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Live Performance Health and Safety during COVID-19

Find resources, best practices and information to help keep your workers safe and healthy during COVID-19.

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Overview

This document provides guidance to employers/producers, supervisors and working professionals on identifying and mitigating potential workplace risks related to the COVID-19 coronavirus. This general guideline outlines considerations common to all areas of the workplace, with specific areas detailed. Department-specific guidance is also included.

This general guidance does not cover all safety issues. A risk assessment should be conducted to identify the COVID-19 related risks that apply to your workplace (along with any non-COVID-19 risks), so that practices and protocols can be put in place to ensure all workplace parties may work safely and are properly equipped to meet the requirements of Ontario's health and safety laws.

These guidelines are not intended as legal or medical advice. They should be used only in conjunction with applicable legislation and current guidance from government and public health authorities.

Ensuring everyone knows how to protect themselves and others from COVID-19

Everyone working in the live performance industry needs to do their part to prevent the spread of COVID-19 at work, including:

- producers, venue managers
- performers
- stage management staff
- stage hands and other technicians
- wardrobe, wigs and makeup staff
- directors, choreographers
- playwrights
- production staff
- front of house staff
- office staff
- equipment suppliers

Employers and workers in Ontario have certain duties and rights under the *Occupational Health and Safety Act* (OHSA) and its regulations. Employers should also review and follow directives and guidance coming from the Chief Medical Officer of Health, and the local public health unit.

Learn more about:

- [workers' rights](#)
- [employers' responsibilities](#)

Planning/policies/protocols

Applicable government laws and regulations, and available public health guidance, such as those referenced in Resources should be considered when establishing protocols for COVID-19.

Workplaces should have a COVID-19 Workplace Safety Plan, consisting of these Guidelines and related employer policies and protocols. They should be posted in common areas throughout the workplace, and clearly communicated to everyone who needs to follow or be aware of them. An example can be found here.

Policies and protocols should cover how the workplace will operate including:

- screening measures.
- response protocols for workplace parties and visitors who do not pass the screening or become symptomatic during the workday.
- how physical distance will be maintained.
- disinfection of the workplace(s).
- limiting the requirement for workers to physically attend the venue for petty cash, cheque pick-up, etc.

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- accommodations for people at higher risk from infection. All personal information (e.g. where a worker discloses an underlying health condition) must be handled in accordance with applicable privacy legislation.

Any relevant policies and protocols should be provided to third-party vendors and unions/associations representing affected workers, as appropriate.

Coordinate with third-parties involved with production, as appropriate, to ensure suitable measures have been put in place.

If there are multiple productions or tenants in a facility, protocols should be set up to meet the recommended physical distancing (and other appropriate measures) between productions/tenants.

Identify management individuals with chief responsibility(ies) for COVID-19 prevention/response, including responsibility for monitoring public health updates.

Provide workers with phone numbers/contact information of the people they should contact regarding the COVID-19 Workplace Safety Plan.

Consider the time it will take to develop, implement and train individuals on best practices to reduce risks associated with COVID-19 in the workplace.

Consider the usual responsibilities of any people who are assuming additional duties for COVID-19 prevention and response. Make sure that adequate time and attention can be dedicated to these regular duties, and/or that additional people are hired, if needed.

Consider additional supports such as external cleaning crews to put safety protocols into action.

Consider distributing digital versions of documents like rehearsal schedules.

Where travel is required, ensure that proper steps are taken to arrange for appropriate means of travel and accommodation, if necessary.

Workplace training and awareness

All workers should be provided with and be required to review the Workplace Safety Plan .

Supervisors should provide training on:

- portions of the Workplace Safety Plan relevant to their department
- roles and responsibilities of all people in the workplace
- the proper use, limitations, and care of any personal protective equipment (PPE) that a worker must use
- handwashing and sanitization techniques

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During safety meetings, workplace parties should review identified COVID-19 risks and corresponding mitigation strategies. They should also review applicable guidance as well as company policies and protocols.

Consider requiring sign-off (e.g. digital sign-off) that people have received and reviewed this guideline and any employer policies and protocols.

Consider workplace posters on relevant topics including information about COVID-19 and its symptoms, hygiene, PPE, food safety, physical distancing, etc.

General advice to workers

Coronaviruses are spread through close contact with others. Here are some helpful tips for workers to help prevent the spread of viruses in the workplace (and at home):

- You should perform daily self-screening at home prior to coming to work, for example, by using the [online self-assessment](#).
 - If you have been diagnosed with COVID-19 or have symptoms you should not attend any workplace.
 - If you are currently required to self-quarantine or isolate due to a quarantine order or direction from public health (e.g. due to contact with an infected individual or after travel from outside Canada) you should not attend the workplace.
 - [Wash your hands often with soap and water](#) or if that is not possible, use an alcohol-based hand sanitizer (at least 60% alcohol). Hand washing is preferred.
 - 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.
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Screening for COVID-19

A current list of symptoms from the online self-assessment tool should be provided to all workplace parties. A list of symptoms can also be found at the Ontario Government's [COVID-19 Stop the Spread page](#).

Workplace parties should regularly visit the [online self-assessment](#) for updates to this list. At this time, it is recommended that any worker who has symptoms related to cold, flu or COVID-19 should stay home, or be sent home if symptoms are seen. Public Health Ontario has provided helpful guidance on [self-monitoring](#) and [self-isolation](#).

In addition, employers should advise these workers to complete the [online self-assessment](#) and to **call either**:

- Telehealth Ontario: 1-866-797-0000; or
- their primary care provider (for example, family physician)

Developing screening policies and protocols

Tips for setting up screening policies and protocols:

- Screening should assess all individuals before they come into the workplace to determine whether they are experiencing symptoms of, or have been diagnosed with, COVID-19, or may have been in close contact with other such individuals.
- A health questionnaire should be provided to all individuals the first time they enter the workplace each day. (See also: Record keeping).
- This questionnaire may include questions about:
 - whether the person has COVID-19 or its symptoms.
 - travel history within the past 14 days
 - whether the person has had close physical contact (within 2 metres in the same room, in the same area for more than 15 minutes, or living in the same house) with someone who has symptoms or who has tested positive for COVID-19 or has travelled outside of Canada within the last 14 days.
- The questionnaire may also include an undertaking for the person to immediately declare if they become symptomatic or become aware of circumstances that would change their answers to the questions/declaration.
- Health questionnaires should be used even if temperature checks are undertaken. Current evidence suggests that temperature checks on their own may be an insufficient screening tool.
- When temperature checks are performed, they should be done using a contactless thermometer by an individual trained in its use. Additional temperature checks throughout the day may be considered.
- A protocol should be set up to manage situations where individuals do not pass the screening procedures.
- Everyone entering the workplace should be instructed (verbally, with signage, etc.) to self-monitor for symptoms such as fever, cough or difficulty breathing, or other symptoms as listed by public health authorities.
- A wristband or other system can be used to identify individuals who have successfully completed screening.

