



**GEORDIE THEATRE
COVID-19 SAFETY PROCEDURES
FOR CAST AND CREW**

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Revised August, 2021**

Rehearsals

Geordie Theatre has validated with the worker or artist their state of health and that they have none of the following symptoms. Each cast/crew member will fill out a form or sign-in sheet verifying this information, before each rehearsal and performance. This information is confidential.

- Fever (over 38 degrees Celsius)
- New or worsening cough
- Difficulty breathing/shortness of breath
- Sudden loss of smell or taste
- Runny or stuffy nose
- Gastric symptoms i.e. diarrhea, nausea, stomach aches or vomiting
- Muscle aches, fatigue, headache, chills, sore throat, major fatigue, significant loss of appetite

Also check for the following:

- Have they travelled outside of Canada within the past 14 days?
- Have they had contact with someone with a confirmed or probable case of COVID-19 or someone who has just travelled outside of Canada within the last 14 days?

A no touch thermometer can be used at the beginning of rehearsals to ensure that no one has a fever

Anyone who answers yes to any of the above (or displays a fever on the no touch thermometer) is informed of their obligation to cease participation in rehearsals and performances until they are able to resume them in accordance with established health standards. Individuals who receive a positive COVID-19 result are informed that they must notify their employer according to the instructions received from the Public Health Agency.

As of August 9th, those returning from outside of Canada do not need to quarantine if they have no signs or symptoms of COVID-19 and have had two doses of the following accepted vaccines: Pfizer-BioNTech, Moderna, Astra Zeneca/Covishield, Janssen/Johnson & Johnson. The last dose must have been received at least 14 days prior to the day the individual enters Canada.

If a cast or crew member tests positive for COVID-19:

- They must inform Kathryn Westoll, Managing Director of Geordie, immediately. The rehearsal/performance space must then be closed and completely disinfected.
- The employer should consult with Santé Publique, who will investigate and determine whether or not those who have been in contact with the individual who tested positive may report to work or not.
- It is recommended, however, that Geordie air on the side of caution and have all cast and crew who had contact with the infected individual within the last 48 hours be tested and remain closed until they receive their results.
- If all test results come back negative, rehearsals/performances may resume.
- It is recommended to have a contingency plan for both rehearsals and performances if this were to happen (ex: include in contracts with schools that dates may have to be postponed/cancelled if this were to happen).

People who have been in contact with a confirmed case of COVID-19, with someone who has symptoms or an individual who has travelled outside of the country do not need to self-isolate at home if they are considered adequately protected from COVID-19 (have received two doses of vaccine) and have no symptoms.

If a cast or crew member is unsure as to whether or not they should get tested, they should complete the self-assessment form, available at <https://covid19.quebec.ca/surveys/cdd2/introduction?language=en-ca>.

Any individual eligible to receive the vaccine is strongly encouraged to do so, in order keep the cast, crew as well as audience members as safe as possible. Individuals who have received the vaccine should still follow all public health guidelines, as well as the Geordie guidelines.

All those involved (cast, crew, partners, volunteers) have been informed of the prevention measures implemented in the company to reduce and control the risks associated with COVID-19 along with the importance of complying with them.

Wherever possible, the physical distance of 1 meter is maintained from the start to the end of the work period and during breaks and meals.

Cast and crew must maintain a distance of 1 meter **OR** be separated by a barrier **OR** wear a **medical** mask. This includes when actors are rehearsing scenes on stage, as well as when they are offstage. Please see the section on the SST for exceptions to this.

Physical contact should be avoided, both on and off the stage, including shaking hands, “high fives,” fist or elbow bumps, or hugging.

When possible, stagger start and call times to limit the number of workers in the venue at any one time.

Non-essential visitors to the workplace should be restricted. If visitors are provided access, they should be subject to the same guidance as cast and crew/employees, including the need for symptom screening and PPE requirements.

Holding meetings that require a physical gathering is to be avoided;

2 medical masks a day are provided to cast, crew, volunteers, and any other visitors to the space including, but not limited to Geordie staff, media etc.... A mask can be worn for a maximum of four hours before it needs to be switched for a clean one. When masks are not being worn, they should be removed completely from the face and placed in a secure, clean location. They should not be worn on the chin, or on the back on the head.

The number of people in rehearsal spaces, on stage and in dressing rooms shall be reduced so as to allow the minimum distance of 1 meter between people to be respected. As the rehearsal space has a square footage of approximately 1120 sq. ft., a maximum of 20 people should be in the rehearsal space at any given time. The costume designer/costume assistant and two cast members may be in the office/dressing room (200 sq. ft.) at a time. There is an additional 400 sq. ft. of space (which includes the kitchen) that allows for 7-8 individuals to occupy at a time. Individuals can occupy the office and kitchen area at the same time as others occupy the rehearsal space.

