
Ruby Slippers Theatre: COVID-19 Safety Plan

Latest update: August 17, 2020

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General

Ruby Slippers Theatre (RST) is committed to the safety of our community, including artists, staff, volunteers. We are following WorkSafeBC and Actsafe protocols and guidelines; other industry requirements, recommendations, and best practice guidelines; provincial health officer orders and recommendations; and complying with partner organization/venue safety plans.

Main resources used:

- [BC Provincial Health Officer COVID-19 Orders, Notices, and Guidance](#)
- [WorkSafeBC Performing Arts: Protocols for returning to operation](#)
- [Actsafes Safety Association COVID-19 prevention guidelines](#)
- [Actsafes Road to Recovery Presentation](#)

All staff, volunteers, and artists will be provided with our RST safety plan and other industry-specific guidance and protocols before the start of rehearsal, show run, or an event or meeting.

All contracted artists, and staff and volunteers, must attest prior to start of rehearsal/event/performance on each scheduled work/shift day, that they are not displaying symptoms of COVID-19 and have not travelled out of the province/country in the past 14 days.

Our safety plan will be made available for reference at meeting, rehearsal, event, and performance venues.

Health and safety signage will be displayed for public reference at rehearsal, event, and performance venues.

Administration/Board

- Administration, board, and artistic staff will work and meet offsite/remotely until our office can be safely reopened or in-person indoor meetings can be conducted with health and safety protocols in place.
- On-site meetings/work will be in compliance with the RST safety plan, the safety plan(s) of the office/meeting venue, and with provincial and industry protocol requirements or recommendations.
- On-site work schedules will be staggered as necessary, or through a combination of on-site/remote work, to reduce simultaneous occupancy to 10 people or less at a time.
- In-person meetings will be limited to 10 people or less and will be in compliance with health and safety protocols, with additional participants attending remotely.
- There will be no office drop-ins; the only office activity will be snail mail pick-up, or previously scheduled on-site meetings with visitors, volunteers, or administrative/board and artistic staff.
- All administrative/board and artistic staff or volunteers and visitors at on-site work/meetings must sign a self-health attestation prior to start of the work/meeting on the

scheduled day, that they are not displaying symptoms of COVID-19 and have not travelled out of province/country in the past 14 days.

- If an artist, administration/board member, or volunteer or visitor is experiencing COVID-19 symptoms or is unable to complete the attestation because they are/may be experiencing symptoms, they must:
 - Go home, remain at home, and work from home
 - Contact their health care provider by phone
 - Follow recommendations of a health care provider and/or self-isolate for 14 days
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Performances/Programming

- Our season shows and other programming will be online until provincial health officer and government guidelines indicate it is safe to conduct live performances and events, with required or recommended health and safety protocols in place.
 - Live performance, tech, rehearsal, and other events will be in compliance with venue and partner organization safety plans and protocols.
 - The occupancy limit for any gathering will not exceed 50 people, or will not exceed the limit set by the provincial health officer or venue/partner organization.
 - The specific occupancy limit below 50 people for any performance or event, may vary depending on the size and layout of the specific venue - to allow for physical distancing and other health and safety measures.
 - For live performance, there will at least a 3-metre separation between the performers/presenters and the patrons, or a physical barrier will be installed between the performers/presenter and patrons.
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Rehearsal/Tech

- Rehearsal may be conducted remotely, or in a combination of remote/on-site, to comply with gathering/occupancy limits and/or health and safety guidelines.
- On-site rehearsal/tech will be in compliance with the safety plan(s) of the venue/partner organization, and with industry protocol requirements or recommendations.
- All contracted artists and attending staff or volunteers will be provided with the RST safety plan, venue/partner safety plan, and any applicable industry-specific guidance and protocols documents before the start of rehearsal.
- All contracted artists, and staff and volunteers at on-site rehearsals/tech must sign a self-health attestation prior to start of work/shift on each scheduled day, that they are not displaying symptoms of COVID-19 and have not travelled out of province/country in the past 14 days.
- If an artist, staff member, or volunteer is experiencing COVID-19 symptoms or is unable to complete the attestation because they are/may be experiencing symptoms, they must:
 - Go home, remain at home, and work from home.
 - Contact their health care provider by phone.