Screening locations

Tips when establishing screening locations:

- Entrances and exits should be regularly monitored to ensure that people are not able to bypass screening or workplace tracking.
- Screening sites should be located outside or on the perimeter of the workplace. They should be in separate locations away from high-traffic areas.
- Determine the number of sites required for the workplace.
- If screening sites are outdoors, plans should be made to accommodate screening in the event of inclement weather.
- Individuals performing the screening should be separated by at least 2 metres from those being screened, or work from behind a physical barrier (e.g. a

plexiglass barrier.) If this is not possible, the individual performing the screening should wear appropriate PPE such as a medical mask, face shield or eye protection, gloves.

Workplace tracking and record keeping

It is important to track where workers have been in the workplace. If a worker tests positive for COVID-19, the local public health unit may ask employers to provide information on where the worker worked, as well as the contact information of any other worker who may have been exposed.

Tips for keeping records on workplace screening:

- Ensure the privacy of screening participants and their screening records are secure, including the methods of tracking screening information and personal information.
- Personal information and personal health information must be collected, used, stored and communicated as set out in the privacy laws that apply.
- A sign in/sign-out procedure should be implemented for everyone attending a workplace to record details that may assist with any necessary contact tracing.
- Any sign-in/sign-out registers should be recorded by one person whenever possible, and/or be facilitated with an electronic application. Other individuals should not touch the device.

Managing a suspected case or exposure to COVID-19

Symptomatic individuals or those diagnosed with COVID-19

Protocols to address workplace parties and visitors who experience symptoms or have been exposed to COVID-19 (on site or outside of work hours) should be set up. These protocols should address the following:

- a procedure for contacting the local public health unit for support and potential contact tracing
- ensuring that people who become symptomatic at work can safely notify their supervisor so appropriate action may be taken without having to risk contact with others
- isolation / evacuation of the symptomatic individual and other impacted individuals
- supplying medical masks in areas designated for the isolation of symptomatic individuals

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- special cleaning / disinfection regimens, including conducting a risk assessment prior to disinfection, and protocols for the closing of the affected area(s)
- return to work protocols
- providing notice to affected workplace parties, (e.g. designated managers/supervisors, potentially affected workers and unions/guilds) if an individual diagnosed with COVID-19 has attended the workplace

Return to work for any individuals who have previously been diagnosed with COVID-19, or who experienced symptoms, should be coordinated with a designated company representative, the individual's health care providers, and the [local public health unit](#), as applicable. Confirmation of a negative COVID-19 test and/or clearance from a healthcare provider may be required for return to work.

Information regarding the rights of workers, including those not able to work due to COVID-19, can be found at the Ontario government's [COVID-19: Support for Workers page](#).

Ministry of Labour, Training and Skills Development reporting requirements

If an employer is advised that a worker has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), within four days of being advised, the employer is required to notify in writing:

- the Ministry of Labour, Training and Skills Development
- the workplace joint health and safety committee or a health and safety representative
- a trade union (if applicable)

Controlling the risk of transmission

Because people without symptoms may be able to pass along COVID-19, everyone must act as though they are infected.

Policies and protocols should include a prioritized set of practices to minimize risk and prevent the spread of COVID-19 in the workplace. In particular, engineering and administrative controls should be applied to support physical distancing, good hygiene and environmental sanitation.

The three primary controls are:

- physical distancing
- hand washing

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- source control masks, or PPE in certain circumstances

This guideline outlines numerous other engineering and administrative controls that may be applicable in various circumstances.

The risk of getting COVID-19 is higher with a longer period of contact and with closer proximity to others. All feasible controls should be implemented to maintain distance and to minimize the number of extended interactions within two metres.

The need for PPE should be determined based on a workplace-specific risk assessment including the type of work being done (e.g. rigging, performing, make-up/hair) and the combination of controls implemented at the site.

Where the work requires close contact between crew members or between crew and performers, PPE should be available for all workers in these interactions. (See section on PPE and department specific sections in this document).

Visitors/Interacting with external individuals and public spaces

Visitors should not be unnecessarily allowed into the workplace. The same rules apply to visitors as to workers. See the various sections on individual Facility Areas such as lobby and loading dock for specific controls.

Physical distancing (two metres)

As advised by the Chief Medical Officer and public health officials, [physical distancing](#) is important to controlling the spread of COVID-19.

Combine engineering and administrative controls to ensure that physical distancing of at least 2 metres is observed between individuals, whenever possible. See the various sections on individual Facility Areas and Departments for controls for physical distancing.

Develop methods to limit the number of interactions with outside parties / the general public and to make these contactless whenever possible. For specific examples, see the various sections on individual Facility Areas and Departments.

Social gatherings must be limited as required by applicable public health guidance. Large physical gatherings, such as “Meet and Greet”, should be avoided.

Establish cohorts for tasks requiring working in close proximity (within 2 metres). This means that if work must be conducted in pairs, the same two individuals should always perform this work together. Other controls should also be in place, such as PPE.

Please note that working in cohorts is not a replacement for physical distancing and other controls.

Source control masks and Personal protective equipment (PPE)

Throughout this document, any source control mask or face covering, regardless of type, is referred to as a “mask”. Mask and face coverings must be worn as source control in accordance with local public health requirements and provincial guidelines.

Source control masks and face coverings are **not** considered PPE; the main purpose of these masks is to protect other people, not the wearer. Medical masks, when used along with eye protection, **are** considered PPE; the purpose of PPE is to effectively protect the wearer.