Water and soap or a hydro-alcoholic solution with an alcohol concentration of at least 60% is available in sensitive areas for hand washing (entrance, bathroom, kitchen, dressing room).

If necessary, signage (e.g., floor markings) will be put in place to establish the minimum physical distance of 1 meter near high traffic areas such as the kitchen and entrance to the rehearsal space etc...

Limit as much as possible the number of props, objects and set pieces used both in rehearsal and during performances. If props are to be shared, cast should disinfect their hands before AND after use, and the prop should be wiped down immediately after it's shared use. If it is possible to wipe down between being passed from one person to the next, this should be done.

Any equipment (microphones, headsets, technical equipment), props, instruments and set pieces, that will be used during a rehearsal are cleaned and disinfected before and after use. It is recommended to identify who is responsible for this, and to include it on the cleaning checklist.

Cast and crew who handle sets, equipment, objects, or props during a rehearsal frequently wash their hands.

GUIDELINES FOR ARTISTS IN A SST

For rehearsals and performances, a small, stable team (SST) should be formed.

An SST is a team of no more than nine people, working exclusively together.

If all the artists in a stable crew have been vaccinated (at least one week after receiving their 2nd dose), there may be more than nine individuals in the SST.

An artist may not be part of two SSTs at the same time.

There cannot be more than one SST per show unless there are separate working/performance spaces and the different SSTs do not interact with each other.

The SST should be working in a controlled area (away from other people).

Artists in the SST may be at least **ONE** metre away from each other without procedural masks or eye protection IF they are working on a single act/show and form a stable team of less than 10 people.

For a period of 15 minutes a day or less (cumulatively), the artists in the SST may be LESS than ONE meter away *without* a procedural mask or eye protection. Physical contact between two artists (bed scenes, close dancing face to face, touching parts of the face) is not permitted with the exception of artists who live at the same address. Gestures such as handshakes, comforting gestures such as a hand on the shoulder, an aggressive gesture from the back, or an impulsive gesture such as a slap or punch, are permitted.

For stable crews where all the performing artists have been vaccinated (at least one week after receiving their 2nd dose), physical contact and kissing during a scene are allowed, without the one-metre distance restriction and the 15-minute restriction

For numbers and shows in which the artists are less than one metre from another person for less than 15 minutes without protection, the employer must keep a register containing the following information: dates and places of the numbers or shows, names of the workers concerned.

With PPE, performers can be at less than 1 metre with no time limit, but without contact between faces, unless all the performing artists have been vaccinated (one week after receiving their 2nd dose.

Individuals at risk of serious complications **OR** individuals on unstable teams (eg: working on more than one show/production) **MUST** continue to stand at least **TWO** metres apart if they are not separated by a physical barrier or they are not wearing a procedural mask or protective eyewear.

With the exception of artists who have lived at the same address for a period prior to the artistic project, scenes involving physical contact between two people (bed scenes, contact between face parts) are not permitted, unless all the performing artists have been vaccinated (one week after receiving their 2nd dose).

Artists who have been living at the same address for a period prior to the art project **OR** are at a 1 metre distance (must be counted in 15 cumulative minutes per day) can dance together. Artists may also dance together if all the performing artists have been vaccinated (one week after receiving their 2nd dose).

Members can be removed from the SST at any time, however adding members is not recommended. One member can be added per 7 days **IF** they have not been a part of another SST in the last 7-10 days and do not have any COVID-19 symptoms.

Directors, choreographers, crew members and designers are **NOT** part of the SST. They must remain one metre away from the members of the SST at all times **OR** wear a mask **OR** be separated by a barrier.

Outside of rehearsals and performances, SST members must follow general public health guidelines, which include maintaining a one-metre distance from people outside their household or SST, washing their hands frequently, avoiding indoor gatherings as per the rules for their alert level, and wearing a surgical mask ("procedure mask"), or face shield as per the guidelines.

SST members should wait a minimum of 7 days in between ending one SST and joining another. This cannot be shortened by receiving a negative COVID-19 test.

It is still mandatory to wear face coverings in enclosed public places at all times, even if you are more than one metre away.

If an artist shows symptoms the case must be reported immediately to the Direction régionale de santé publique, which will take charge of all follow-ups: Determine the level of risk of contagion, quarantine, or isolation, etc.

Site Safety

GENERAL

A cleaning checklist should be used and filled out on a daily basis to ensure that all areas, objects and surfaces have been cleaned appropriately and at the right frequency, including a full spray down at the end of the day, using Dr. Thym's disinfectant.

