

Bloor West Village Players COVID-19 Safety Plan

SAFETY PROCEDURES FOR SPRING 2022 REOPENING

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Introduction

This plan describes the safety procedures put in place to accommodate both volunteers and patrons for the opening of the second (Spring) half of our 2021/2022 season: “The Impossibility of Now”, “The 39 Steps”, and “Gloria’s Guy” in addition to other activity carried out in the theatre by volunteers, the Board and their agents (e.g. maintenance workers). It will be reviewed and updated as required between shows.

This plan reflects the legislative requirements current at the time of writing (Exit Step of Ontario’s Roadmap to Re-open – see Appendix IV Legislative Requirements) as tempered by the Board’s decision, like that of many other theatre companies, to retain specific safety protocols from the preceding step for the comfort and safety of our patrons and crew - notably Vaccine Certificate checking, some reduced capacity nights, continued blocking-off the front row of seats, reduced washroom capacity, minimising lobby congestion and checking patrons off a list rather than using physical tickets.

The plan is maintained by the Village Players COVID Co-ordinator but is the responsibility of the entire Village Players Board, by whom it must be approved. Responsibility for ensuring that the plan is followed for productions rests with the Board Producer for each show; responsibility for other activities rests with the Board Member organising those activities.

The plan is based on the template published by the Government of Ontario. As such, it contains a detailed plan, albeit with information organised slightly differently, whose primary audience is the Village Players Board, preceded by a “snapshot” summary that is split into two parts: “Patron Safety” which will be advertised to the public, and “Volunteer Safety” which will be posted in the lobby and on the website for volunteers. In addition to the organizational changes, all instances of the terms “company” and “business” have been replaced by “organization”; all instances of “worker” have been replaced by “volunteer”, all instances of “workplace” have been replaced by “theatre”, and all instances of “client” by “patron”.

Document Information

Organization: Bloor West Village Players	COVID-Coordinator: Bill Hammond
Date completed: March 10, 2022	Developed by: Bill Hammond
Date distributed: March 10, 2022	Others consulted: VP Board, Jen Monteith,
Revision date: March 10, 2022	Diane Kuipers

COVID-19 safety plan – snapshot

Patron Safety

The comfort and safety of our patrons and volunteers remains top of mind even as pandemic regulations are relaxed. In common with other theatres, we are retaining more stringent COVID safety protocols than required by law until we are comfortable they are no longer warranted.

OUR COMMITMENT TO YOUR SAFETY INCLUDES:

- All patrons must provide evidence of double vaccination against COVID-19 and must attest to meeting COVID screening criteria at entry to the theatre.
- We checked the vaccination of everyone working on the show and they self-screen at entry.
- We encourage patrons and volunteers to obtain their booster shots as soon as possible.
- Doors will not open until 45 minutes before show time; when you will be guided by ushers straight to the auditorium to avoid lobby congestion. Please follow the ushers' instructions.
- We still offer some 50% capacity shows and ask patrons to leave a two-seat gap between groups (on which you may place coats).
- To ensure adequate distance from the actors, the front row of seats may not be used.
- If you are sick, please DO NOT come to the theatre, and please tell us if you catch COVID after attending a show. Refunds or rescheduling of your ticket will be offered as required.
- Face coverings must be worn by **everyone** the whole time you are in the theatre. **We regret we are unable to accommodate mask-exempt people in the theatre.**
- We have installed updated ventilation to bring in fresh air from outside, with UVC purification, designed for hospitals, to kill viruses in the air.
- To avoid lobby congestion, we will be performing shows without intermission and will not be selling refreshments. You may bring your own water and, when seated, briefly remove your mask to drink it. In addition, the coat rack will be closed for 50% capacity shows.
- We maintain rigorous cleaning across the theatre along with reduced washroom capacity to reduce the risk of transmission.

To support our ability to keep you safe, please ensure we have a valid phone number and/or email address on file so that we can keep you informed as our protocols evolve as required.

We look forward to celebrating live theatre together. Thank you for supporting our efforts to keep patrons and volunteers safe at all times. For our latest updates, visit villageplayers.net.

Volunteer Safety

In addition to the safety protocols outlined for patrons:

- We want you to feel safe and secure in volunteering with your theatre. If you have any questions or concerns, please raise them with the Producer of the show on which you are working and please remember that volunteering is voluntary!
- You must self-screen with the usual COVID safety questions upon arrival at the theatre. Please answer honestly, and please don't show up (but let us know) if you don't feel well.
- **You must produce your evidence of double vaccination**, unless we are satisfied we have checked this already. We regret that for the safety of others we cannot accommodate the vaccination-exempt.
- We encourage you to obtain a booster shot, remembering it takes two weeks to take effect.
- You will be required to sign-in at the Box Office upon arrival and on leaving. Signing-in confirms that you are adhering to COVID-safety protocols and gives us a record of who has been in/when in case we need to perform contact tracing.
- Please get tested if you have COVID symptoms, live with someone who has symptoms or tested positive, or been exposed to someone who has tested positive. If you test positive, please let us know, including any information you have as to when you became infected. We will look after notifying anyone with whom you may have been in contact at the theatre – and would like your permission to identify from whom they may have caught it (but we won't tell them without that permission). We will also tell you when it will be safe to return to the theatre.
- **You must wear a mask at all times while in the theatre**, except if working alone, at least 2 metres from anyone, or are an actor performing or rehearsing on stage. For the safety and comfort of others, we regret we are unable to accommodate the mask-exempt.
- Please maintain physical distancing indoors, wherever possible. If you are uncomfortable with being asked to work with anyone closer than 2 metres, please talk to your Producer.
- You may bring drinks and snacks into the theatre, but please ensure you maintain physical distancing while eating or drinking.
- Please assist your Producer and Stage Manager as asked with cleaning up and sanitizing high-touch equipment and surfaces.
- We will need to enforce call-times strictly this season, and there will be additional training required for some roles – in particular for Front of House. Please be on time.

