

Tidemark Theatre

Covid-19 Risk Reduction and Safety Plan

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Tidemark Theatre

Covid-19 Risk Reduction and Safety Plan

OVERVIEW

The Tidemark Theatre is taking measures to reduce or prevent the spread of COVID-19 and to maintain a safe workplace.

We have created the following COVID-19 Risk Reduction and Safety Plan to accomplish this.

This plan will be updated and amended as required as we move through the COVID situation.

Scope:

This plan applies to:

All workers, volunteers, performers, renters, patrons, and the public.

Any work undertaken at the Tidemark Theatre by any individual, contractor or subcontractor.

Criteria:

This plan in is reference to the Phase 3 requirements of the Province of British Columbia regarding Physical Distancing Measures and a maximum of 50 patrons in the audience. The overall attendance capacities are not required to include staff, volunteers or performers.

Enforcement:

Failure to comply with this plan and the associated safety procedures plan may result in eviction from the premises at the discretion of the Executive Director, Technical Director, Assistant Technical Director, Front of House Manager, Technicians, Box Office Manager, or other designated employees of the Tidemark Theatre.

Failure to comply may result in government-imposed fines.

Posting of COVID-19 Risk Reduction and Safety Plan

The COVID-19 Risk Reduction and Safety Plan must be posted on site and on the Tidemark Theatre website, as well as be provided to employees, renters and performers.

Risk Background

The virus which causes Covid-19 spreads in several ways. It can spread in droplets when someone speaks, sneezes, or coughs. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases with proximity to other people. The period of time spent with others, and the more people within a group can also increase the risk of transmission.

The risk of surface transmission increases when many people come in contact with the same surface and when that happens over a short period of time.

Responsibilities of the Employer

Information

The employer shall:

- Involve all employees in the development, review, and updating of this plan.
- Distribute this plan to all employees and clients and make it available to the public.
- Post a copy of this plan will be posted on the Tidemark Theatre website.

Planning

The employer shall:

- Arrange training prior to commencement of work.
- Provide advanced communication of policies and procedures related to the prevention of the spread of COVID-19 to attendees.
- Confirm with artistic groups or individuals that they have reviewed and are actively taking steps to meet safety protocols.
- Ensure that anyone using a protective mask or shield is trained on proper use and disposal of the PPE.

Review

The employer shall:

- Review this plan annually, or as necessary to best reflect the most recent updates provided by public health or other interested parties.
- Keep informed regarding public health best practices and orders when a pandemic has been declared, and will modify this procedure as necessary.

Responsibilities of the Employee

Reporting

The employee shall:

- Stay home when sick, regardless of their position.
- Complete a *Health Declaration*.
- Report any illness or symptoms to their supervisor immediately.

Any suggestions or comments regarding this procedure should be directed to the COVID-19 representative or supervisor.

OCCUPANCY PROTOCOLS

If a worker feels they are being exposed to an undue hazard, they must report the situation to their supervisor, or to the Executive Director if their supervisor is unavailable, or is the person creating the hazard.

We have incorporated strategies for reducing the transmission risks of COVID-19 to safeguard workers.

The following controls will be in effect:

Working Remotely

All employees who can work from home are requested to do so.

These positions include:

Ticket & Rentals Coordinator
Development Co-ordinator
Ticket Centre Clerk
Theatre Publicist
Marketing & Programing Coordinator

The following positions are requested to work from home when possible:

FOH Supervisor
Assistant FOH Supervisor

The Tidemark Theatre will hold monthly staff meetings virtually and will conduct any other group meeting or communication via electronic means.

Physical Distancing

Physical Distancing is the most effective health measure to decrease the transmission of COVID-19

When any workers are required to work in the Tidemark Theatre they must maintain a six-foot (two metre) separation from each other. When it is not possible to maintain this distance, face masks are required by all parties.

Engineering Controls

Plexiglass shields will be installed where staff and volunteers provide sales and where the six-foot (2 metres) distancing is not always possible.