When physical distancing of at least 2 metres cannot be reasonably maintained, appropriate safeguards should be instituted, which may include the use of PPE. PPE must also be used in situations where regulation or legislation requires its use.

PPE should be used in combination with other controls. It should only be used on its own in limited specific instances when other controls are not feasible.

The PPE to be used should be selected based on a risk assessment of the particular circumstances. Where needed, PPE will likely consist of a medical mask and eye protection (face shield or goggles).

For workers in make-up and hair, which are close-contact work situations, the use of PPE is required.

Tips for employers regarding source control masks and PPE:

- Establish protocols for each department and for workplace visitors concerning, as appropriate:
 - the use of source control masks
 - the use of PPE (including putting on and taking off)
 - changing/replacing PPE
 - the reuse, cleaning, and disposal of PPE.
- Protocols for the use of masks should consider the types available and the different functions and considerations for their use.
- Ensure workers are appropriately trained on these protocols.
- Consider providing separate bins for the disposal of PPE, for example, at all exits and entrances.

Personal hygiene

Tips for employers:

- Hand washing facilities and/or hand sanitizer (at least 60% alcohol) should be provided at screening sites, entrances, exits, and throughout the workplace.

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- Portable handwashing stations should be considered where established hand washing facilities are not available.
- Washrooms should be assessed to consider the identification and posting of maximum capacities to maintain physical distancing.
- Work flow and scheduling should provide people with sufficient time to wash/sanitize their hands throughout the day, as appropriate.
- Provide workplace parties with individual sanitation/hygiene kits where feasible (e.g. personal-sized sanitizer, wipes, etc.).

All individuals in the workplace should be instructed on proper hygiene, including:

- Washing hands (for at least 20 seconds with soap and (preferably warm) water, when available) or using hand sanitizer:
 - on entering the workplace and again before leaving
 - before and after breaks
 - after using the washroom
 - after coughing, sneezing or using a tissue
 - as may be required based on interaction with other individuals, surfaces, items or equipment
- Whenever possible, handwashing is preferred to the use of hand sanitizer.
- Coughing or sneezing into a tissue (immediately throwing it away and washing hands) or into an elbow.
- Avoiding touching eyes, nose, mouth and face.

Cleaning and disinfecting

Employers should establish policies and protocols to ensure effective cleaning and disinfecting of all materials across all departments, trades and functions. Employers should clearly establish responsibility for the set-up of these policies and protocols. Such policies and protocols may include:

- a schedule to regularly disinfect high-touch surfaces/objects (for example: equipment, props, tools, keyboards, telephones and handsets, desks, light switches, door handles, washrooms, handwash stations, etc.)
 - This schedule should consider the length of time that the COVID-19 virus may remain active on particular surfaces/objects.
 - Depending on the circumstances, maintain a log to help track scheduled cleaning.
- identifying which disinfectants are appropriate for specific surfaces/objects/equipment. This may include UV disinfection for certain electronics that may be damaged by liquid disinfectants.
- ensuring that appropriate individuals are trained on the use of the specific disinfectants. This should include being familiar with public health guidance about cleaning and disinfection to combat COVID-19, such as Public Health Ontario's ["Cleaning and Disinfection for Public Settings"](#).

- assignments of specific cleaning tasks to specific people (whether general/production wide, or department-specific) and ensuring that these individuals have/receive appropriate training.
- instructions for individuals to regularly disinfect any equipment or supplies that could be shared between workers.
- assessing entrances and exits to determine whether doors may be left open so that hand contact is not needed.
- instructions to use disposable cloths or paper towels, whenever possible.
- instructions that reusable cloths, sponges, mops, etc., should be disinfected or washed after each use and rotated and disposed of as needed.
- protocols for the safe disposal of PPE.
- protocols for the safe disposal of cleaning/disinfecting materials.

Managing equipment and supplies

Employers should put measures in place to deal with the risk of virus spread through the sharing of items. This may include the following actions:

- avoiding the sharing of equipment and supplies (tools, office supplies, etc.)
- taking appropriate precautions if items need to be shared (for example: regularly clean the items, wash / sanitize hands before and after use, etc., in addition to any other necessary general safety precautions)
- encouraging individuals to store their own equipment in a predefined area or in a bag labeled with their name when not in use
- maintaining appropriate supplies of PPE and containers for the disposal of PPE, ensuring PPE is not shared

Facility Areas

- | | |
|---|--|
| 1. <u>General</u> | 11. <u>Orchestra pit</u> |
| 2. <u>Stage door entry</u> | 12. <u>Wardrobe areas</u> |
| 3. <u>Break rooms and crew common areas</u> | 13. <u>Props areas</u> |
| 4. <u>Production common areas</u> | 14. <u>Control booths</u> |
| 5. <u>Production offices</u> | 15. <u>Lobby/Common spaces</u> |
| 6. <u>Dressing rooms</u> | 16. <u>Auditorium (including entry, circulation during intermission and exit at end of show)</u> |
| 7. <u>Backstage washrooms</u> | 17. <u>Venues/Sites</u> |
| 8. <u>Loading dock</u> | 18. <u>Ventilation</u> |
| 9. <u>Rehearsal spaces</u> | |
| 10. <u>Onstage</u> | |

General

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- All persons entering into a publicly accessible part of a building must be wearing a face covering in compliance with local and provincial health regulations.
- Provide hand sanitizer stations
- Periodically disinfect touch points; after each use for equipment (dance barres, props, safety equipment, headsets, etc.)
- Disinfect washrooms before and after breaks
- Provide safe disposal receptacles for contaminated materials (masks, PPE, etc.)
- Limit number of occupants to promote physical distancing.
- Set up a shift schedule to limit worker overlap
- Mark 2 metre intervals on the ground where people are likely to form lineups
- Encourage routine hand washing
- Ensure appropriate PPE for all non-performing workers
- Identify traffic bottlenecks and ways to avoid congestion such as having multiple monitored entrances/exits and staggering start time/end times and breaks.
- Limit access to only those workers (internal or outside) whose presence in the workplace is essential for the service or work they are doing. Workers who can reasonably work remotely, or in an otherwise contactless manner, should not be unnecessarily allowed into the workplace.
- Limit access of visitors into the workplace.
- Consult HVAC engineer to assess filter effectiveness and alter airflow patterns to turn over air more frequently