For more details please consult the full COVID Safety Plan which is on our website. If there is something you think we could do better to assure safety, please let us know!

Keeping Safety Plan up-to-date

- The Board COVID Coordinator reviews current legislative requirements at least monthly in advance of the Board meeting and will advise the Board of any changed requirements and will update the documentation as required, subject to Board approval.
- The monthly Board meeting includes an update on COVID procedures, at which point any issues with current processes are discussed;
- Changes to the procedures will be communicated via the Village Players website and by directly informing volunteers who are actually working in the theatre (a very limited number) through the Board “producer” of the initiative on which they are engaged.
- The Board COVID Coordinator is the owner of this document and is responsible for making changes and obtaining Board approval prior to implementation.
- We encourage volunteers to suggest other areas where our practices may fall short.

Communicating Safety Plan

General

- COVID signage is posted on the front doors and in the lobby, washrooms and other areas deemed sensitive.
- The full Plan is available on the website and in hardcopy at the theatre

Volunteers

- The Board Member organising any work involving in volunteers is required to inform volunteers that participation is voluntary but must communicate to them our procedures and to stress that they must be followed.
- Key procedures are summarized on the Sign-in sheet (see Appendix I – Village Players Sign-in Sheet)
- The Plan “Snapshot” is posted next to the Sign-in Sheet in the lobby

Patrons/Public

- Following the lead of other theatre organizations, we post a page on our website which contains the information in the “Snapshot” Patron Safety section:
 - What we have done to make the theatre COVID-safe (including new ventilation, cleaning, processes to ensure physical distancing, mask policy)
 - Ticket return policy
 - What you should expect when you come to the theatre (e.g. vaccine certificate checking, no intermission or refreshments except bring-your-own-water, reduced washroom capacity)
- Tickets and advertising will include references to the Patron Safety information
- We will include key reminders (masking) in any top of show announcement.
- We are not applying the “COVID-safe” branding (TICO “Safe Travels”) adopted by Canadian professional theatres, as we do not position ourselves as a tourist attraction.

Screening

Both volunteers and patrons are required to self-screen (i.e. passive screening) at entry, per Ontario Chief Medical Officer of Health Requirements. Active screening is no longer required.

Volunteers/Non-audience Visitors

- All volunteers working for the theatre must be double vaccinated. We will require them to show evidence of this the first time they arrive at the theatre, but not every time.
- Passive screening: Each visitor, including building maintenance let in by the landlord, will be asked to sign in, which includes confirming that they meet all the criteria of the Toronto COVID Screening Tool (see Appendix II Toronto Staff Self-Screening Tool).
- The Board COVID Coordinator will check at least monthly before the monthly Board meeting to confirm whether the City or Provincial screening poster has been updated.

Patrons – Pre-entry Check

- A screener will greet each patron just inside the theatre door and screen as follows:
 - Ask each to provide evidence that they have been double vaccinated (not necessarily boosted). Where a QR code is provided, the screener will check with the Verify Ontario app (using a spare phone held at the box office) – otherwise by checking the number of vaccinations and that all are at least 2 weeks old. Patrons will not be required to show an additional piece of ID matching their certificate.
 - Ask each to confirm that they satisfy the Patron Self-screening requirements posted on the door.
 - Ask each to wear their mask the whole time they are inside the theatre, except when briefly drinking water if they have brought it with them.

In addition, the screener will validate whether patrons are expected and direct them to either box office or to enter the auditorium according to the revised Front of House Process.

Controlling risk of transmission in theatre

Minimize Use of Theatre

- We are minimising use of the theatre by conducting meetings that do not need to be held in the theatre and preliminary auditions via Zoom.
- We are using an electronic calendar to ensure that the theatre is not accidentally used for multiple purposes on the same day.

Physical Distancing and Masking – Volunteers/non-audience

- Indoors, people shall continue to maintain 6' physical distancing where practical, and where not practical (e.g. passing in a corridor, carrying furniture) must be masked;
- People are required to wear a mask at all times indoors, except when on stage rehearsing/performing. It is permitted to remove a mask briefly to drink or eat, but volunteers are encouraged to maintain a 6' distance from others while so doing;
- By law, certain individuals are not required to wear a mask (because of e.g. age or health issues) and are not to be required to produce supporting evidence of this. Our default response to such an individual is that we will be unable to accommodate them until such time it is deemed safe to not wear masks indoors even under close conditions. However, the Board member responsible for the exercise on which the volunteer would be engaged is permitted to make an exception to this policy as warranted if they first ensure that all others on the project are aware of this and comfortable with it.
- Under no circumstances will a volunteer that engages with the public be permitted to not wear a mask.
- We will support two modes of operation in the Booth (or similarly restricted space): it is up to the Producer (or other Board Member organizing the work) to agree with the Stage Manager which will be adopted:
 - Unmasked: Only one person at a time may operate *unmasked* in the Booth and no-one else, who is not in their personal bubble, shall enter the space until the next day (as it is believed that the coronavirus will only survive on most surfaces or in the air for a few hours); *or*
 - Masked: Multiple people can work masked in the Booth at the same time, but they must retain their masks at all times with only minimal drinking or snacking.