Administrative Controls

The Tidemark Theatre has implemented a number of administrative controls to ensure communication. These include, but are not limited to signage, emails, and pre-event phone calls to patrons. We have installed directional arrows and line-up dots to assist with physical distancing. We encourage online payments over cash and ask patrons to not linger in the lobby. Handwashing/sanitizing is mandatory.

Personal Protective Equipment (PPE)

As recommended, PPE will be utilized as a last resort, only to be implemented if no other options are available. The use of gloves and face masks may be considered where one of the above controls are not possible or effective. Workers must follow the proper usage guidelines included in staff training.

Health Screening

All persons are advised to not enter the Tidemark Theatre if to the best of their knowledge:

- They or anyone in their household has returned from a trip outside of Canada in the past 14 days
- They have had contact with anyone with a confirmed COVID-19 case in the past 14 days
- They or any household members are experiencing any of these symptoms:

Fever above 38°C/100°F
Dry cough

Sneezing Difficulty breathing
Sore throat Diarrhea

If a staff member becomes ill while in the building, we ask that you remove yourself from the facility immediately. If a patron becomes ill while in the building, we ask that they leave the facility immediately. In both cases, immediately contact your supervisor or the General Manager to notify staff. This will allow us to conduct the following:

1. Staff will complete a thorough cleaning of the spaces/equipment where the symptomatic person was. No one will be permitted to enter these spaces or use the equipment until cleaning has been completed.
2. If a patron tests positive for COVID-19, staff will immediately follow directions provided by the General Manager or Vancouver Island Health.

If a staff member believes a patron/staff member is displaying symptoms while at the facility, the patron/staff member will be asked to leave. The following measures will take place:

1. Staff member who requested the patron/staff member to leave will contact their supervisor to inform and document.

2. Patron/Staff member must exit premises as quickly as possible. If immediate departure is not possible, they will be asked to self-isolate in an appropriate area, distancing themselves from other staff and patrons.
3. Staff will complete a thorough cleaning of the spaces/equipment where the symptomatic person was. No one will be permitted to enter these spaces or use the equipment until cleaning has been completed.
4. If patron/staff member tests positive for COVID-19, follow directions provided by Vancouver Island Health.

Handwashing

Handwashing has been identified as an effective method in reducing the risk of transmission of COVID-19.

Staff and Patrons will be required to increase handwashing. Proper handwashing procedures have been posted throughout the facility and handwashing is recommended:

- Upon arrival and before departure of the facility
- Before and after using equipment, and after eating and drinking
- After using the washroom
- After sneezing or coughing

Office Areas

Work from home is requested where possible.

Each workspace/office will have a maximum capacity listed but single occupancy is preferred.

There will be no sharing of workstations.

Telephone calls and videoconferencing are preferred over face-to-face meetings. When face-to-face meeting must occur, all physical distancing and cleaning protocols will be in affect.

Hand sanitizing lotion will be available in all offices, along with sanitary wipes to use to clean common office equipment. Cleaning should happen after each use and the used wipe should be discarded immediately.

All employees shall clean and sanitize their own workstations and equipment at both the beginning and end of day.

Staff is encouraged to stagger breaks and lunch to ensure physical distancing.

Ticket Sales

All ticket sales will be done online or by telephone.

Tickets must be assigned to a specific patron to assist in contact tracing if required. Contact tracing information is confidential and will only be disclosed to public health authorities when requested.

Staff shall confirm that the current phone number is on record with the patron at time of purchase.

Prior to each event, ticket purchasers will be contacted by phone to discuss risk reduction protocols including physical distancing, hand sanitization, face covering requirements, and ingress procedures. A health survey will also be conducted.

Refund Policy (in the event of patron or performer illness)

To encourage patrons to remain at home if unwell or if unable to attend due to the protocols of this plan, a refund or credit will be issued to the patron's account.

If a performance needs to be rescheduled due to an artist's illness, patrons will be offered an exchange for the rescheduled performance, a credit on the patron's account, or a refund.

