

RCA Safety Measures for Small Room Bookings

Staff/Building

- The number of people are limited inside each room depending on the activity or the set-up.
Maximum capacity per room in their default setting (subject to change):
 - Salloum Room – 15
 - Sun FM – 10
 - Harmony Honda Studio – 10
 - Pacific Safety Products Boardroom – 10
 - Atrium – 30
 - Galleria – 15
 - Upper Lobby - 20
- Sanitizing stations are placed in the building; people can wash or sanitize their hands upon entrance and from time to time.
- Masks are required in all parts of the building.
- Washrooms are regularly disinfected, as well as other high-contact surfaces.
- The main doors are the designated entrance, while exit is towards Cawston Avenue near the theatre entrance.
- Virtual or live streaming activities in selected RCA facilities are provided as options.
- Rooms and other resources are cleaned and disinfected every after use.

Clients

- Physical distancing should be practiced inside RCA premises at all times.
- Wearing a mask is required inside RCA premises.
- Instead of a buffet for a catered event, packaged refreshments are allowed.
- As much as possible, renters are advised to remain inside their rental room during breaks and to avoid loitering in the hallways.
- Maximum of two (2) persons at a time are allowed in the washrooms.
- Renters should advise their participants to remain at home if they are feeling sick. Renters are also responsible for informing RCA of any COVID-19-related concerns before, during, and after the booking.
- Renters should provide the total number of their participants before the activity. All room occupants should register on the log sheet supplied in every room/venue for contact tracing.
- Everything brought into the space should be packed out, except for properly recycled or disposed of products.