Physical Distancing and Masking – Patrons

Physical distancing is no longer required, even while lining up, provided patrons are masked. However, for the comfort of patrons who may not yet feel secure in a crowded environment, we are maximising physical distancing as follows:

Capacity Limits

- We will limit the capacity of the Men’s washroom to 1 person at a time, and the Women’s washroom to 2 people, with socially-distanced queueing in the lobby.
- We will post capacity limits on the doors to each washroom, and will rely on the good will of our patrons to follow them – but we will not explicitly count entrances/exits from the washrooms.
- While most performances of a show will have 100% capacity, the Board may continue to decide that certain performances will be limited to 50% capacity. The capacity limit for each performance will be displayed at the Box Office.
- Ushers will ensure that on nights where we don’t expect more than a 50% house, each group of patrons leaves two spare seats between them and the next group in their row (on which they can place their coats).
- The front row of seats will be blocked off on both short and long side of the auditorium to ensure that no-one is within 2 metres of the unmasked actors.
- We will limit the number of groups of patrons in the lobby by:
 - Not opening the doors to patrons until 45 minutes before curtain up;
 - Not holding an intermission nor selling refreshments;
 - Encouraging patrons to move directly to the auditorium on entry when they don’t need to line up for the box office and directly out to the street on exit (no after-show gathering in the lobby);
 - Not allowing patrons to hang up coats in the lobby where we expect no more than a 50% house.
 - No 50:50 draw.
- Physically-distanced queueing spots will be signalled through decals on the floor of the lobby and auditorium entrance, but will not be enforced by FoH staff.

Queue Management/Crowd Control

- The House Manager and Screener will manage the queueing in the lobby, but will not enforce physical distancing. The Ushers will manage queueing in the auditorium.
- There is no need to ensure one-way traffic flow, there is room for two-way traffic on both the exterior steps and the passageway from the box-office, past the men's washroom, and into the auditorium (as the benches will be removed). Directional flow will be indicated by floor decals (including on the steps).
- We will manage the line-ups using three Front of House volunteers in addition to the House Manager:
 - A Screener – who will handle all pre-screening questions (see Patrons – Pre-entry Check) as well as ensure no patrons enter until the Stage and House Manager are ready;
 - Two Ushers who will direct audience members to their seats, will manage those who need to leave the auditorium while patrons are being seated, and will manage an orderly exit after the show.
- To minimise both physical contact and interruptions to entry, we will not require the usual Front of House staff to tear/collect tickets (ticket control will be localised at the Box Office) or to hand out programs (these will be self-serve at the head of the queue for seating).
- We will require all Front of House volunteers to be trained on current practices before their first session.

Masking

- Patrons are required to be masked at all times in the theatre. The Screener will inform patrons they should put on their masks if not wearing on entry; the House Manager will refuse entry to any patrons who refuse to do so.
- The Usher will remind patrons that they must not remove their masks when seated, except briefly to take a drink.
- We will communicate in our advertising and on our website that patrons *must* wear masks inside at all times out of consideration to other patrons, and that as a result we cannot accommodate those who are exempt from mask wearing (see Communicating Safety Plan).

Environmental Changes

- We have installed new ventilation for the auditorium, which will recycle the auditorium air, cooling with an external A/C if required, mixing with fresh air and running it through UVC lights that will kill any viruses (COVID, flu etc) in the air. Engineers have advised us this system will circulate the air sufficiently to protect a 50% capacity audience against COVID.
- The ventilation will be run by the Stage Manager for an hour before each show as well as during the shows, along with the central A/C and side A/C if determined desirable.
- Where required for a production, we will install the camping washstand backstage in the Green Room/Workshop to facilitate cast/crew handwashing. Filling this will be the responsibility of the Stage Manager.
- We have installed plexiglass shielding at the Box Office counter to protect our Box Office staff when ticket payment is being made. This shielding will not completely enclose the Box Office area – just protect the location at which patrons come to the counter.
- We have posted “Do Not Use” signs on Women’s washroom cubicles that are not to be used (the capacity for the Men’s washroom is only one person) and will post the capacity limits clearly on the doors.
- We have applied carpet-safe floor decals to show patrons where to stand/queue physically-distanced in the lobby and in the passageway to the apex of the “wedge” in the auditorium. We will provide seating at these queueing spots where practicable to accommodate elderly patrons.
- We have installed a second, portable, UVC+HEPA air purifier, primarily for use in the Studio. However, we may run this in the lobby before shows as well as leave the front door open to the theatre as much as possible to maximise air circulation.