Stage Door / Worker Entrance

- Ensure signage about workplace access and general COVID-19 protocols and procedures is posted prominently by entrance
- Limit access to workers only
- Implement protocols for sick workers, including those who become sick during the work day

Break Rooms and Common Areas

- Ensure workers take home all food containers and dispose of food waste in appropriate receptacles
- Stagger break times where possible to reduce crowding in common areas
- Arrange break room and common area furniture to maintain physical distancing

Production Offices

- Separate individual work areas/stations by at least 2 metres, or add impermeable barriers where separation is not possible

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- Arrange offices by departments or “pods” and minimizing instances where workers would be required to interact across departments/pods
- Have departments/pods set up their own work areas
- Make use of available technology to allow individuals to work remotely
- Provide departments working away from the main production office with equipment and supplies to reduce visits to the production office
- Have individuals who have to be physically present in the office work from separate offices
- Minimize communal use of stationery and office equipment. See also the general guidance regarding managing equipment and supplies.
- Specific considerations for production offices may include:
 - assigning office supplies (e.g. pens, pencils, staplers, paper clips, etc.) to each individual
 - assigning specific individuals to be exclusively permitted to access stationery and equipment storage and distribute stationery and equipment as requested
 - avoiding individuals sharing computers, head sets, or other equipment
 - limiting access to printer/photocopier(s) to designated individuals (e.g. one individual per department)
- Establish a protocol for mail and other deliveries to the office. See also the general guidance regarding visitors and interactions with external individuals.
- Consider designating an individual(s) who will be responsible for receiving all mail/deliveries to the office.

Dressing Rooms

- Ensure visiting companies and staff have appropriate PPE as needed
- Reduce dressing room stations to conform with physical distancing
- Install protective barriers between dressing stations

Backstage Washrooms

- Establish occupancy limits and entry controls (one in; one out)
- Temporarily close every other stall/sink to enforce physical distancing
- Eliminate air hand dryers and provide paper towels
- Install touch-free faucets/toilets, if possible

Loading Dock and Other Delivery Areas

- Work-related visitors, suppliers, and other delivery personnel should remain outside the building until screened and approved for entry.
- Stagger vehicle unloading to maintain physical distancing.

Rehearsal Spaces

- See all General conditions.

Onstage

- Reduce number of personnel allowed onstage or develop a strategy for each show/event for staffing levels and onstage locations during load-in, run and strike
- For performers
 - Make best efforts to maintain physical distancing onstage.
 - Performers should wear masks in accordance with local requirements.
- Install prescribed barriers as required under the “COVID-19 Response Framework: Keeping Ontario Safe and Open”. Regulatory requirements for barriers increase depending upon regional COVID-19 levels:
 - Green (Prevent), Yellow (Protect) and Orange (Restrict) level requirement: "Singers and players of wind or brass instruments must be separated from spectators by plexiglass or some other impermeable barrier."
 - Red (Control) and Grey (Lockdown) level requirement (Performing arts facilities are closed to spectators): "Singers and players of brass or wind instruments must be separated from any other performers by plexiglass or other impermeable barrier."
- Barrier requirements may vary over time and by location. In addition to provincial requirements, check with the local public health unit and municipality for any additional requirements.
- Contact local public health departments for information on specific additional local conditions.

Orchestras (Stage and Pit)

- Where possible, unused chorus/super dressing rooms and cleared-out workshops should be made available to the orchestra to allow for appropriate distancing. Also, it may be necessary to open up front of house (FOH) areas to musicians, including washrooms, during breaks, because of inadequate facilities backstage.
- Chairs and stands should be spiked for physical distancing while allowing for reasonable adjustment for sight lines.
- Each musician should have their own score and music stand.
- Instrument cases should not be left in common areas
- To avoid congestion backstage around a common case storage area, instruments should be brought onstage or into the pit in their cases and the closed cases stored either under the seat or beside the musician
- Large instrument cases should be stored in an area designated for that purpose with adequate spacing and access restricted to the owners of the instruments
- Based on an assessment of the orchestra layout, consider installing plexiglass shields between and around woodwind and brass players. See also Singers, wind and brass players

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- Consider limiting the number of rental companies when renting equipment such as percussion instruments and pianos
- Rental instruments should be thoroughly sanitized after delivery and as needed on site
- Percussion books may need to be re-arranged to minimize the sharing between players. Percussionists should not share mallets.
- Remove all personal items from the pit at the end of each call to aid in cleaning.

Wardrobe Areas

- Add curtain barrier between quick change stations

Props Areas

- A plan should be implemented for the safe handling of hand properties and other items to be handled by performers or crew on and offstage. The plan should consider:
 - the layout of the backstage properties “table” with a clearly separate props area for each performer
 - whether the prop is to be returned to the table or left onstage
 - whether a crew member should be assigned to manage the props both on the table and on the set (wearing a mask) to avoid crowding around the table
 - procedures for hand hygiene in relation to contact with properties
 - what control measures should be in place to protect the props on the props table and/or stage set from being contaminated by other performers or crew

Control Booths

- Ensure that visiting companies do not use enclosed booth spaces wherever possible, or ensure thorough cleaning before and after use.
- Install barriers as needed, where 2 metres of separation is not possible

Lobby/Common Spaces

- Assign specific audience entry doors to control crowd movement and reduce congregating
- Add signage and floor markings to create patron movement controls, maintain patron separation, and prevent the need to share common spaces while waiting
- Where possible, open the house at the same time as the lobby to allow patrons to move directly to seats. Alternatively, enable access to additional public areas to maintain physical distancing.

