

## RCA Communicable Disease Plan 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 – 50
  - Sun FM – 45
  - Harmony Honda Studio – 45
  - Pacific Safety Products Boardroom – 50
  - Atrium – 52
  - Galleria – 30
  - Upper Lobby - 50
- Sanitizing stations are placed in the building; people can wash or sanitize their hands upon entrance and from time to time.
- 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.
- 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 inside the RCA building is not mandatory but appreciated.
- Instead of a buffet for a catered event, individually packed refreshments are highly encouraged.
- As much as possible, renters are advised to remain within their rental space during breaks and to avoid loitering in the hallways.
- 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.