Handwashing

- We are posting City and Provincial handwashing guidelines.
- We will be providing a camping washstand backstage in the Green Room/Workshop so that cast and crew can wash their hands/draw water to avoid going out to the kitchen once patrons are in the theatre. The Stage Manager is responsible for ensuring that this is filled before each performance.

Cleaning

Specialised cleaning protocols are no longer required, and since COVID is primarily spread through the air, we will not be extending the majority of specialised cleaning protocols.

As is normal, we have engaged a professional cleaner who will thoroughly clean the auditorium, washrooms and lobby on the Wednesday before we open, as well as each day, prior to performance.

In addition,

- The organizer of any non-performance event *must* clean up and sanitize shared high-touch surfaces at the end of the day. This includes washrooms if used.
- The House Manager is responsible for ensuring that the seating area of the auditorium is clear of all detritus (programs etc) after the performance.
- The Stage Manager is responsible for ensuring that all Booth equipment is sanitized (including headsets) as well as that high touch areas backstage and on set are sanitized as necessary after each performance and, as necessary, rehearsal.
- The House Manager is responsible for ensuring that the Front of House high touch surfaces are sanitized after each performance, including the box-office plexiglass shield, counter, credit/debit card PinPad and door handles.

Food and Beverage

There are no longer any restrictions on serving and consuming food and drink indoors. However, we have never allowed food or beverages (except water) into the auditorium, because of the cleaning risk, and we are afraid that there will be too much congestion at the lobby bar if we serve there as usual.

- Volunteers may drink from their own drinking container or eat snacks provided they maintain a reasonable distance (not necessarily as much as 2 metres) from anyone else and in a reasonably ventilated space if others are likely to be around.
- We will not open the Kitchen or serve any refreshments to patrons.
- We will allow patrons to drink from their own water bottles once they are seated at their seats, as we now have good ventilation in the auditorium.

Ticketing Process

There is no longer a legal requirement for patrons to have made a reservation in advance (to support contact tracing) nor a requirement to assign seat numbers to ensure physical distancing. As a result, we will resume normal support for walk-ins as well as advance reservations. We will also support payment at the door which was discouraged for Love Letters.

We will continue to encourage patrons to rebook-or-cancel if they are feeling sick, and will ask them to confirm that they pass according to Toronto's most recent patron screening rules and if they don't pass, we will ask them to rebook/cancel rather than come in anyway.

- We will amend the Arts People ordering form to include a summary of our screening rules/ticket rules as well as a request to update contact information if possibly out of date.
- We will rely on the contact info provided through the ordering as the contact info for each group of tickets for arranging refunds/rescheduling (or contact tracing, should it be required).
- As at present, the number of available seats on Arts People for each show will be updated roughly daily to take into account reservations made through the phone. This continues to be an art, not a science, and the Board accepts the risk of overselling – and will reduce the nominal capacity for each show should this turn out to be a problem.

Front of House Process

We are no longer required to ensure there is distance between pods of related programs (by assigning seat numbers) nor to avoid physical contact with tickets/programs etc. However, we still want to minimise the risk of transmission and the time wasted in physical ticket inspection on top of the interaction for vaccine certificate checking, so we will continue to manage patrons in a similar way to that adopted for Love Letters.

- The House Manager will produce before the show each night 4 copies of the reservation list for each night, including for each reservation:
 - Name of reservation
 - Number of seats
 - Whether payment still required (and amount on House Manager's sheet)
 - How many Mending Fences tickets are being exchanged

- The Screener will greet and screen each group at the door and check off the number that have arrived from each booking (and note any reported absences). They will direct patrons to the Box Office if they have no reservation, need to pay, or need to exchange tickets – otherwise to the Auditorium. They will also remind patrons there is no intermission in case they need to go to the washroom.
- If there is a line up for the Box Office, the Screener will ensure it starts away from the counter, so that there is a clear passage to the Women’s washroom and coat racks.
- The Ushers will ask patrons to pick up programs if required and will warn them to keep their masks on throughout the show. Unless we expect a more than 50% house, they will monitor that groups of patrons leave gaps between themselves and others. They will also ensure that no-one sits in the front rows, and that the exit is orderly – asking rows to remain seated if a bottleneck arises on exit.
- The Box Office reconciliation process will be the same as for “Love Letters”.
- Additional Front of House training will be required to familiarise volunteers with this process. This can be provided by the House Manager before each volunteer’s first show.

Simple ticket exchange/refunds

We do not want possibly sick patrons to feel any obligation to attend a show for which they have bought a ticket.

- We will advertise free exchanges or refunds in case of sickness or cancellation.
- We will ask people to contact us if they are unable to attend, so that the Box Office can recycle their seats and arrange either refund or rebooking.
- We will record patrons who have shown up but been turned away/self-turned away.

Potential or confirmed COVID-19 cases

Contact Tracing

Although contact tracing is no longer required by legislation at this time, we will continue to capture which volunteers were in the building at any time.