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- Maintain physical distancing between Front of House staff and patrons, and in all concession or sales areas. Guidelines for restaurants and food safety may also apply.
- Turn off water fountains and add signage to avoid use

Auditorium (including entry, circulation during intermission and exit at end of show)

- Load auditorium by section or implement timed entry to reduce overcrowding at doors and aisles
- Reduce seating capacity to conform to physical distancing requirements
- Load auditorium from front to back to eliminate crossover contact
- Limit patron movement to designated seating area only
- Eliminate usher contact with audience; self-service seating
- Increase floor marking and aisle signage to allow audience to find their seats more easily
- Contact-free playbill/program distribution – use card racks or tables, and/or provide playbill/program access online
- If requested, provide disinfecting wipes to patrons to sanitize their seating area
- Establish direct exit routes for patrons – do not allow patrons to congregate in lobby post show
- Eliminate post show backstage access
- Eliminate stage door waiting for audience
- Discontinue reuse practice for playbills/programs
- Disinfect theatre between performances
- Provide safe disposal receptacles for contaminated materials (masks, PPE, etc.)

Venues/Sites (including site-specific performance spaces)

In live performance, the venue/site is generally known in advance. However, for those rare occasions where it has not been previously specified (for example, when a production is moved outdoors), here are some tips

- When considering a site, use virtual venue/site tours where available.
- Generally, consider protocols to limit the interaction between company workers, venue/site contacts and other workers.
- When in-person tours are conducted, they should be limited to only those individuals who are necessary, and individuals should maintain physical distancing, including limiting individuals travelling in the same vehicle, when possible.
- Whenever possible, discussions/meetings should take place outdoors, or in a spacious and well-ventilated location.
- In-person interactions with venue/site contacts, owners, etc., should be limited, whenever possible.

Selecting venues / sites

Policies and protocols, as well as applicable current government regulations and guidance, related to COVID-19 should be considered when selecting venues/sites.

Such considerations may include:

- the ability to monitor entrances and exits to ensure proper screening protocols can be maintained
- the size of a venue/site in order to maintain physical distancing.
- additional audience partitioning systems for crowd management in a festival ticketing environment.
- the ability to have sufficient washroom facilities, which may exceed the minimum legal requirements, handwashing/sanitizing stations, receptacles for disposable PPE, etc., for the number of workers, and work that will be performed, on the site. For example, where construction is required facilities must meet the minimum legal requirements in sections 29-30 of O. Reg. 213/91
- whether the venue/site may require interaction with the general public. High-traffic public sites where production activities cannot be isolated from the public should be avoided whenever possible
- whether the venue/site can be appropriately cleaned/disinfected before and after the event,. Sites that cannot be appropriately cleaned/disinfected should be avoided
- Use a venue/site risk assessment plan/checklist

At each venue/site being used for a production a specific area should be identified where individuals may self-isolate if they begin experiencing symptoms of COVID-19. This area should be identified/communicated to all individuals present at the location.

If there are multiple productions or tenants in a facility, protocols should be established to facilitate the recommended physical distancing between productions/tenants.

When possible, a specific individual(s) should be assigned the responsibility for putting up, handling, and taking down all venue/site signage.

Have protocols for the venue/site in place to maintain physical distancing. See also the general guidance regarding physical distancing and interactions.

Specific considerations for venues/sites may include:

- whether there is an area that can be made available for workers to wait while maintaining physical distance from workers working in the performance area
- marking one-way pathways through the venue/site to avoid individuals having to pass each other in narrow spaces
- determining appropriate size of performance area based on the overall size of the site
- marking areas for physical distancing (i.e. 2 metre spaces) where appropriate
- designating a specific space for deliveries/goods received from external sources

- ensuring venues/sites are locked or monitored when production activities are not occurring to limit the risk of contamination

Take appropriate steps with cleaning/disinfecting to limit the risk of exposure. Besides steps listed in cleaning and disinfecting above, additional steps may include:

- if arrangements have been made with a third-party (e.g. venue/site owner) regarding the cleaning/disinfection prior to the workers arriving, requiring that third party to provide detailed written confirmation regarding the cleaning/disinfection performed (e.g. when it was performed, what areas/items were cleaned/disinfected, how this was done, etc.) A designated production representative(s) should maintain this information, and it may be provided to individuals working at the venue/site, if appropriate.
- asking venue/site owners to remove/limit any personal items prior to production coming into the space
- limiting or restricting access to any areas that cannot/have not been adequately cleaned/disinfected

Ventilation

Venues/sites should have ventilation/exhaust systems that are clean and fully functioning. Other methods of increasing fresh airflow into the workplace should be used when appropriate (e.g. opening doors during setups, at lunch, etc.)

Departmental Guidelines

- | | |
|---------------------------------|---|
| 1. <u>Buying</u> | 5. <u>Stagehands and other trades and technicians</u> |
| 2. <u>Construction</u> | 6. <u>Transportation</u> |
| 3. <u>Hair/make-up/wardrobe</u> | |
| 4. <u>Performers</u> | |

Guidelines for each of the following departments are in addition to the general facility guidelines above.

Buying

- Develop policies and protocols for disinfecting and/or quarantining materials that will be used by the production/event (e.g. costumes) and communicate the policies and protocols to all individuals involved with the buying, receiving, retrieval and storage of such materials.
- These policies and protocols should include procedures for marking and tracking disinfected versus non-disinfected items.

- Identify individuals responsible for these procedures.
 - Whenever possible, purchases should be made in a “contact-less” manner and should avoid cash transactions.
 - Production should consider measures to limit, where possible, in-person contact between buyers and any other crew.
-

Construction

All individuals involved in construction should be familiar with the Ontario government’s [“Construction site health and safety during COVID -19”](#) guidance document.

Physical distancing

See the general guidance regarding [physical distancing](#), and the [general guidelines for facilities](#). Specific considerations for construction may also include:

- establishing separate departmental worker crews (carpentry, scenic art) etc. and avoiding overlap between these crews
- limiting unnecessary on-site contact between workers, as well as between workers and outside service providers
- avoid using construction work areas for storage for other departments

Personal protective equipment (PPE)

All feasible controls must be put in place to maintain distance and to minimize the number of interactions within two metres

Where the work requires close contact between workers, PPE should be available for all workers in these interactions.

See also the general information about [PPE](#).

Equipment and tools

The sharing of equipment and tools between individuals should be avoided. See the general guidance regarding [equipment and supplies](#). Specific considerations for construction may also include:

- encouraging workers to provide as many of the tools they need from their own kit, if possible, and recommending that kit materials not be shared unless properly disinfected between uses
- where shared tools are required, consider providing multiple pieces of the same equipment to limit the frequency with which tools must be shared
- implementing a method (e.g. a dedicated worker) to track the assignment of tools to specific individuals and ensuring that tools are properly disinfected before returning to storage and/or being reassigned.