Frequently touched surfaces, and common areas (e.g., door handles, taps, toilets, fridge handle, microwave, coffee machine, telephones, computer accessories, tables etc...) are disinfected every 4 hours of work (during lunch break and after rehearsal). Cast and crew do not need to leave the rehearsal space during cleaning. It is recommended to have a schedule in place (eg: stage manager disinfects bathroom, rehearsal space and office space while the rest of the cast and crew eat. After cast and crew have eaten, the kitchen can then be disinfected by another staff member). Cleaning time should be included during working hours and planned accordingly.

Any common objects that are used frequently and could be possibly shared amongst cast and crew, are cleaned before and after each use (e.g., tables, chair backs, pens, clipboards etc...)

Each cast or crew member should bring their own paper, writing materials, and water bottle and should not share with others.

Each cast or crew member should have their own cubby to store their personal belongings, and should not share with others

Each cast member should use their own cutlery and dishes (knife, fork, bowl, plate, coffee cup etc....) and should not share with others. These should be washed after use and stored in their personal cubby.

Whenever possible, the use of shared office equipment such as copiers and fax machines should be eliminated. When use of such equipment is unavoidable, hand hygiene and equipment wipe down should be performed after use.

Hand hygiene, respiratory etiquette and physical distancing rules are posted throughout the space, and followed (e.g., kitchen, bathroom, entrance, rehearsal space, office etc...).

Remove non-essential items (magazines, newspapers, and knick-knacks) from common areas.

CLEANING PRODUCTS

General:

- For general cleaning (wiping down kitchen, bathroom, tables, doorknobs etc....), a spray solution (containing alcohol or bleach) may be used (along with paper towel). A bleach solution may be used with the following ratio: 4 cups of water (1 liter) to 2 teaspoons of bleach. Bleach solutions are effective for disinfection for up to 24 hours, so should be discarded and re-made daily. Use water at room temperature water for dilution. Label diluted cleaning solutions.
- Disinfecting wipes may also be used for general cleaning. ***See electronics sections for recommendations.***
- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes.
- Wash or disinfect hands both before and after the use of gloves.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

Electronics:

- Be sure to turn off the equipment, unplug the power cord from the wall or power strip, and remove the battery from portables or wireless keyboards and mice, before you start the cleaning process.
- **Do not** use disinfectant wipes containing bleach, disinfectant sprays aerosol sprays or anything abrasive.
- **Do not** use an extremely damp disinfectant wipe to clean the area. If you encounter a very damp wipe it may need to be squeezed to remove some of the excess liquid before use.
- **Do not** allow the liquid from the disinfectant wipe to sit or pool on the area being disinfected for a long amount of time.
- **Do not** use rough towels or cloths to dry the area.
- **Do not** use excess force when disinfecting the area around the keyboard; this could damage the keys.
- Use a disinfectant wipe to wipe the area first, then use a damp, soft, lint-free cloth, and finally dry the area with another soft, lint-free cloth.
- **Suggested products (the following products are safe to use on electronics and can also be used to wipe down frequently touched surfaces, the bathroom, kitchen etc....)**
 - CaviWipes Disinfecting Towelettes (<https://apexlabco.com/collections/wipes/products/caviwipes%E2%84%A2-disinfecting-towelettes-canister-wipes-1-pack>)
 - Medicom ProSurface Disinfectant Wipe (<https://www.valuemed.ca/product-p/medic40061c.htm> OR https://medicom.com/en_ca/product/pro-surface-disinfectant-wipes-with-totalclean-technology/)

LINENS, CLOTHING AND LAUNDRY ITEMS

Wear disposable gloves when handling dirty laundry and then discard after each use.

If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Disinfect hands before and after the use of gloves.

If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.

Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.

Clean and disinfect clothes hampers regularly. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

BATHROOM

Bathrooms are disinfected every four hours during the day (during lunch break and after rehearsal). This includes any surface area that may have been touched: toilet seat cover, toilet handle or flusher, toilets seat, faucet, sink, hand dryer/paper towel dispenser, doorknob on inside and outside of bathroom.

Disinfectant wipes or spray are used for the above items.

Adequate supplies of soap, hand sanitizer, paper towels, and toilet tissue are maintained.

Adequate ventilation of restrooms and air filtration must be part of the overall ventilation plan.

If necessary, signage (e.g., floor markings) will be put in place to establish the minimum physical distance of 2 meters at the entrance of the bathroom to ensure that if there is a line, proper distance is being maintained.

Cast and crew should disinfect their hands before and after use of the bathroom and minimize the amount of surface area that they touch.

KITCHEN

The kitchen/dining area is disinfected every four hours during the day (during lunch break and after rehearsal). This includes any surface area that may have been touched (counters, table, microwave, kettle, coffee maker, sink, faucet, paper towel dispenser, fridge door handles etc....)

As face coverings cannot be worn during eating, adequate eating space is provided to ensure physical distancing can be maintained and well as while waiting for food to be prepared (ex: when using microwave).