- We are gathering contact information through a sign-in sheet (see Appendix I – Village Players Sign-in Sheet) which requests name, date, time, email address or phone number. This information will be used to notify volunteers who may be at risk if a COVID infection comes to light. It will be shared only with Toronto Public Health as necessary.
- Building Management has been asked to ensure that all visitors, including management and contractors, sign-in as well.
- The Board COVID Coordinator is responsible for ensuring an adequate supply of sign-in sheets in the lobby and for periodically removing those more than 30 days old and shredding them.
- Patrons will not be asked to provide Contact Tracing at time of arrival at the theatre. Instead, this information will be compiled from a combination of info already captured at ticket sales and maintenance of a log of which patrons have actually turned up for the show
- We will encourage all volunteers to use the Government of Canada COVID Tracing app

Potential COVID-19 cases

- If a visitor self-identifies as possibly infected (answers Yes to any of the COVID questions) either at the theatre, or later, then they will be asked to leave (if at the theatre) and to follow the provincial guidelines on isolation and testing, as documented at [Ontario.ca/exposed](https://ontario.ca/exposed).
 - No further action will be taken unless that person (or Toronto Public Health) reports to us that they have tested positive.

Confirmed COVID-19 cases – No Audience Exposure

- When a positive test is reported, the contacted Board Member shall ask for key details (when did symptoms start, when was test, with whom do you recall coming into contact at the theatre up to one week before earlier of symptoms or test) and share it with the Board COVID coordinator and the Board Health and Safety Officer (Emma Borsa), who will determine with that Board member whether the person reporting has been in the theatre when they were potentially infectious, taking into account regulatory requirements and test availability current at the time:
 - In the week before they noticed symptoms/were tested (or reported illness to Board if not known);
 - At any point following the later of improvement in symptoms and completion of two negative Rapid Antigen Tests separated by between 24 and 48 hours.¹
- If a positive case has been in the theatre while possibly infectious:
 - The Board COVID Coordinator or another Board member shall tell the individual that they will be informing everyone else who has been in the theatre around this time that someone has tested positive for COVID, and shall seek permission from the individual to identify them by name, because others are likely to guess who it is.

The Board COVID Coordinator or another Board member shall contact all logged volunteer contacts within the relevant period, and advise them they may have been infected, to get tested and to not return to the theatre until they have met the conditions identified above. The notification to volunteers shall only identify the person if they have given consent.
 - The Board COVID Coordinator shall inform all other Board members of the criterion for return and whether there is any required reporting to City or Provincial bodies.

¹ This requirement may be updated as Ontario's advice changes. The document requirement is a simplification of that documented under Ontario Chief Medical Officer of Health Requirements as of March 9. In essence, since Rapid Antigen Testing is now widely available, we don't want you back before you have tested negative (even if the regulations say you can return).

- Each Board Member who is responsible for an activity involving the infected volunteer shall determine whether to change any plans in the interim, considering the unique circumstances and dependence on the individual, and shall inform the Board of their decision. As always, the Board member shall ensure volunteers should feel comfortable to withdraw at any point from an activity they think might be unsafe.
- If the positive case has potentially exposed audience members to COVID, we will also undertake the processes described under Confirmed COVID-19 cases – Audience Exposure.

Confirmed COVID-19 cases – Audience Exposure

These procedures apply if we are informed that either a volunteer or an audience member has exposed audience and volunteers to COVID.

- The Producer will ensure that the full Board is aware of the situation
- The House Manager will arrange contacting (email or phone) of all potentially exposed audience members and volunteers to advise them of potential exposure and recommend testing
- The Producer and Stage Manager will determine whether they are both comfortable that the show should continue, and inform the Board of their decision (a split decision being interpreted as a decision to cancel the show).

Risk Management

Risks Identified

At present, the following risks and mitigation strategies have been identified:

Risk	Mitigation
Volunteer catches COVID at the theatre	The primary risk is to actors, who are permitted unmasked proximity on stage, We are addressing this by casting small-cast plays only. Each producer and director is responsible for determining their level of comfort with backups for both cast and crew roles.
Inadequate ventilation	We have added COVID-killing ventilation to the auditorium prior to public re-opening, and to the studio prior to studio rehearsals.
Volunteer retention	Outreach through Zoom plays, filming and mask manufacture/distribution
2021/2022 season impact	Fund raising to mitigate financial loss. Trial production (Love Letters) before deciding on plan for full season. Potential expanded run for plays to mitigate smaller house each night/provide opportunity for multiple casts/crew.
There is no proven pattern for re-opening a community theatre after a pandemic	We will not wait for others to re-open, but we will draw on the experience of the commercial theatre through organisations like TAPA and will share information with other community theatres through ACTCO

New risks will be addressed through consultation with the Board

Appendix II Toronto Staff Self-Screening Tool



COVID-19

Staff Screening Questionnaire

(non-high risk setting)

All staff must complete before beginning their work shift or entering the workplace. Updated February 14, 2022

Name: _____ Date: _____ Time: _____

1. A) Do you or anyone in your household have 1 or more of these new or worsening symptoms today or in the last 5 or 10 days*?

<input type="checkbox"/> Yes <input type="checkbox"/> No  Fever > 37.8°C and/or chills	<input type="checkbox"/> Yes <input type="checkbox"/> No  Cough	<input type="checkbox"/> Yes <input type="checkbox"/> No  Difficulty breathing	<input type="checkbox"/> Yes <input type="checkbox"/> No  Decrease or loss of taste/smell
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B) Do you or anyone in your household have 2 or more of these new or worsening symptoms today or in the last 5 or 10 days*?