Food

Protocols for occupancy, hygiene and regular cleaning should be established for any kitchen/eating areas.

Hair/make-up/wardrobe

General

- Have protocols in place regarding receiving materials. See the general guidance regarding equipment and supplies received from external sources.
- Provide signage and training on protocols.

Physical distancing

- Have protocols in place to maintain a physical distance of at least 2 metres within hair, make-up and wardrobe facilities, whenever possible. Such protocols may include:
 - limiting the number of performers that may be in a space receiving styling at a time
 - allotting time before/after working with new performers and at the start of each show, in order to sanitize and meet regulations
 - scheduling fittings to avoid overlap/congestion
 - limiting physical interactions between hair, make-up and wardrobe workers and performers

Personal protective equipment (PPE)

Each person working directly on performers should wash or sanitize their hands before and after working on each performer and must wear appropriate PPE. See also the general information about PPE.

Hygiene

See also the general guidance regarding Personal Hygiene.

- It may be appropriate for hair and make-up artists to wash their arms up to the elbow based on the nature of the work performed and parts of their arms that may be in contact with the performer; avoid wearing clothing or jewelry that covers their wrists to allow for this.
- Provide contactless sanitizer stations in or near hair, make-up and wardrobe areas.
- Eating and drinking should not be permitted by anyone in hair, make-up and wardrobe areas at any time when work is being performed on performers (e.g. makeup application, hair styling, dressing etc.).

Equipment

- Limit instances where multiple individuals will be required to interact with the same equipment or materials. Such measures may include:
 - minimizing the tools and supplies left out on a workstation at any time
 - issuing equipment such as headsets to a single worker to be used exclusively by that worker for the duration of production

Cleaning/disinfection

See the general guidance regarding cleaning and disinfecting.

Have protocols in place to ensure the adequate disinfection of all surfaces, materials and equipment. Such protocols may include:

- providing appropriate disinfectant sprays, wipes, etc. at each station
- disinfecting workstations, including all surfaces, handles, chairs, etc. in between each use
- disinfecting all items that will be in contact with performers between each use, for example hair extensions, wigs and prosthetics
- disinfecting all tools and products in between uses

Hair/make-up

Assess hair/make-up/wardrobe areas (e.g. small dressing rooms) to determine whether they provide adequate ventilation.

Measures to maintain physical distance to the extent possible may include:

- assisted styling for leads only
- performers doing their own hair or make-up, including being directed by a hair or make-up artist from a distance, where appropriate
- performers removing their own make-up, where appropriate
- performers preparing before coming to the workplace (e.g. pre-washing their face, shaving) to shorten chair time
- limiting application times (e.g. 15 minutes or less)
- avoiding styling for child performers, whenever possible
- avoiding or limiting hair and make-up on stage
- limiting the time spent on final checks

Performers may want to use their own personal items to avoid cross contamination. In this case, these items must be disinfected between uses if more than one person touches them.

Hair and make-up artists working directly on performers should wash or sanitize their hands before and after working on each performer.

If gloves are used, new gloves should be applied for each performer and disposed of in the designated containers.

Additional measures to limit instances in which multiple individuals will be required to interact with the same equipment or materials for hair/make-up, may include:

- separate supplies (e.g. make-up, applicators, brushes, hair pins, etc.) for each performer and storing these supplies in separate marked bags
- disposable single-use chair covers for each performer
- a Sanek™ or similar neck strip (a disposable strip to maintain hygiene on the cape neck line) for each performer

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- utilizing sinks that can be operated by elbow/foot/knee, if available
- single use/disposable applicators, brushes or supplies whenever possible, otherwise:
 - keep containers sealed when not in use.
 - no sharing make-up between performers
 - de-pot make-up, whenever possible
 - dispense larger containers into smaller containers for individual use and label.
 - mix make-up (e.g. foundation, powders, lipstick, etc.) on a disposable palette, whenever possible; alternatively, use a separate clean palette for each performer
 - use washable sponges and puffs on a single performer only; clean and disinfect these items each day.
 - never place the applicator back into a shared make-up container once used.
 - arrange for the safe disposal of disposable applicators, etc.
 - Record the cleaning and disinfection protocols for make-up application tools (e.g. brushes, sponges, applicators, pencil sharpeners) and supplies. Increase frequency and review cleaning agents for efficiency in killing viruses.
- Hats and other wardrobe pieces may be brought into the hair and make-up room but not placed on a disinfected workstation.
- At the end of the production, pack out everything brought into the space, except properly recycled or disposed-of products.

PPE

If possible, performers being styled should wear an appropriate mask.

Persons who provide hair and make-up services must wear appropriate PPE:

- Medical mask and face shield. Face shields may be used in addition to, but not instead of, medical masks.
- Disposable gloves (where applicable to the products used)
- Bibbed aprons or disposable gowns.

Wardrobe

- Specific considerations may include:
 - regularly disinfecting wardrobe items that cannot be washed
 - thoroughly cleaning or disinfecting wardrobe items that may need to be shared, or used by an understudy
 - implementing a quarantine period or disinfection protocol, as appropriate, for wardrobe items received from an external source or retrieved from storage
- As a measure to maintain physical distance to the extent possible, and limit instances in which multiple individuals are required to interact with the same

equipment or materials, consider providing wardrobe information as far in advance as possible and permitting performers, including Extras, to wear their own clothing.

- Wardrobe personnel, including dressers, should not “float” through the entire cast.
- Performers may not be able to wear masks in costume. Other workers in close proximity to performers without masks must wear a properly-fitted medical mask and face shield at all times and perform hand hygiene before and after the encounter
- Wardrobe personnel and guardians handling masks or PPE belonging to/removed by child performers should be instructed on safe handling practices.
- Performers should be instructed to dispose of used tissues, lozenges, etc. in trash receptacles, rather than handing them to wardrobe personnel or guardians.
- Disinfection and cleaning of personal tools, equipment, and garments should be done by wardrobe personnel before and after use.
- Additional measures to limit instances in which multiple individuals will be required to interact with the same equipment or materials for wardrobe may include:
 - bagging costumes separately by performer
 - allowing for physical distancing by limiting the number of performers in chorus dressing rooms
 - allowing for physical distancing by limiting the number of people in a single quick change booth
 - having separate wardrobe pieces for understudies and/or swings
 - utilizing underdressed second skin costumes to limit direct contact with wardrobe pieces

Performers

This section applies to all performers.