Live Performances

There shall be NO Public Performances of any type. 16/2/21

~~Health questions will be asked at time of entry to theatre.~~

~~Face masks/face coverings are required while entering and exiting the building, moving through the lobby and auditorium, and when using the washrooms. Once seated in the auditorium masks/face coverings are optional.~~

~~Events will be under 90 minutes and will not include an intermission.~~

Ingress

~~Both front entrance doors will be propped open 30 minutes before show time.~~

~~Patrons will be met outside the front entry by staff/volunteers who will welcome patrons, ask health questions, and request face covers be in place.~~

~~Entry will be denied if illness is apparent or if patrons cannot properly answer the health questions.~~

~~Volunteers will direct patrons to the door for "Have Tickets" or the door for "Will Call".~~

~~Signage for physical distancing and protocols will be in place.~~

~~Volunteers will request patrons to sanitize their hands and suggest that if patrons need to use the washroom to do so before being seated.~~

~~Volunteers will scan tickets and request patrons to proceed directly to the concession line, the pre-order line, or to the ushers to be immediately seated.~~

~~Floor stickers for physical distancing are in place for all possible line-up locations.~~

~~Ushers will lead patrons to either the house right or house left doors, as required, to ensure that patrons will not cross over or in front of other patrons in the house.~~

~~There will be no Coat Check services offered.~~

Washrooms

~~As entering and exiting washrooms is through one narrow hallway, masks are required to mitigate the lack of physical distancing. Patrons will be asked to use the washrooms one at a time. A volunteer will monitor washroom entry and exits and indicate to patrons when it is available for use.~~

~~Hand sanitizing before and after washroom use is required.~~

~~Volunteers to ensure any line-up is physically distanced.~~

House Seating

~~House doors will open at the same time as the front entrance doors to eliminate patrons gathering in the lobby.~~

~~Ushers will lead patrons immediately to their seats and request they take their seats quickly and avoid lingering in the aisles.~~

~~Assigned seating will be in place for all performances in order to maintain physical distancing.~~

~~All unsold seats will remain covered with seat protectors. Only the sold seats will be available sit in to ensure physical distancing and quick seating.~~

~~Patrons must sit only in their assigned seats.~~

~~Ticket software will allow "Pods" of related patrons to sit together in any number (purchased in one transaction) and will automatically restrict sales of any seats within six feet (two metres).~~

~~No seats will be sold within three metres of the performance area.~~

~~Thorough cleaning and disinfecting will be completed between performances.~~

Egress

~~House and front entry doors will be propped open.~~

~~FOH Staff or performer will address audience at the end of the performance instructing them to replace their masks and remain seated until the ushers direct them to stand and exit. Patrons will be discouraged from gathering in the lobby and will be asked to move directly from their seats to the exits.~~

~~Ushers will direct the patrons nearest the back of the House to exit first. After which, ushers will direct the following groups to exit at regular intervals to maintain physical distancing. This will eliminate patrons passing those that are still seated.~~

~~Volunteers in the lobby will encourage patrons to keep moving towards the exit to ensure physical distancing is maintained.~~

Cleaning and Sanitizing

The Tidemark Theatre has implemented new protocols for the cleaning and sanitizing of the entire building, including increased frequency for high touch areas.

Please refer to Appendix D

Maximum Room Capacities

Main Floor

Ticket Centre	2	Lobby	40
Men's Washroom	1	Women's Washroom	1
House	50	Green Room	5
Men's Dressing Room	2	Women's Dressing Room	2
Pit	5	Stage	15
Stage Right Wing	2	Stage Left Wing	5
Hallways are for passing through only			

2nd Floor

Control Room	2	Temp. Audio Room	2
Men's Washroom	1	Women's Washroom	1
Meeting Room	5	Offices	2
Hallways are for passing through only			

Tidemark Theatre Covid-19 Risk Reduction and Safety Plan

Appendix A Technical

Scope

This section will apply to all House Technicians, Road Crew Technicians, