



COVID-19 Health & Safety Plan

LAST UPDATED: October 27th 2021

Intent

Hamilton Theatre Inc is committed to the health & safety of its volunteers, crew/creative team members, musicians, performers and patrons during the COVID-19 pandemic. To ensure this commitment, this plan has been adopted to outline procedures on how Hamilton Theatre Inc will operate its theatre safely and prevent the potential spread of COVID-19.

In-House Policies

In-House policies are a consensus understanding between all volunteers, crew/creative team members, musicians and performers who work in a specific environment on what is expected and what is the correct course of action in specific situations.

Currently, Hamilton Theatre Inc is following the guidance of Ontario's '***COVID-19 Response Framework: Keeping Ontario Safe and Open***'.

Full current details and expectations for each Public Health Unit can be found here: <https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>

On top of the above provincially-mandated requirements, Hamilton Theatre Inc is following additional In-House policies such as:

- **Screening:**

- All volunteers, crew/creative team members, musicians or performers entering a studio must complete a self-screening questionnaire prior to entering the building - <https://covid-19.ontario.ca/self-assessment/>. They will show the green checkmark on their phone indicating a “pass” result from the provincial online screening tool.
- Patron screening will be in place to screen for all potential COVID-19 concerns. Screening questions will be posted in event details when they purchase tickets as well as sent an email reminder prior to the show performance.

- **Sanitization:**

- All commonly touched surfaces will be frequently sanitized using

neutral disinfectant throughout all hours of operation.

- Shared equipment/props will be sanitized between each member.
- All front of house volunteers are required to complete all sanitization checklists and schedules to ensure due diligence is maintained regarding frequent sanitization.
- Sanitization Stations will be created in key, high-traffic areas and signage will be posted reminding guests & volunteers to use said stations.
- Frequent hand washing and the consistent use of hand sanitizer is consistently stressed and encouraged at all times while working.
- The theatre will be emptied and sanitized nightly. No overnight items will be permitted. Any items left unclaimed at the end of each day will be disposed of.

● **Additional Measures:**

- **AIR QUALITY** – New HVAC with a professional grade air purifier suitable for the size of the room to assist in air cleaning and air exchange. The purifiers themselves will be regularly cleaned and maintained
- **REHEARSALS** – Will be capped at 20 individuals to allow for adequate distancing.
- **SHOW DATES** – All cast members will wear a mask and maintain physical distance when not on stage. No audience “meet & greets” following the show are permitted at this time. Rapid tests will be administered to performers at the start of each performance week as an additional measure
- **PHYSICAL DISTANCING** – Performers maintain a physical distance of at least two metres from any spectators
- **PROOF OF VACCINATION** – Patrons who enter the theatre will provide proof of identification and of being fully vaccinated against COVID-19. All volunteers, performers, band, crew and production team members working on a production will be fully vaccinated as laid out in Hamilton Theatre Inc’s vaccination policy.
- **CONTACT TRACING** – No member of the public may attend a performance or event unless they have made a reservation to do so. Tickets sales will close two hours prior to each scheduled performance time. When purchasing tickets, the name of each patron will be submitted through the ticket system. A list of all patrons will be printed prior to each performance and kept on file for one month.
- Processes to reduce the number of people touching items for concessions will be implemented (Ex. sugar and creamers will be dispensed by concession volunteers and not separate station where multiple people can touch)
- Distancing will be enforced and managed for any lines for concessions, entering the theatre and the bathroom. The use of separate entrances & exits, as well as specified movement flows will be established to reinforce physical distancing for concessions.
- If any guest or patron demonstrates flagrant disregard for either our policies, or the provincial government regulations regarding COVID-19, they will be educated by the on-duty House Manager and alternative options will be provided when possible. If any guest or patron is consistently persistent in defying our policies, or the provincial government regulations regarding COVID-19, Hamilton Theatre Inc reserves the right to refuse service to any guest that endangers the health & safety of its volunteers, crew/creative team members, musicians, performers or any other patrons.
- All active volunteers, crew/creative team members, musicians or performers will be held accountable to observing and adhering to the provincial guidelines when it comes to social & public gatherings. Flagrant disregard for these guidelines will be

handled with appropriate disciplinary action.

- If a volunteer, performer, musician, crew/creative team member has come into contact with a confirmed COVID-19 case, they will be required to self-isolate for 14 days without signs of any symptoms of COVID-19, or provide a negative test for COVID-19.

