



# **DOMINO THEATRE**

## **COVID 19 Safety Plan**

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*Approved by Domino Board of Directors*

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### **Introduction**

Domino is committed to the strictest public safety protocols for volunteers (cast, crew, F of H, Board Members) and audience members. This plan reflects current government and KFLA Public Health Unit guidelines but is a living document that will be updated as restrictions and regulations change and evolve.

### **Controlling the Risk of Transmission**

The following procedures are in place:

#### **A) Screening Protocols**

##### **a. VOLUNTEERS (including Cast, Crew, F of H)**

- i. All volunteers will be required to self-screen at home prior to coming to the theatre. Any volunteer who is exhibiting symptoms as per KFLAPH guidelines will not come to the theatre, and will self-monitor according to KFLAPH directives.
- ii. Volunteers must agree to all Domino policies.

##### **b. AUDIENCE:**

- i. Upon entry, Audience members are encouraged to be masked and to maintain social distancing when possible.
- ii. Signage is provided throughout the theatre regarding COVID 19 symptoms but active screening measures are not in place at this time.

B) Safety Protocols (Audience/Box Office/F of H)

- a. All volunteers will wash their hands with soap and water or use hand sanitizer frequently.
- b. All audience members are encouraged to wear masks or face coverings while on site, except when drinking.
- c. All Box Office and F of H volunteers are encouraged to wear masks. Single-use masks and disposable gloves are available for volunteers.
- d. All seats are assigned.
- e. Coats should be taken with patrons to their seats, minimizing the need for congregating around coat racks.
- f. Large physical gatherings, such as opening night 'meet & greets' are approved only by the Board.

C) Safety Protocols – General (Cast/Crew)

- a. Ensure volunteers take home all food containers and dispose of food waste in appropriate receptacles; sharing of food/snacks/drinks in the rehearsal space and/or green room is prohibited.
- b. All cast and crew should try and maintain 2 metres of physical distance whenever possible in the rehearsal space, green room, and backstage.
- c. Crew are encouraged to wear masks at all times inside any area of the theatre.
- d. Cast members are encouraged to wear masks as much as possible in rehearsal space, green room, and backstage.
- e. Sharing of equipment amongst technical crew is restricted unless absolutely necessary. Individuals will store their own equipment in a predefined area or in a bag labeled with their name when not in use.

D) Safety Protocols – Specific (Cast/Crew)

- a. Auditions
  - i. Conduct remote auditions (e.g. via videoconference or self-tapes), whenever possible. In-person auditions should be limited.
  - ii. When in-person auditions are unavoidable, take steps to maintain physical distancing. Such steps may include:
    - Assigning arrival times. Do not allow auditionees to enter the facility until scheduled time.
    - Ensure auditions are scheduled with time allowed to avoid congestion and allow for appropriate disinfection between auditions.
    - The number of casting/production representatives physically present at the audition is limited to only those absolutely required.
    - Screening protocols, as outlined in Section A, will apply.

- Providing paper copies of scenes is discouraged; prepared monologues is recommended. If providing paper copies of scenes, they cannot be shared between performers and must be recycled.
- All individuals involved in casting are encouraged to wear masks/face coverings.

b. Rehearsals

- Maintain social distancing when possible.
- Performers should arrive appropriately dressed if possible, to reduce the need to use dressing rooms or washrooms.
- Directors should make efforts to direct performer movement (blocking, etc.) while maintaining physical distance and should avoid physically touching performers to move them.
- All cast and crew members are encouraged to wear masks during rehearsals as much as possible and practice social distancing when possible.
- Access to rehearsal space is limited to essential personnel only.
- Congregate meals, potlucks, etc. should be limited and social distancing observed.
- For performers who have scenes that require closeness or intimacy, schedule those scenes strategically. Performers have the right to exercise work refusal if close contact (such as hugging, kissing and some stunts) is added without appropriate preplanning and hygiene protocols in place.
- Performers who touch one another during a scene should wash or sanitize their hands immediately before and after each scene.

c. Props

- Whenever possible, props should only be handled by one person; if props are handled by multiple people, they should be sanitized after each performance.
- If a props table is used, it must be situated so that congestion does not occur as individuals access props.

d. Hair/Make-up

- Best practice is for actors to do their own hair and make-up, both applying and removing.
- Absolutely no sharing of make-up, cleansing products, hair accessories, etc.

- iii. Hair and make-up artists working directly on performers should wash or sanitize their hands before and after working on each performer and are encouraged to wear a mask.
- iv. If gloves are used, new gloves must be applied for each performer and disposed of in the designated containers.

e. Wardrobe/Costumes

- i. No sharing of wardrobe items/costume pieces.
- ii. All costume fittings must be scheduled to avoid congestion/overlapping of performers in the wardrobe space.
- iii. Encourage performers to wear their own clothes whenever possible.
- iv. Costumers/dressers in close proximity to performers who are not wearing masks are encouraged to wear a mask and perform hand hygiene before and after the encounter.

E) Facilities

- a. Hand sanitizer (at least 60% alcohol) is provided at screening sites, entrances, exits, and throughout the theatre.
- b. A schedule to regularly disinfect high-touch surfaces/objects is in use. A list of disinfectants in use is kept on record and available for review upon request.
- c. Cleaning contractors are trained on the use of the specific disinfectants and familiar with public health guidance about cleaning and disinfection to combat COVID-19, such as Public Health Ontario's ["Cleaning and Disinfection for Public Settings"](#)
- d. Cleaning of all spaces in use is done on a regular schedule and available for review upon request.

## Training

Training to keep our volunteers and patrons safe is provided to all Domino Theatre volunteers involved in the live performance, including:

- producers
- performers
- stage management
- production teams
- front of house
- cleaning contractors

A. Training Details:

- a. Domino volunteers (cast, crew, front of house) are provided with and required to review the COVID 19 Safety Plan for any production. Volunteers will acknowledge via electronic signature that they have received and reviewed this information..
- b. Specific training is provided on portions of the COVID 19 Safety Plan relevant to their volunteer roles; the proper use, limitations, and care of any personal protective equipment (PPE); and handwashing and sanitization techniques.

## **Managing a Suspected Exposure to COVID 19**

If there is a suspected exposure among cast/crew/volunteers:

- a. Notice should be provided as soon as possible to the Stage Manager and Producers
- b. Producers will contact the Board President, who will determine the need for communication to additional cast/crew while respecting privacy of the exposed individual
- c. Producers in consultation with the Board President will conduct a risk assessment to determine the need for additional cleaning, site closure, or further action

## **Capacity**

Capacity is determined by the latest directives from Public Health and/or the Province of Ontario. At any time, the Board of Directors may choose to have a capacity lower than that allowed by Public Health and/or the Province of Ontario.

## **Plan Monitoring**

This COVID plan is kept up-to-date through the following measures:

- A. The Domino Theatre Board of Directors COVID Working Group will gather information on changes and updates from a variety of resources and submit recommendations for updates via the monthly board meeting.
- B. Patrons will be provided with an email address via the Domino website where they can send feedback related to COVID 19 health and safety. (info@dominotheatre.com)
- C. Any changes to the plan will be communicated to volunteers through the Producers of shows currently accessing any area of the theatre.
- D. All posted documents will be updated as required.