Guidance for hair, make-up and wardrobe can be found in the Hair, Make-up and Wardrobe section.

Auditions

Conduct remote auditions (e.g. via videoconference or self-tapes), whenever possible. In-person auditions should be limited.

When in-person auditions are unavoidable, eliminate open calls and take steps to maintain physical distancing. Such steps may include:

- assigning arrival times. Do not allow auditionees to enter the facility until scheduled time
- scheduling auditions further apart or in such other manner to avoid congestion and allow for appropriate disinfection between auditions
- limiting the number of casting/production representatives physically present at the audition

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- advising performers to wait outside of the building, for example, in their vehicles, until receiving notification to come inside
- arranging waiting areas to allow for physical distancing

Put appropriate measures in place in circumstances when 2 metres of physical distance cannot be maintained. Such measures should include having performers, and any other individuals unable to maintain this physical distance, wear PPE (e.g. medical masks and face shields).

When in-person auditions are required, put appropriate measures in place to avoid transmission of the virus through the touching of persons, objects or surfaces. Such measures may include:

- assigning an individual with the responsibility for signing in all performers or compiling the performer list when they come into the audition room
- if providing paper copies of scenes, not sharing them between performers and providing a recycle bin for performers to dispose of them
- disinfecting any surfaces touched by a performer in between each audition
- ensuring all casting/production representatives wear masks
- for music auditions, ensuring:
 - there is more than 2 metres' distance between casting/production representatives and the performer (3 metres is recommended for trombones)
 - the accompanist wears a mask.

In rehearsal and studio use

Before rehearsals begin, the employer:

- Shall provide advance communications of policies and procedures related to the prevention of spread of COVID-19 to workers attending rehearsals.
- Shall arrange training based on the policies and procedures in place.
- Shall ensure signage is posted in prominent places specifying occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning and sanitation of shared and personal equipment.

If possible, conduct table readings remotely.

While at the rehearsal facility:

- Respect occupancy limits.
- Only show up for work when healthy and promptly leave the workplace when finished cleaning and disinfecting, as needed.
- Maintain a physical distance of two metres wherever possible.
- Performers arrive appropriately dressed, to reduce the need to use dressing rooms or washrooms.
- Follow general hygiene practices such as frequent handwashing and coughing/sneezing into your elbow.

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- Stagger breaks and meal breaks.
- Only authorized personnel should adjust lights, temperature control, windows, doors, audio/visual equipment, etc.
- Consider changes to artistic vision as needed to comply with health and safety protocols of various health agencies and facility requirements.

Directors and choreographers should direct performer movement while maintaining physical distance and should avoid physically touching performers to move them.

Put measures in place to permit performers to maintain physical distance from other performers, and from other workers, whenever possible. Considerations for such protocols may include:

- reducing or eliminating Extras
- reducing the number of workers in large gathering areas such as backstage and green rooms or other waiting areas. Establish and post occupancy limits. Limit access to essential personnel only.
- marking areas on stages to ensure each worker is assigned a designated area in which they can move about to maintain physical distancing with other workers
- positioning musicians to maximize physical distancing. Playing instruments or singing likely result in greater dispersion of droplets from each worker due to higher intensity breathing in addition to participant movement.
- wherever feasible, having performers put on and adjust their own headphones, in-ear monitor and microphone to ensure physical distancing is maintained.
- providing single-occupancy dressing rooms. For more than one occupant, use larger rooms where physical distancing can be maintained or barriers can be installed. Arrange for at least 2 metres between work stations wherever possible.

Have appropriate measures in place in circumstances when 2 metres of physical distance cannot be maintained. Such measures may include:

- performers wearing masks and face shields whenever possible
- putting a clear barrier between performers, if possible
- requiring any individuals, such as wardrobe personnel, who interact with a performer at a distance of less than two metres to wear a medical mask and face shield and to wash or sanitize hands
- considering measures other than physical distancing and PPE for performances that require close contact between performers, such as intimate or fight scenes. Such measures may include limiting the repetition of physical touching. Discuss protocols with appropriate personnel for performers who have scenes that require closeness or intimacy, and schedule those scenes strategically. Performers have the right to exercise work refusal if close contact (such as hugging, kissing and some stunts) is added without appropriate preplanning and hygiene protocols in place.

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- where performers will touch one another during a scene, requiring the performers to wash or sanitize their hands immediately before and after each scene

Surfaces and objects in rehearsal and performance

Have protocols in place to limit the risk of transmission of the virus due to multiple individuals touching the same surface(s) or object(s). Such protocols may include:

- permitting the performer handling a prop to reset the prop between scenes or runs
- disinfecting props and surfaces between scenes, whenever possible, with special consideration to dance barres, floors and audio equipment.
- wherever possible, keeping props to a minimum

Musicians

Those who can perform with a mask on should do so; all musicians should don a mask at the beginning of each break/intermission and at the end of each call

Once music is distributed by the librarian, each musician should be responsible for their own scores

Singers, wind and brass players

Singing and playing wind and brass instruments are considered higher risk activities because COVID-19 is likely to spread through respiratory droplets and aerosols resulting from deep breathing and forceful exhalation. Environmental factors such as ventilation and air currents may also affect dispersion of droplets and aerosols. There is currently no evidence to determine exactly what a safe distance would be between singers, wind and brass players and others, but greater distances can reduce risk. Research is underway to assess specific risks.

