

## **RCA Mary Irwin Theatre Onstage and Backstage Measures**

Preshow, the day of the show, an RCA staff (tech director or RCA COVID-19 ambassador) will orient the clients on the onstage and backstage safety measures in place which will take about 15 to 20 minutes. Please allow for this time in your event rollout agenda.

### ***Important reminders***

- The client is required to provide detailed event health and safety plan to be approved by the technical director. Representatives from RCA and the client should meet at least 1 week before the event to level off on the protocols.
- An official COVID-19 ambassador will be included in all theatre rentals to ensure adherence to RCA's health and safety measures.
- RCA reserves the right to refuse rental or stop the event if the tech director and the COVID-19 ambassador deem it's unsafe to RCA's staff and patrons.
- The client shall sign a waiver that will clear RCA of any liabilities if RCA's health and safety measures are not properly followed.

### ***Onstage and Backstage Measures***

#### ***Onstage***

- A maximum of twelve (12) performers and/or staff at a time will be allowed in the theatre.
- Stagger rehearsals to limit number of performers on stage. Use theatre seats as a standby for performers waiting for their turn during rehearsals.
- Performers should be spaced 6 feet apart onstage and 12 feet apart if they are singing/projecting. (Exceptions can be made but must be discussed with the technical director before the rental begins)
- Access from onstage into the audience and vice versa will be prohibited. (Exceptions can be made but must be discussed in advanced to the theatre rental with the Technical Director.)

#### ***Backstage***

- Access to backstage area is limited to technicians and necessary performer crossovers.

#### ***Wings***

- Stage left wing will be for performer entry and Stagehands only. Stage right wing is for performer entry only.
- There should be a maximum of 5 people in the stage left wing at a time. Maximum of 3 people at a time in the stage right wing will be allowed.

#### ***Greenroom***

- Dressing rooms will be designated as 2 different greenrooms (4 people for each greenroom). **RCA shall assign another space (e.g. the Salloum Room) as dressing/holding area if needed. Additional fees will apply.**
- The common area in the greenroom will be a no loiter zone.
- Each dressing room will be assigned occupants and given a separate entrance.

*Onstage and backstage measures as of November 2020*

### *Catwalks/Fly gallery*

- Only the fly deck operator and house technician will be allowed on the fly deck, one at a time when possible.
- If 2 people are required to be on the deck for operation or weighting, they will sanitize and wear PPE on the deck.

### *Tech Booths*

- One occupant at a time in each tech booth is allowed.
- If circumstances require more than one technician in a booth at a time PPE will be necessary.
- For more complex shows, there will need to be a different lighting operator and sound operator, and the consoles will be moved apart

### *Equipment, tools, and other contact objects*

- Microphones will be cleaned and disinfected before and after each show. There will be no microphone sharing.
- Clients will be required to bring any necessary tools for their own use. RCA toolsets are marked for staff's sole use.
- Clients should bring their own reusable water bottles. There is a hands-free water refill station near the main floor washroom.
- Theatre equipment such as mic stands, Marley dance floor, monitor wedges, light fixtures, etc. should only be handled by the house technician or their designated operator.

### *Notes for the Performers/Organizers*

- The RCA will collect contract tracing information for every member of the back of house team
- Wearing of masks is required while inside the theatre. The organizer should provide masks for its staff/volunteers and the audience members.
- Performers are encouraged to arrive already wearing required gear to reduce use of dressing rooms.
- Everything brought into the space should be packed out, except for properly recycled or disposed of products.
- Breaks and eating opportunities should be staggered.
- After the show, all performers shall vacate the RCA premises immediately. Loitering in the hallways and the parking lot is prohibited as is interacting with audience members on RCA property after the show.