

# Carousel Players

... THEATRE YOU NEVER OUTGROW ...

## Covid-19 Workshop and Rehearsal Protocols

OVERVIEW	2
OTHER RELATED POLICIES	2
SIGNS AND SYMPTOMS OF COVID-19	3
THE MOST COMMON SYMPTOMS OF COVID-19 INCLUDE:	3
SERIOUS SYMPTOMS OF COVID-19:	3
WHAT TO DO IF YOU BEGIN FEELING SYMPTOMS	3
USEFUL EVERYDAY TIPS FOR STAYING HEALTHY	3
SIGN IN AND CONTACT TRACING	4
ACCOMODATIONS	4
TRANSPORTATION	4
LOAD INS AND OUTS	4
START OF DAY PROCEDURES	5
MAINTAINING SOCIAL DISTANCING AND MASKS	5
GENERAL USE IN THE SPACE	5
DURING REHEARSAL AND WORKSHOP TIMES	5
BREAKING AND RETURNING FROM BREAK PROCEDURES	5
PROP, WARDROBE AND SET PIECE HANDLING	6
PROPS THAT CAN BE SANITIZED	6
PROPS THAT CANNOT BE SANITIZED	6
FOOD AND DRINK PROPS	6
MUSICAL INSTRUMENTS	6
WARDROBE PIECES	7
SET PIECES	7

## OVERVIEW

As a company we strive to put people's safety first and foremost. We believe it is important and necessary to take the time and care to acknowledge the devastating effects of Covid-19. As we all adapt to these changes in our regular productions and our daily lives, new guidelines and protocols must be implemented and adhered to in the strictest manner.

When it comes to safety it's up to all of the people in the workplace to follow simple guidelines to keep a safe, clean, and healthy space. We commit to following all relevant guidelines set out by the local and provincial governments. As the Covid 19 climate changes we will also adapt to the best practices we can in order to do our part and keep those who work with us safe.

This guidance is not intended as legal or medical advice. This guidance should be used at all times in conjunction with applicable legislation and current guidance from government and public health authorities.

Everyone working in the theatre industry needs to do their part to prevent the spread of COVID-19 at work and in any space provided by or managed by Carousel Players which includes following the guidelines listed below.

## OTHER RELATED POLICIES

All other Covid-19 policies and procedures can be found on our website and available to anyone involved with productions run by Carousel Players and in spaces managed by the company. These documents can also be found on the bulletin board in the office, rehearsal hall or any workshop space, and on our website.

These company policies and protocols will be re-evaluated regularly to ensure that they are up to date with the latest health restriction guidelines regulated by both the local and provincial governments.

## SIGNS AND SYMPTOMS OF COVID-19

For most current list please visit <https://www.ontario.ca/page/covid-19-stop-spread>

### THE MOST COMMON SYMPTOMS OF COVID-19 INCLUDE:

- Fever (37.8 degrees Celsius or higher)
- Cough that's new or worsening
- Extreme fatigue or lack of energy
- Shortness of breath
- Sore throat
- Runny, stuffy or congested nose (not related to allergies or other known conditions)
- Lost sense of taste or smell
- Headache that's unusual or long lasting

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.

### SERIOUS SYMPTOMS OF COVID-19:

- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech or movement

The Ontario Government's Online Self-Assessment can be found here: <https://covid-19.ontario.ca/selfassessment/>

### WHAT TO DO IF YOU BEGIN FEELING SYMPTOMS

If you begin to feel unwell with any of the symptoms above please make your superiors aware of your symptoms and contact the local health authorities regarding testing. Any performers and designers should make stage management, directors, and the general manager aware of any oncoming symptoms so that we as a company may better aid you and those who work around you.

### USEFUL EVERYDAY TIPS FOR STAYING HEALTHY

- Perform daily self-screening at home prior to coming to work.
- Wash your hands often with soap and water or use an alcohol-based hand sanitizer (between 60% to 90% alcohol).
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your eyes, nose or mouth.
- Avoid contact with people who are sick.
- Practice physical distancing. Stay home when possible and remain at least two metres apart from anyone you do not live with.
- Use a mask or face covering to reduce the risk of transmission when physical distancing is challenging or not possible.

## SIGN IN AND CONTACT TRACING

In order to maintain safety within the office all individuals enter the spaces managed by Carousel Players, be they staff, contracted workers, or individuals visiting, need to sign in and fill out screening paperwork once a day, at the start of the day. Failure to comply with completing this document will result in the refusal to enter the space. Screening paperwork will not be shared with anyone and will be kept on file for a minimum of 28 days. Online versions of the Ontario screening documents can be found at

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace\\_screening\\_tool\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_tool_guidance.pdf)

## ACCOMODATIONS

Individuals participating in Carousel Players workshops and rehearsals are asked to be responsible in their actions outside of the rehearsal hall to prevent the spread of covid-19. This includes being responsible in accommodations provided by Carousel Players or otherwise, and during free time. All employees are asked to follow Public Health Guidelines for the best advice on how to stay safe in regards to covid-19 prevention and are asked to self assess for any symptoms while outside the workplace. More information can be found at <https://www.ontario.ca/page/covid-19-stop-spread> and <https://www.niagararegion.ca/health/covid-19/protect-yourself.aspx>

## TRANSPORTATION

While traveling to and from the workplace from any accommodations, whether arranged by Carousel Players or not, all staff, volunteers and contract workers should maintain social distancing from others during their commute. If individuals are unable to social distance due to carpooling, all parties within the vehicle must wear a mask. If individuals utilize public transit while traveling to and from the workplace, they must maintain social distancing and reduce contact with others as much as possible.