Personal Protective Equipment (PPE) & Health & Safety Resources

All individuals entering the building will be required to wear a well-fitting mask (triple-layer for cloth masks, or a surgical mask). Masks are expected to cover the nose and mouth at all times. Hamilton Theatre Inc will maintain a consistent and available stock of the following resources to ensure all volunteers work in a safe environment during the COVID-19 pandemic:

- Disposable surgical masks
- Disposable latex gloves (all sizes)
- Hand sanitizer
- Neutral disinfectant sanitizer

COVID-19 Sick Policy & Theatre Response Plans:

In general, if a volunteer, crew/creative team member, musician or performer is sick in any way, they are to call and speak to their production team member or volunteer coordinator and not to come to the theatre. It is more important to allow your body to take the time to rest so it can recover quickly, and by not working you avoid the risk of spreading a sickness that could be contagious.

Specifically during COVID-19 pandemic, the following updated expectations are to be followed by all volunteers:

- Any volunteers, crew/creative team members, musicians or performers demonstrating any new or worsening symptoms of COVID-19 will not be allowed to enter the theatre, and any volunteer in this situation should call and speak to their production team member immediately.
- The volunteer, crew/creative team member, musician or performer will be advised to consult their doctor or any other certified resources by the province. This includes Telehealth Ontario and the COVID-19 self assessment tool which can be found online here: <https://covid-19.ontario.ca/self-assessment/>.
- It is the responsibility of all volunteers, crew/creative team, band and cast to notify and update their direct supervisor of any relevant details regarding sickness, this includes updates on demonstrable symptoms, details of getting tested for COVID-19 and the subsequent test results.
- Volunteers, crew/creative team, musicians or performers will be required to take the appropriate time off until all symptoms of COVID-19 dissipate.
- If a volunteer, crew/creative team, musician or performer is diagnosed with COVID-19, all actions pursuant of Public Health regulations must be taken and extended time off work will be warranted to ensure this.

Action plan if a patron is diagnosed with COVID-19 after attending a production or event:

- All volunteers, crew/creative team members, musicians or performers who were present at the same time as when the COVID-19 positive patron visited the theatre will be directly notified to vigilantly self-monitor for any symptoms.

- If any volunteers, crew/creative team members, musicians or performers begin to experience symptoms, they will be required to self-isolate at home, seek a COVID-19 test, and follow the directions of Public Health.

Action plan if an active volunteer member is diagnosed with COVID-19:

- All other volunteers, crew/creative team members, musicians or performers who worked with the COVID-19 positive individual within the previous week will be directly notified to vigilantly self-monitor for any symptoms.
- If any other volunteers, crew/creative team members, musicians or performers begin to experience symptoms, they will be required to self-isolate at home, seek a COVID-19 test, and follow the directions of Public Health.

Action plan in an 'Outbreak' is declared by Public Health at the theatre:

- An "Outbreak" is defined by Public Health as the demonstrable transmission of the virus between at least two (2) people in a specific location.
- An "Outbreak" can only be declared by Public Health and a declaration will be followed by specific directions to any business in that situation.
- If this occurs, the theatre will immediately shut down, a full sanitization of the theatre will occur and all active volunteer members will be notified and need to provide a negative COVID-19 test, or self-isolate for 14 days without symptoms, to return to work.
- Notification to the public will be transmitted through social media and all relevant information will be passed along to Public Health for all contact-tracing needs.

Communication Plans & Training

All active volunteers, crew/creative team members, musicians or performers will be required to review and acknowledge that they understand Hamilton Theatre Inc's COVID-19 Health & Safety Plan and all relevant documentation before they start volunteering at the theatre with the general public on-premise.

It is Hamilton Theatre Inc's commitment to review this plan with each volunteer, crew/creative team member, musician and performer to allow the opportunity to ask questions and clarify any confusion they may have.

All Hamilton Theatre Inc volunteers, crew/creative team members, musicians and performers will be provided the following resources to ensure they understand how to work safely during the COVID-19 pandemic:

- A physical copy of Hamilton Theatre Inc's COVID-19 Health & Safety Plan.
- Guidelines on how to wear a mask properly.

Considering the quick-changing nature of information & expectations during the COVID-19 pandemic, Hamilton Theatre Inc is committing to updating this plan as needed based on any updated provincial or municipal guidelines.

If no updated provincial or municipal guidelines are released, Hamilton Theatre Inc will commit to reviewing this document at minimum on a per month basis until the COVID-19

pandemic has officially ended.

Any updates to this plan or changes in expectations to volunteers regarding working during the COVID-19 pandemic will be communicated in a clear and efficient manner.