<input type="checkbox"/> Yes <input type="checkbox"/> No  Sore throat	<input type="checkbox"/> Yes <input type="checkbox"/> No  Headache	<input type="checkbox"/> Yes <input type="checkbox"/> No  Feeling very tired	<input type="checkbox"/> Yes <input type="checkbox"/> No  Runny nose/ nasal congestion	<input type="checkbox"/> Yes <input type="checkbox"/> No  Muscle aches/ joint pain	<input type="checkbox"/> Yes <input type="checkbox"/> No  Nausea, vomiting or diarrhea
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- If the symptom is from a known health condition that gives you/them the symptom, select "No". If the symptom is new, different or getting worse, select "Yes".
- If there is mild tiredness, sore muscles or joints within 48 hours after a COVID-19 vaccine, select "No".
- Anyone who is sick or has any symptoms of illness, should stay home and seek assessment from their health care provider if needed.


If "YES": Stay home & self-isolate.


Your household must self-isolate*.**

🕒 If you have one symptom from Part B stay home until symptoms improve for at least 24 hours or 48 hours if nausea/vomiting/diarrhea.

2. Have you or anyone in the household had a positive COVID-19 test in the last 5 or 10 days*, or been told to stay home and self-isolate? Yes
No

- If you had a positive test or live with someone who is isolating or awaiting test results select "Yes"
- If you had a confirmed COVID-19 infection within 90 days*** select "No"

 **If "YES": Stay home & self-isolate.**

3. In the last 5 or 10 days* have you been notified as a close contact of someone with COVID-19 in the community? Yes
No

- If the person is not a household member AND you are fully vaccinated** OR had a confirmed COVID-19 infection within 90 days*** select "No"
- If the person was in the same classroom/school/child care cohort select "No".

 **If "YES": Stay home & self-isolate.**

4. In the last 14 days, have you travelled outside of Canada? Yes
No

 **If "YES": Follow federal quarantine [travel rules](#).**

*Use 5 days: If the person is fully vaccinated or 11 years or younger. Use 10 days: If they are 12 years or older and not fully vaccinated; or immune compromised.

**Fully vaccinated means 14 days or more after a second dose of a COVID-19 vaccine series, or as defined by the Ontario Ministry of Health.

***Confirmed COVID-19 infection within 90 days means: if tested positive within 90 days on a Rapid Antigen, or a PCR test AND completed self-isolation. Then, do not need to self-isolate if someone in the home has symptoms. →

TORONTO.CA/COVID19


Appendix III Toronto Patron Self-Screening Tool



COVID-19 Patron Screening Poster

All patrons must self-screen before entering this location.

Updated February 14, 2022

1. A) Do you or anyone in your household have 1 or more of these new or worsening symptoms today or in the last 5 or 10 days*?



Fever > 37.8°C and/or chills



Cough



Difficulty breathing



Decrease or loss of taste/smell

B) Do you or anyone in your household have 2 or more of these new or worsening symptoms today or in the last 5 or 10 days*?



Sore throat



Headache



Feeling very tired



Runny nose/
nasal congestion



Muscle aches/
joint pain



Nausea, vomiting
or diarrhea

- If the symptom is from a known health condition that gives you/them the symptom, select "No". If the symptom is new, different or getting worse, select "Yes".
- If there is mild tiredness, sore muscles or joints within 48 hours after a COVID-19 vaccine, select "No".
- Anyone who is sick or has any symptoms of illness, should stay home and seek assessment from their health care provider if needed.



If "YES": Stay home & self-isolate.




Your household must self-isolate***.

🕒 If you have one symptom from Part B stay home until symptoms improve for at least 24 hours or 48 hours if nausea/vomiting/diarrhea.

2. Have you or anyone in the household had a positive COVID-19 test in the last 5 or 10 days*, or been told to stay home and self-isolate? Yes
No

- If you had a positive test or live with someone who is isolating or awaiting test results select "Yes"
- If you had a confirmed COVID-19 infection within 90 days*** select "No"

 **If "YES": Stay home & self-isolate.**

3. In the last 5 or 10 days* have you been notified as a close contact of someone with COVID-19 in the community? Yes
No

- If the person is not a household member AND you are fully vaccinated** OR had a confirmed COVID-19 infection within 90 days*** select "No"
- If the person was in the same classroom/school/child care cohort select "No".

 **If "YES": Stay home & self-isolate.**

4. In the last 14 days, have you travelled outside of Canada? Yes
No

 **If "YES": Follow federal quarantine [travel rules](#).**

*Use 5 days: If the person is fully vaccinated or 11 years or younger. Use 10 days: If they are 12 years or older and not fully vaccinated; or immune compromised.
 **Fully vaccinated means 14 days or more after a second dose of a COVID-19 vaccine series, or as defined by the Ontario Ministry of Health.
 ***Confirmed COVID-19 infection within 90 days means: if tested positive within 90 days on a Rapid Antigen, or a PCR test AND completed self-isolation. Then, do not need to self-isolate if someone in the home has symptoms.