Tips regarding singers, wind and brass players

- There should be extended physical distancing of 3 metres between singers and any other person such as conductors, other musicians and accompanists
- Singers should be positioned side-to-side or back-to-back; avoid performing face-to-face even when 3 metres apart,
- Droplets produced by wind and brass players may be dispersed through ways other than blowing into the instrument such as:
 - Emptying the moisture from the instrument
 - Cleaning out instruments with feathers or swabs
 - Blowing into the tone holes or spit valves to clear out moisture
 - Blowing into the mouthpiece when removed from the instrument to clear out moisture
 - Releasing air from the sides of the mouth
- Methods to address the points above include:

- Emptying the moisture from the instrument into absorbent sheets such as puppy pads, or into a container with absorbent material and ensuring proper disposal
- Considering plexiglass shields between players to limit spray

Stunts

Policies and protocols for productions involving stunts should consider the unique aspects of stunt performance and the specialized equipment and personal gear that is used. Allocate time to adequately clean and disinfect any shared stunt equipment.

Stagehands and other trades and technicians

Physical distancing

Implement practices and procedures to allow for physical distancing of at least 2 metres whenever possible. See the physical distancing sections in the various [Facility Areas](#) and [Departments](#) guidelines.

In addition, specific considerations for technicians may include:

- having performers physically wire themselves for sound, while the stagehand or sound technician provides instruction/direction, rather than requiring physical contact between technician and performer
- requiring stage workers to avoid “hand-offs” as much as possible by putting down items to be picked up by others

Hygiene

Workers should be diligent with respect to handwashing/sanitizing, including washing or sanitizing hands before and after handling equipment, and throughout the day.

Personal protective equipment (PPE)

All feasible controls must be implemented to maintain distance and to minimize the number of interactions within two metres.

Where the work requires close contact between stage workers or between stage workers and cast, PPE should be available for all workers in these interactions. Where needed, PPE will likely consist of a medical mask and eye protection (face shield or goggles).

See also the general information about [PPE](#).

Equipment and materials

The sharing of equipment between individuals should be avoided. See the general guidance regarding [managing equipment and supplies](#). Specific considerations for technicians may also include:

- approving and inspecting props from a distance or via photos

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- ensuring that workers avoid sharing kit pieces that have not been properly disinfected
- setting up protocols to ensure consistency with respect to which worker uses each specific piece of equipment
- setting up a protocol that designated departments may only handle specific pieces of equipment
- instructing individuals not to touch, move, lean against, pick up or otherwise disturb any piece of equipment/object that they are not required to handle

Cleaning/disinfecting

Equipment should be regularly disinfected. See the general guidance under cleaning and disinfecting. Specific considerations for stage workers may also include:

- disinfecting microphones before and after use
- wiping down/disinfecting props and other items that are being handled before and after use
- reviewing technical specifications of equipment and whether certain disinfectants could cause damage to the equipment (for example, whether certain equipment should be disinfected using UV equipment rather than via wipes or liquid disinfectants)
- instructing workers to wipe down/disinfect gear during breaks in activity

Food as a prop

If food is to be used as a prop, have protocols in place to ensure that appropriate steps are taken to ensure that food is prepared/transported in a manner to limit the risk of contamination

Transportation

Limit the risk of potential exposure in situations where there are multiple individuals in a vehicle. Specific protocols for transportation may include:

- ensuring masks are worn in vehicles when multiple individuals are present, even if physical distancing can be maintained.
- ensuring individuals being picked up from outside of the workplace have a mask available to them upon boarding.
- providing hand sanitizer in all vehicles
- keeping the windows down in the vehicle, weather permitting, to improve air circulation
- assigning passenger seating to provide the greatest available spacing, and maintaining consistent seating assignments
- ensuring all personal items are removed from the vehicle each day to aid in cleaning and disinfection

Cleaning/disinfecting

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Ensure that vehicles are disinfected as required. See the general guidance under cleaning and disinfecting. Specific considerations for transportation may also include:

- regularly disinfecting all frequent touch-points such as door handles and window buttons
- thoroughly disinfecting all vehicles at the start or end of each day

Definitions

These definitions are provided for clarity and guidance only and, unless otherwise noted, are not definitions found under the Occupational Health and Safety Act (OHSA) or its regulations.

Medical mask: Originally intended for use by operating room personnel during surgical procedures to protect both the patient and the medical personnel from transfer of microorganisms, bodily fluid, and particulate material.

<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/routine-practices-precautions-healthcare-associated-infections/part-d.html#D.V> It gives higher protection than non-medical masks and is considered part of personal protective equipment in the workplace.

Resources

Where to get information on infection prevention and control

[Contact the local public health unit](#) for questions on workplace infection prevention and control related to COVID-19 infections.

COVID-19 government updates

Stay updated with daily government updates:

- [Government of Ontario](#)
- [Government of Canada](#)
- [Public Health Ontario](#)

Ontario government and agency-issued resources about COVID-19

The [Ontario Ministry of Health](#) is providing consistent updates on the provincial government's response to the outbreak, including:

- status of cases in Ontario

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- current affected areas
- symptoms and treatments
- how to protect yourself and self-isolate
- updated Ontario news on the virus

[Public Health Ontario](#) is providing up-to-date resources on COVID-19, including:

- links to evolving public health guidelines, position statements and situational updates
- synopsis of key articles updating on the latest findings related to the virus
- recommendations for use of personal protective equipment
- information on infection prevention and control
- testing information
- other public resources
- information for [local public health units](#)

Ontario government [Workplace PPE Supplier Directory](#)

Other COVID-19 resources

[Health Canada](#) outlines the actions being taken by the Government of Canada to limit spread of the virus, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

The [World Health Organization](#) updates guidance and information related to the global outbreak and spread beyond Canadian borders.

It also provides the most up-to-date information on:

- current research and development around the virus
- a COVID-19 situation “dashboard”
- emergency preparedness measures
- live media updates on the spread of the virus

[Ontario Workplace Safety & Prevention](#) services has various COVID-19 workplace resources available including a [Post-Pandemic Business Playbook](#).

Ontario Human Rights Commission [Policy Statement on the COVID-19 Pandemic](#)

The National Collaborating Centre for Environmental Health has provided resources on **Physical Barriers for COVID-19 Infection Prevention and Control in Commercial Settings** [link to: <https://ncceh.ca/content/blog/physical-barriers-covid-19-infection-prevention-and-control-commercial-settings>]

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Note: This resource does not replace the *Occupational Health and Safety Act* (OHSA) and its regulations, and should not be used as or considered legal advice. Health and safety inspectors apply the law based on the facts in the workplace.