## LOAD INS AND OUTS

During the load in and out of set pieces to the truck, stage management and performers are required to wear masks and waterproof gloves which can be sanitized at the end of a load in by disinfectant spray or wipes. This process should be done after each performance and the corresponding load out as some touring days involve more than one performance at different locations.

Set pieces that can be sanitized should be before they leave the performance venue and enter the truck. Any set pieces that could be considered as a personal set piece to a specific performer should be loaded in and out by that performer as much as possible and to be separated from other set pieces within the truck by facing it away from other items within the truck.

No assistance from students or audience for load in or load outs are permitted at this time.

## START OF DAY PROCEDURES

All individuals arriving at the space must adhere to mask wearing procedures throughout the duration of the work. At the beginning of each day and before any work may begin, individuals who arrive at the workspace must sign in and fill out a screening document before. Any documents filled out earlier and on the same day will also be accepted at arrival.

Once in the space all individuals will use the hand sanitizer located at the sanitation station upon entering and at any reentrance of the space during the day. During the workday all individuals shall maintain a social distance of 6 feet or 2 meters throughout the duration of the day including commonly used areas of the space such as the kitchenette or common walkways.

## MAINTAINING SOCIAL DISTANCING AND MASKS

### GENERAL USE IN THE SPACE

During all workshops and rehearsals, all individuals should wear a mask and only remove it for eating and drinking. Individuals will maintain social distancing while eating and once done will put their mask back on.

### DURING REHEARSAL AND WORKSHOP TIMES

It is acknowledged that performing while wearing a mask could hinder and complicate the rehearsal process, therefore so long as performers are able to maintain social distancing from other performers and individuals within the room they needn't wear a mask. It is recommended that all directions for performers allow for social distancing during the rehearsal and performances of a production.

Any individuals who are not performers must wear a mask during the entire rehearsal or performance period.

In an effort to reduce the need to talk loudly, music should be kept at or below a conversational level.

## BREAKING AND RETURNING FROM BREAK PROCEDURES

While on break from working, all individuals are required to social distance from one another. This includes commonly used areas like the washroom and kitchenette. All individuals are required to wear their masks and are only allowed to remove them while eating or drinking with the knowledge that once they are done, a mask would be put back on.

Should individuals wish to leave the workspace on break they must maintain social distancing of others while outside of the space and follow any other regulations put in place by local and provincial governments and by any establishments they enter. When returning to the workspace

individuals are required to use the hand sanitizer provided at the sanitation station, or to wash their hands. Upon re-entry individuals are not required to sign in and re-fill out the screening document if they have already filled it out that day.

## PROP, WARDROBE AND SET PIECE HANDLING

It is Carousel Players' goal to provide sanitization where it is possible and options to the production when it is not. It is acknowledged that there will be props, wardrobe items, and set pieces that cannot be sanitized, so special precautions will need to be taken. Whenever possible, sanitizing will be performed by Carousel Players production staff with the exception of items deemed personal as set out below.

It is recommended that when possible items are not shared but instead assigned as personal items to specific performers to limit exposure. Any items which do pass between one performer and the next should be sanitizable after each day and few in number.

### PROPS THAT CAN BE SANITIZED

For props that can be sanitized, the process of wiping down with a disinfectant spray or wipes should be done at the end of every workshop or rehearsal day. Props should be separated based on which performer they are used by. After sanitizing, props should be layed out or placed in a bin to keep separated overnight. This responsibility will be completed by production staff and/or performers who have assigned personal props and will be considered part of the working day.

### PROPS THAT CANNOT BE SANITIZED

Any props that cannot be sanitized cannot be shared or passed between performers and should be handled minimally by those who are not the performer the item is assigned to. These items should be set aside separate from any other props which can be sanitized or are shared, in their own bag or container.

At the end of each work day, any pieces that cannot be sanitized should be quarantined in bins overnight. These items should also be quarantined for the duration of one week after rehearsals and/or performances are complete before being placed back into storage.

### FOOD AND DRINK PROPS

Food and drink props are not recommended at this time due to health concerns, but should they be required must only be handled by the Stage Manager and the performer they are to be consumed by. No sharing of food or family style consumption of food between performers is allowed. Should the Stage Manager need to handle any food props they are required to wash their hands before doing so and be sure that a mask is worn during any preparation.

### MUSICAL INSTRUMENTS

Any musical instruments should be sanitized in a similar manner to other props. Should any instruments have mouth pieces, then the procedure would involve washing the instrument with hot

water and dish soap instead of sanitizing with a disinfectant spray or similar products, as long as it does no harm to the instrument. Any singing and the use of brass or wind instruments requires a Plexiglas shield between performers and audience.

## WARDROBE PIECES

All wardrobe pieces should be sanitized after each day of work. This sanitization can be done by spraying the worn costume pieces with a French cleaning solution(1 part water, 1 part vodka/alcohol), to help keep the integrity of the costumes and minimize laundry duties for the Stage Manager.

To help reduce the spread of Covid-19 it is recommended that no costume pieces are shared between performers and each performer shall have their own bag for their costume pieces.

Costumes will be washed regularly by the Stage Manager and to aid the disinfection process a disinfectant laundry additive will be used.

## SET PIECES

Where possible, the set should be constructed of material that can be easily disinfected. Where the set is not easily disinfected, only one performer should be in contact with said set piece(s) and it should be designated a personal set piece.

Set pieces that performers come into contact with will need to be sanitized with a disinfectant spray or wipe. This sanitation should be done at the end of every day. This responsibility will be completed by production staff and/or performers who have assigned personal set pieces and will be considered part of the working day.

If a set piece may be ruined by this process of sanitation, quarantining and other measures may be required. It should be noted that different materials react differently to disinfectant, and repeated use may affect the quality of set materials over time.

If a set piece is purely visual and is never touched during the rehearsal or performance and only the Load-in/Load-out cleaning procedures need to take place.