Appendix IV Legislative Requirements

This version of the plan was created to reflect Village Player's response to the requirements of the Exit Step of Ontario's Roadmap to Re-open, which are set out in the February 25, 2022 version of [Ontario Regulation 364/20](#) which came into effect March 1, 2022 when all of Ontario was moved into the Exit Step through [Ontario Regulation 363/20](#).

Ontario Reg. 364/20 Sched. 4 (General Rules at the Exit Step)

Closures

1. (1) Each person responsible for a business or place, or part of a business or place, that Schedule 5 describes as being permitted to open if certain conditions set out in that Schedule are met shall ensure that the business or place, or part of the business or place, either meets those conditions or is closed.

(2) Each person responsible for a business or place, or part of a business or place, that does not comply with sections 1 to 4 of this Schedule shall ensure that it is closed.

(3) Despite subsections (1) and (2), temporary access to a business or place, or part of a business or place, that is required to be closed is authorized, unless otherwise prohibited by any applicable law, for the purposes of,

- (a) performing work at the business or place in order to comply with any applicable law;
- (b) preparing the business or place to be reopened;
- (c) allowing for inspections, maintenance or repairs to be carried out at the business or place;
- (d) allowing for security services to be provided at the business or place; and
- (e) attending at the business or place temporarily,
 - (i) to deal with other critical matters relating to the closure of the business or place, if the critical matters cannot be attended to remotely, or
 - (ii) to access materials, goods or supplies that may be necessary for the business or place to be operated remotely.

(4) Nothing in this Order precludes a business or organization from operating remotely for the purpose of,

- (a) providing goods by mail or other forms of delivery, or making goods available for pick-up; and
- (b) providing services online, by telephone or other remote means.

(5) Nothing in this Order precludes operations or delivery of services by the following in Ontario:

1. Any government.
2. Any person or publicly-funded agency or organization that delivers or supports government operations and services, including operations and services of the health care sector.

General compliance

2. (1) The person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the *Occupational Health and Safety Act* and the regulations made under it.

(2) The person responsible for a business or organization that is open shall operate the business or organization in compliance with any advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health, including any advice, recommendations and instructions,

- (a) on physical distancing, cleaning or disinfecting;
- (b) requiring the business or organization to establish, implement and ensure compliance with a COVID-19 vaccination policy;
- (c) setting out the precautions and procedures that the business or organization must include in its COVID-19 vaccination policy; or
- (d) on screening individuals by, among other things, posting signs at all entrances to the premises of the business or organization, in a conspicuous location visible to the public, that inform individuals on how to screen themselves for COVID-19 prior to entering the premises.

(2.1), (2.2) REVOKED: O. Reg. 99/22, s. 2 (2).

(3) The person responsible for a business or organization that is open shall operate the business or organization in compliance with any advice, recommendations and instructions issued by a

local public health official under the Act before February 25, 2022, other than advice, recommendations and instructions described in clause (2) (b) or (c).

(4) The person responsible for a business or organization that is open shall ensure that any person in the indoor area of the premises of the business or organization, or in a vehicle that is operating as part of the business or organization, wears a mask or face covering in a manner that covers their mouth, nose and chin during any period when they are in the indoor area unless subsection (5) applies to the person in the indoor area.

(5) Where there is any requirement under this Order that a person wear a mask or face covering, the requirement does not apply to a person who,

- (a) is a child who is younger than two years of age;
- (b) is attending a school or private school within the meaning of the *Education Act* that is operated in accordance with a return to school direction issued by the Ministry of Education and approved by the Office of the Chief Medical Officer of Health;
- (c) is attending a child care program at a place that is in compliance with the child care re-opening guidance issued by the Ministry of Education;
- (d) is attending a day camp or overnight camp for children that is in compliance with section 2 of Schedule 5;
- (e) is receiving residential services and supports in a residence listed in the definition of “residential services and supports” in subsection 4 (2) of the *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008*;
- (f) is in a correctional institution or in a custody and detention program for young persons in conflict with the law;
- (g) is performing or rehearsing in a film or television production or in a concert, artistic event, theatrical performance or other performance;
- (h) has a medical condition that inhibits their ability to wear a mask or face covering;
- (i) is unable to put on or remove their mask or face covering without the assistance of another person;
- (j) needs to temporarily remove their mask or face covering while in the indoor area,
 - (i) to receive services that require the removal of their mask or face covering,
 - (ii) to engage in an athletic or fitness activity,
 - (iii) to consume food or drink, or

- (iv) as may be necessary for the purposes of health and safety;
- (k) is being accommodated in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*;
- (l) is being reasonably accommodated in accordance with the *Human Rights Code*;
- (m) performs work for the business or organization, is in an area that is not accessible to members of the public and is able to maintain a physical distance of at least two metres from every other person while in the indoor area; or
- (n) is a patron at a sex club or bathhouse and cannot wear a face mask or covering while participating in the activities for which patrons normally frequent such an establishment.

(6) Subsection (4) does not apply with respect to premises that are used as a dwelling if the person responsible for the business or organization ensures that persons in the premises who are not entitled to an exception set out in subsection (5) wear a mask or face covering in a manner that covers their mouth, nose and chin in any common areas of the premises in which persons are unable to maintain a physical distance of at least two metres from other persons.

