

Carousel Players

... THEATRE YOU NEVER OUTGROW ...

Covid-19 Cleanliness and Wellness Procedures

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i. Cleaning When Returning to the Office During Covid-19

Before the office is able to re-open during the reopening of non-essential businesses, a full cleaning of the space is necessary before staff can continue to work within the space. These cleaning procedures include the following:

- Use disposable gloves while cleaning the space.
- First, use a degreaser i.e. dawn dish soap and water to remove dirt from commonly touched surfaces.
- Secondly, clean all surfaces previously cleaned with the degreaser, with a disinfectant to remove any other bacteria on the surface. Disinfectants include lysol, clorox or a diluted bleach solution. Note that should a disinfectant wipe be used, it is recommended that the solution remain on the space for up to four minutes before wiping away. Be advised that some surfaces may be damaged by these products. After the advised time duration the solution should be wiped away
- This process should remain in place and occur regularly once staff have begun working within the space again and Covid-19 is still prevalent.

Commonly touched surfaces include: all desk surfaces and items commonly touched on and within, the kitchenette, bathroom and hub tables and chairs, handrails, light switches, thermostat and doorknobs.

iii. Social Distancing at Work

After the office has officially reopened and Covid-19 social distancing procedures are still recommended by the federal and provincial governments, all staff, volunteers and management are responsible to follow those guidelines listed below while occupying the office or other spaces occupied by Carousel Players.

- Everyone should practice physical distancing within the workplace, keeping a distance of 6 feet.
- Any desks within the office that do not allow for 6'-0" physical distancing should be moved to accommodate this.
- All persons within the office and other occupied Carousel Players' spaces will wash hands regularly and otherwise use hand sanitizer.
- If possible when first reopening the space, stagger the work days during which staff will occupy the space.
- Employees who are sick are encouraged to either stay or work from home.
- When someone takes a sick day, another employee should go in and clean their computer, keyboard and other commonly touched items.

- Clean commonly touched surfaces within the entire office regularly adhering to guidelines listed above in section (i).

iv. Social Distancing on Tour

While on tour during or directly after the Covid-19 pandemic, all staff and contract workers involved with touring a Carousel Players production are responsible to follow those guidelines listed below.

- All individuals in the touring company should wash their hands frequently.
- The company should provide hand sanitizer and disposable gloves for SM and Cast to use while on tour.
- A small garbage should be provided in the truck for SM and Cast to dispose of gloves used.
- The company should provide washable Gorilla gloves for the touring company to use during load in and out. These should be washed frequently.
- The company should provide lysol laundry additives to help remove bacteria from costumes and load in gloves.
- The company should provide a portable dressing/quickchange booth to reduce the use of locker rooms as dressing rooms.
- An extra line of tape should be added to the floor to block off an extra 6'-0" outside of 25'X25' to create larger space between actors and audience.
- Another line of tape should be added next to the SM table providing another 6'-0" of distance between the children and the SM.
- Do not allow children to come up to the company after performances.
- A social distancing clause should be added in the school advance as a reminder to school staff and students.
- Any blocking in which the cast comes in contact with the audience should be altered to adhere to social distancing guidelines. No props should be shared between the cast and the audience during a show.
- Consider ways in which social distancing or not touching surfaces is a difficult thing to adhere to when purchasing petrol with the current esso gas cards. During the Covid-19 pandemic, petrol should be purchased with personal credit cards and be reimbursed afterwards to reduce times at gas stations. The SM should put on gloves while filling up the truck and can dispose of them before they re-enter the truck.
- The inside of the truck should be cleaned regularly by the production team following the guidelines listed in section (v).

v. Maintaining a Clean Touring Vehicle

While on tour during or directly after the Covid-19 pandemic, the production team is responsible for cleaning all touring vehicles prior to tour usage by following the guidelines listed below. All staff and contract workers involved with touring or use of the Carousel Players truck or any other vehicle provided by the company are responsible to follow the guidelines listed in section (iv) and are responsible for the daily cleanliness of the vehicle.

- The vehicle should firstly be vacuumed and dusted, removing all garbage and dirt within the vehicle.
- Surfaces should be cleaned with soap and water solution and a damp cloth.
- Follow with a clean damp cloth (water only) to remove soap suds.
- After cleaning the surfaces with soap and water all surfaces should be wiped with Clorox or Lysol, keeping solution on the surface for up to four minutes then wiping clean. (Remember that some surfaces could be damaged by this, so wipe solution on and remove shortly after).
- Commonly touched surfaces inside the vehicle which should be cleaned frequently include door handles, shift levers, wipers, turn signals, steering wheel, grab handle, seat adjusters, belts, buttons, touch screens, cup holders, and armrests.
- Once per season, steam clean carpets and seats (tbd)

Avoid spraying cleaning solution directly onto surfaces, spray the solution onto a cloth and then rub into the surface.

vi. Visitor Procedures

During, and immediately following the Covid-19 pandemic, staff are to follow and extend these procedures to any visitors to help reduce risks to staff and visitors alike. Visits should be kept to a minimum to limit exposure.

Preparing for a visit

- Visitors are discouraged from visiting if they have shown symptoms of COVID-19, or been exposed to individuals that have shown symptoms within the past 14 days.
- Visitors are encouraged to call/text/email in advance of a visit.
- When possible, objects and surfaces which visitors may interact with during a visit are to be wiped down with disinfectant wipes prior to the visit.
- In an effort to minimize visitors' exposure within the building potential visitors will be asked to come to the Silver Spire's West Wing door where they will be met by a member of Carousel staff.
- Staff expecting to interact with visitors should wash their hands prior to the visit.

During a visit

- Physical contact between visitors and staff as well as visitors and objects in the office should be kept to a minimum.
- Visitors will be asked to wash their hands upon entry to the Carousel office.
- In an effort to limit visitor-office supply contact, visitors are encouraged to ask staff to interact with objects in the office. e.g. writing out notes and/or manipulating/demonstrating props.

After a visit

- Staff are to wash their hands after visitors depart before cleaning any objects or surfaces which the visitors came into contact with. After cleaning staff are to wash their hands again.

Group visits

- Groups of five (5) or more individuals should provide a minimum of 24 hours notice before visiting the Carousel Players offices.
- Staff should wipe down and clean all common areas and surfaces before and after group visits to the office.

Extended or frequent visits/Contractor policy

- Visitors who will, or anticipate that they may, be present in Carousel Players' offices three (3) or more days in a one (1) week period will be subject to the staff Cleanliness and Wellness procedures (III).

III. Maintaining Health in the Workplace

Workers, volunteers and company management all share responsibility for cleanliness and wellness in the workplace. Each person must take personal responsibility for their own health while working within Carousel Players's spaces.

- Employees who are sick are encouraged to either stay or work from home.
- When someone takes a sick day, another employee should go in and clean their computer, keyboard and other commonly touched items.
- Received goods (packages, petty cash, etc.) should be wiped down with disinfectant wipes upon entering the office, and packaging should be recycled in the main bin promptly after opening.