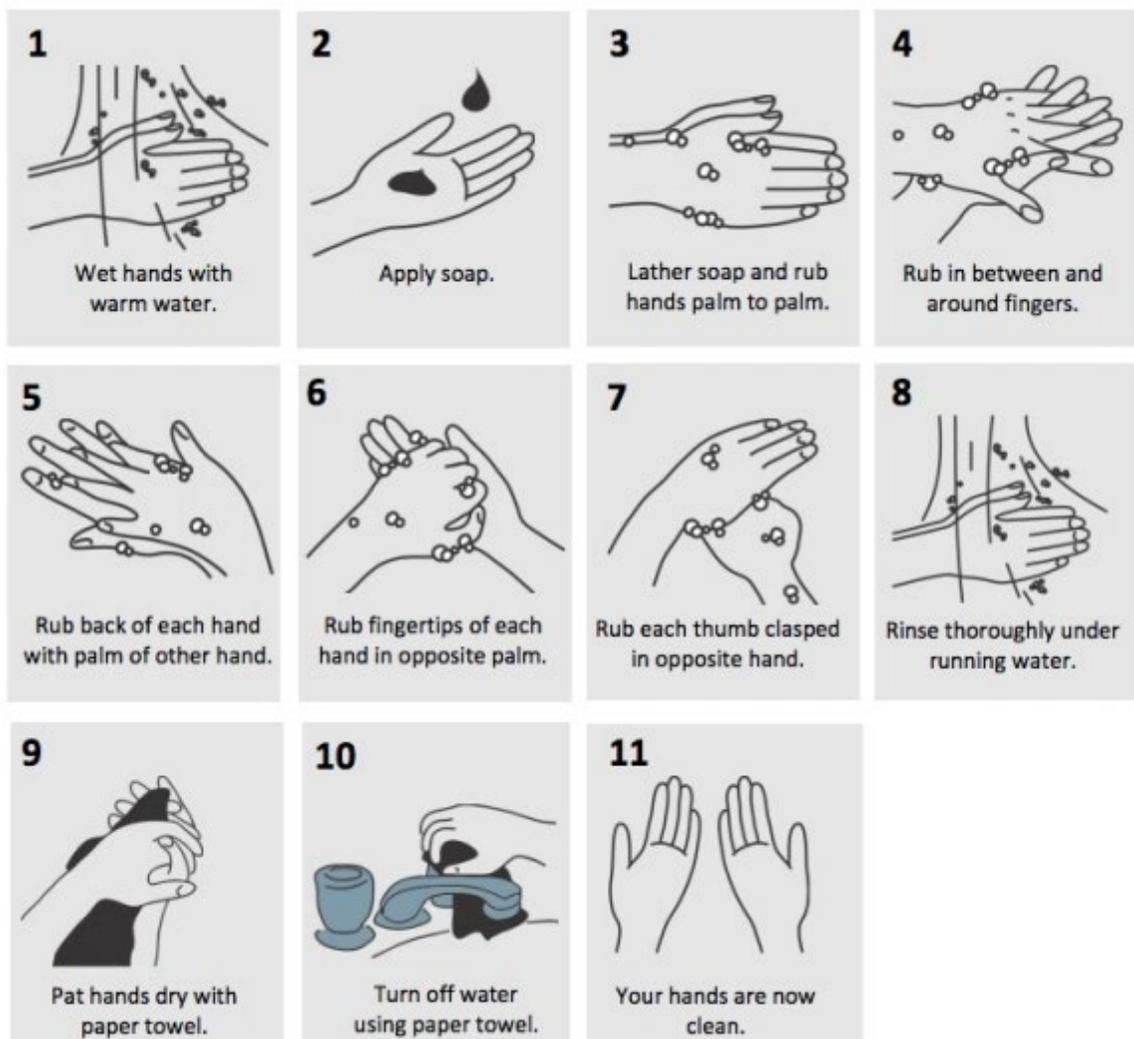
Ontario Ministry of Health COVID-19 Resources <https://www.ontario.ca/page/how-ontario-isresponding-COVID-19>

Public Health Ontario <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratorydiseases/novel-coronavirus>

Public Agency of Health Canada / COVID-19 <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

Appendix A How to Wash Your Hands

Note: Hands should be washed for at least 20 seconds.



Source: Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Diseases Advisory Committee. Best practises for hand hygiene in all health care settings, 4th ed. Toronto, ON: Queen's Printer for Ontario, 2014.

Appendix B How to Sanitize Your Hands

Note: Hands should be rubbed for at least 20 seconds.



Source: Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Diseases Advisory Committee. Best practices for hand hygiene in all health care settings, 4th ed. Toronto, ON: Queen's Printer for Ontario, 2014.

Appendix C How to Wear and Discard a Mask

- Masks should be made of 2+ layers of woven fabric (e.g. cotton or linen), fit tightly to the head with ear loops or ties, be large enough to cover the nose and mouth without gaping, maintain their shape after washing and drying, and allow for easy breathing while remaining comfortable so as not to require adjustment. Masks with valves should not be worn.
- Before putting on your mask, wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.
- Secure the elastic loops of the mask around your ears. If your mask has strings, tie them securely behind your head.
- Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask. Your nose should never be exposed while wearing a mask.
- Change your mask as soon as it gets damp or soiled.
- Do not touch the front of the mask while you wear it.
- Do not touch the front of your mask to remove it; instead remove the elastic loops of the mask from around your ears, or untie the strings from behind your head.
- Hold only the loops or stings, and place the mask in a garbage bin with a lid, or if reusable place in a bag designated for dirty masks only.
- Wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer after you have discarded your mask.
- Do not re-use a single-use mask. Discard your mask appropriately after use. If using reusable masks, launder your mask before wearing it again.



Source: <https://www.myast.org/coronavirus-disease-2019-covid-19-frequently-asked-questions-transplant-candidates-and-recipients#>

Appendix D Respiratory Etiquette

1. Limit sneezing & coughing



Into your elbow

Into a tissue

2. Dispose of tissues



Directly into a trashcan



3. Wash your hands



At least 20 seconds

Source: <https://www.myast.org/coronavirus-disease-2019-covid-19-frequently-asked-questions-transplant-candidates-and-recipients#>

Appendix E Roxy Lobby Flow