(7) REVOKED: O. Reg. 99/22, s. 2 (3).

(8) For greater certainty, it is not necessary for a person to present evidence to the person responsible for a business or place that they are entitled to any of the exceptions set out in subsection (5).

(9) REVOKED: O. Reg. 99/22, s. 2 (3).

(10) Where directives, policies or guidance that apply to a long-term care home within the meaning of the *Long-Term Care Homes Act, 2007* are issued by the Office of the Chief Medical Officer of Health, the Minister of Long-Term Care or the Ministry of Long-Term Care, such directives, policies or guidance apply despite anything in this Order.

Requirements that apply to individuals

3. (1) Every person on the premises of a business or organization that is open shall wear a mask or face covering in a manner that covers their mouth, nose and chin during any period in which they are in an indoor area of the premises.

(2) Subsection (1) does not require a person to wear a mask or face covering if they are subject to an exception set out in subsection 2 (5).

Safety plan

4. (1) The person responsible for a business that is open shall prepare and make available a safety plan in accordance with this section, or ensure that one is prepared and made available, no later than seven days after the requirement first applies to the person.

(2) The safety plan shall describe the measures and procedures which have been implemented or will be implemented in the business to reduce the transmission risk of COVID-19.

(3) Without limiting the generality of subsection (2), the safety plan shall describe how the requirements of this Order will be implemented in the location including by screening and masks or face coverings.

(4) The safety plan shall be in writing and shall be made available to any person for review on request.

(5) The person responsible for the business shall ensure that a copy of the safety plan is posted in a conspicuous place where it is most likely to come to the attention of individuals working in or attending the business.

5. REVOKED: O. Reg. 99/22, s. 2 (5).

Ontario Reg. 364/20 Sched. 5 (Specific Rules at the Exit Step)

None relating to theatres.

Ontario Chief Medical Officer of Health Requirements

The Ontario Business Support Line advises that the Ontario Chief Medical Officer of Health has two outstanding requirements:

- Requirement to passively screen on entry, for which questions periodically updated
- Requirements for Isolation or Self-Monitoring per [Ontario.ca/exposed](https://www.ontario.ca/exposed)

The wording of the Isolation/Self-Monitoring requirement as of March 9 is:

If you have symptoms of COVID-19, assume that you may have the virus and may be contagious. You must isolate:

- for at least five days if you are fully vaccinated or are under 12 years of age

- for at least 10 days if you are over the age of 12 and not fully vaccinated, are immunocompromised, or live in a highest risk setting

If you reach the end of your isolation period and have a fever and/or other symptoms, you must continue to isolate until your symptoms have improved for at least 24 hours (or 48 hours if the symptoms affect the digestive system) and you have no fever.

If you live with someone who has symptoms or has tested positive for COVID-19, you do not need to isolate if one of the following applies to you:

- you have previously tested positive in the last 90 days and do not have symptoms
- you are over 18 years old and have received a COVID-19 booster dose
- you are under 18 years old and are fully vaccinated

Instead for 10 days after exposure:

- self-monitor for symptoms
- wear a mask and avoid activities where mask removal would be necessary
- do not visit anyone who is at higher risk of illness, such as seniors, or any highest risk settings (unless you previously tested positive in past 90 days)

If you do not meet any of the criteria above, you must isolate while the person with symptoms/positive test result isolates (or for 10 days if you are immunocompromised).

If you've been exposed to someone from another household with symptoms of COVID-19 or a positive test result, you are required to:

- self-monitor for symptoms for 10 days after your last exposure
- wear a mask, avoid activities where mask removal is necessary (such as dining out, high contact sports) and follow all other public health measures if leaving home
- do not visit any highest-risk settings (such as long-term care or retirement homes) or people who may be at higher risk of illness (such as seniors) for 10 days after your last exposure

Toronto Medical Officer of Health Class Orders

All Toronto Medical Officer of Health Class Orders were revoked as of March 1, 2022.

The City of Toronto Masking Bylaw (541-2020) remains in effect.

Appendix V Version History

Version	Description	Author	Date
1.0	Initial procedures for managing volunteers in the theatre. Approved at November 2020 Board Meeting and documented in the minutes (not this template).	Bill Hammond Jen Monteith	Nov 9, 2020
2.00	Updated to align to Ontario Grey (Lockdown) requirements to support resumption of rehearsals. Approved by Anne Harper, Bridget Jankowski and Theresa Arneaud for the Village Players Board.	Bill Hammond	Mar 22, 2021
3.00	Updated to reflect practices for opening of Love Letters (September 17, 2021) under the Ontario Roadmap to Reopen Step 3.	Bill Hammond	Aug 29, 2021
3.01	Updates for Producer/Stage Manager/Web Master review to support Spring 2022 reopening under the Ontario Roadmap to Reopen Exit Step, reflecting guidance provided at Feb 9 Board Meeting.	Bill Hammond	Mar 8, 2022
3.02	Updated to reflect Ontario Chief Medical Officer of Health Requirements on isolation/monitoring and screening	Bill Hammond	Mar 9, 2022
4.00	Updated with feedback from David Nicholson and approved by a majority of the Board (Julie, David, Bridget, Anne and Bill)	Bill Hammond	Mar 10, 2022