

## **RCA Mary Irwin Theatre Communicable disease plan**

The purpose of this document is to outline the steps the Rotary Centre for the Arts has taken to limit the spread of disease for performers and production teams in the Mary Irwin Theatre.

### ***Important reminders***

- In specific cases when there will be a large concentration of people involved in a live event, the client will be asked to provide a detailed Health and Safety Plan and Event Schedule to be approved by the Technical Director. Representatives from RCA and the client may also need to meet to level off on the protocols.
- It will be the duty of house technicians to ensure that actions are being taken to reasonably limit the spread of disease for all backstage activities in the Mary Irwin Theatre
- **RCA reserves the right to refuse rental or stop the event if the house technician deems 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*

- The maximum number of participants in a production backstage will be 50% of room capacity or 50 people. Additional space is available to reserve for larger productions.
- When possible, stagger rehearsal times to limit the number of people in the space at a time. Maintain physical distancing on stage as much as possible.
- There must be always a 3-meter distance between any performer and audience member.
- Access from onstage into the audience and vice versa will be prohibited. (Exceptions can be made but must be discussed in advance of the theatre rental with the Technical Director.)

#### *Backstage*

- As much as possible limit access to the backstage area to technicians and necessary performer crossovers/standbys.
- A sanitizing station will be available on stage left props table and refilled as needed.
- Wear a personal face mask when in the backstage areas is strongly encouraged and appreciated

#### *Greenroom*

- Masks are strongly recommended when in common areas and on standby.
- Maintain physical distancing as much as possible in the greenroom.
- Sanitizer will be available in the greenroom and refilled as needed.

#### *Catwalks/Fly gallery*

- Only the fly deck operator and house technician are permitted on the fly deck, one at a time when possible.
- If two people are required to be on the deck for operation for balancing weights. They are to sanitize and wear PPE on the deck.

#### *Tech Booths*

- Limit access to tech booths to operators only.

- If circumstances require more than one technician in a booth at a time PPE will be necessary.
- It is possible to separate lighting and sound into 2 separate booths to limit the occupancy of each booth.

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

- Limit the number of people using one piece of equipment. If sharing of equipment is necessary, take time to sanitize the equipment between users.
- Clients should bring any necessary tools for their use. RCA toolsets are marked and should be handled only by RCA staff.
- Clients should bring their 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*

- Wearing masks is strongly recommended while inside the theatre. Each crew member and performer should bring their own face masks, though the RCA can provide some single use masks if needed
- Everything brought into the space should be packed out, except for properly recycled or disposed of products.
- Breaks and eating opportunities should be staggered when possible.