Hand washing facilities and/or hand sanitizer is readily accessible at the entrance of any designated eating area to be used when entering and leaving the area.

All eating surfaces are cleaned and disinfected before and after use.

Food and beverages should not be shared amongst cast and crew

Microwave: The handle of the microwave as well as the buttons is wiped down both BEFORE and AFTER use. A mask is worn when using the microwave. Sanitizer (a container of wipes or spray and paper towels) should be kept next to the microwave at all times, as well as sign with instructions.

Coffee maker: The individual making the coffee sanitizes their hands before preparing the coffee. The buttons and the handle of the coffee maker are wiped BEFORE and AFTER use. When preparing or pouring the coffee, a mask is worn (even if a distance of 1 meter is being maintained or they are the only individual in the room.) Sanitizer (a container of wipes or spray and paper towels) is kept next to the coffee maker at all times as well as sign with instructions.

Kettle: The individual using the kettle sanitizes their hands before it's use. The buttons and the handle of the kettle are wiped BEFORE and AFTER use. When filling the kettle with water, or pouring water from the kettle, a mask is worn (even if a distance of 1 meter is being maintained or they are the only individual in the room.) Sanitizer (a container of wipes or spray and paper towels) is kept next to the coffee maker at all times as well as sign with instructions.

COSTUME FITTINGS

Whenever possible, costumes should be selected from the cast member's personal collection. New clothes are washed and sprayed with a vodka/water mixture or left aside for a minimum of 3 hours before a fitting. Clothes or costumes that have been tried on are set aside and washed or steamed or left for a minimum of 3 hours before being tried on by another artist or made available to the production.

Fittings are done in isolated spaces (office area) and with one cast member at a time.

The cast member being fitted, as well as the costume designer should disinfect their hands both before and after the fitting.

Costume designers or anyone who handle the clothes or costumes wash their hands frequently.

Clothes or costumes are kept in individual plastic covers or brought home by each individual at the end of every rehearsal or performance.

Clothes or costumes worn are washed with the usual laundry soap or dry-cleaned (*see “Linens, clothing and laundry items” section for more details*)

A mask **AND** eye protection (goggles or a visor covering the face up to the chin) are provided to the costume designer, and costume assistant, when completing a task that requires being within 1 meter of another person (ex: measurements, fittings etc...)

Live Streaming/Live performances

During performances, cast members within an SST do not need to wear a mask IF the blocking maintains a minimum distance of 1 meter between ALL cast members and there is no physical contact between faces. IF all the performing artists have been vaccinated (at least one week after receiving their 2nd dose), they do not have to wear a mask and can be less than 1 meter apart, with no time limit.

If necessary, signage (e.g., floor markings) will be put in place to establish the minimum physical distance of 1 meter near high traffic areas (E.g.: markings to indicate separation between actors and Director, SM, those not in the scene etc...)

Any equipment (microphones, headsets, technical equipment), props, instruments and set pieces, that will be used during a rehearsal are cleaned and disinfected before and after use. It is recommended to identify who is responsible for this, and to include it on the cleaning checklist.

Cast and crew who handle sets, equipment, objects, or props during a performance frequently wash their hands.

Limit as much as possible the number of props, objects and set pieces used both in rehearsal and during performances. If props are to be shared, cast should disinfect their hands before AND after use, and the prop should be wiped down immediately after it's shared use. If it is possible to wipe down between being passed from one person to the next, this should be done.

Each individual in the cast should have their own makeup kit.

Personal equipment (such as tools, headsets, microphones, and radios) shall be cleaned before being issued and then additionally at least once per day.

If possible, equipment such as radios/walkie-talkies/headsets shall be issued to a single worker and used exclusively by that worker for the duration of production. If equipment must be shared between workers, the item shall be wiped down between before and after use, and hand hygiene shall be performed after handling.

When possible, stagger start and call times to limit the number of workers in the venue at any one time.

Live performances indoors

When going into a school, cast and crew should follow both the school's COVID-19 guidelines as well as Geordie's.

Performances indoors can have a maximum of 7500 spectators but must be divided into sections of 250 and must have one person supervising each section and must have a clear view of the entire section they are supervising. Each section should have their own entrance and exit, as well as sanitary station (ex: hand sanitizer and/or washroom).

If there are more than 500 spectators, tickets must be reserved in advance.

There should be one seat empty between groups of people living at different addresses, as well as 1 meter of distance in front and back. There should be a minimum of 2 meters distance between the audience and the performers.

Masks are mandatory but may be removed once the individual is sitting in their seat, and only when sitting in their seat.

RESOURCES

- Commission des normes, de l'équité, de la santé et de la sécurité du travail (cnesst.gouv.qc.ca/coronavirus)
- <https://www.canada.ca/en/public-health.html>
- Quebec.ca