- Follow recommendations of a health care provider and/or self-isolate for 14 days, or until they no longer experience COVID-19 symptoms.
 - Depending on the safety plan of the venue/partner organization:
 - Tech set-up time may be scheduled without artists in the area.
 - Where possible, only one tech may be on stage at a time, and not more than 6 in total, with appropriate health and safety protocols in place.
 - Stage tech work area may be taped off and/or off-limits to other artists, staff, or volunteers.
 - Where possible, wireless/touchless communications or monitoring may be used during setup.
 - Artists may be asked to clear the area before strike.
 - Occupational First Aid Attendants (OFAA) if present will follow the safety plan and health and safety protocols of the venue/partner organization, and/or industry protocol requirements and recommendations such as the [WorkSafeBC OFAA Protocols During the Pandemic](#).
 - Health and safety signage and venue protocols will be prominently displayed.
 - Hand sanitizer, hand washing facilities, and PPE such as single-use, non-medical face masks or gloves, will be provided free of charge, if rehearsal/tech attendees are not using/do not bring their own.
 - Use of non-medical face masks and/or other PPE such as gloves, during on-site rehearsal, remains at the discretion and consensus of the rehearsal/tech attendees.
 - Physical distancing and gathering/occupancy restrictions will be observed.
 - Artists, staff, and volunteers have the right to raise concerns about, and/or refuse, any direction, action, or environment that they consider unsafe.
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Event Venue/Front of House

- Performances may be conducted remotely, or in a combination of remote/on-site, to comply with group gathering limits and/or health and safety guidelines.
- On-site performances will be in compliance with the safety plan(s) of the venue/partner organization, and industry protocol requirements or recommendations.
- All contracted artists and attending staff or volunteers will have been provided with the RST safety plan, venue/partner safety plan, and any applicable industry-specific guidance and protocols documents before the start of performance.
- All contracted artists, and staff and volunteers at on-site performances must sign a self-health attestation prior to start of work/shift on each scheduled day, that they are not displaying symptoms of COVID-19 and have not travelled out of province/country in the past 14 days.
- If an artist, staff member, or volunteer is experiencing COVID-19 symptoms or is unable to complete the attestation because they are/may be experiencing symptoms, they must:
 - Go home and remain at home.
 - Contact their health care provider by phone.
 - Follow recommendations of a health care provider and/or self-isolate for 14 days, or until they no longer experience COVID-19 symptoms.

- Occupational First Aid Attendants (OFAA) if present will follow the safety plan and health and safety protocols of the venue/partner organization, and/or industry protocol requirements such as the [WorkSafeBC OFAA Protocols During the Pandemic](#).
- Artists, staff, volunteers, and patrons have the right to raise concerns to venue staff and/or event organizers about, and/or refuse, any direction, action, or environment that they consider unsafe.
- Pre- and post-event cleaning, and cleaning during events, will be conducted per venue/partner organization guidelines as necessary.
- One-way entrances and exits will be used where possible, and will be marked.
- Prior to showtime, lobby/waiting area occupancy may be limited to ensure adequate physical distancing. Once maximum lobby/waiting area occupancy is reached, any remaining patrons may be required to wait outdoors until closer to showtime.
- Hand sanitizer, hand washing facilities, and single-use PPE (such as disposable masks and gloves) will be provided for RST volunteers and staff and event patrons free of charge, if not using/bringing their own.
- Volunteers and staff must wear single-use gloves/hand coverings, or use hand sanitizer/wash their hands every 30 minutes.
- Volunteers and staff will be required to use masks while on shift at events.
- Volunteers and staff will be provided with guidelines on the correct use of masks.
- Masks will be available to patrons for their use and may be required if a) the venue partner or health officer/provincial government regulation requires patrons to be masked, b) physical distancing is not possible.
- Following federal and provincial public health guidelines, we will recommend that patrons wear a mask during the event.
- Patrons will enter the auditorium to be seated row by row or as indicated/directed by event organizers or volunteers, and asked not to leave their seats or to switch seats once seated, or per venue/partner organization guidelines as necessary.
- Venue seating and distance from performers/presenters will be spaced for physical distancing, and/or per venue/partner organization and provincial health officer guidelines.
- Patrons wanting to change their seat will be asked to alert one of the event volunteers for assistance. Seating change may not be possible once a patron is seated, to comply with health and safety guidelines.
- Patrons will exit the auditorium row by row or as indicated/directed by event organizers or volunteers, and asked to observe physical distancing while exiting, or per venue/partner organization guidelines as necessary.
- Front of house:
 - The minimum number of volunteers and staff will run each event.
 - Health and safety signage and venue protocols will be prominently displayed.
 - Clear barriers may be used where physical distancing is not possible, or per performance venue/partner organization guidelines as necessary.
 - Touchpoints and equipment will be wiped down frequently, and/or protective coverings or single-use coverings will be used.
 - Credit or debit card transactions will be encouraged over cash transactions.
 - Online charitable donations will be encouraged over on-site donations.

- Patrons will be asked prior to seating if they have special seating requirements/requests, which the event organizers/designated volunteers will attempt to accommodate if venue layout/event health and safety guidelines allow.
- Each attending patron will be asked to provide their full name and phone number or email address, to facilitate contact tracing, per provincial health officer guidelines.
- Any patron refusing to provide contact information will be denied entry to/participation in the event.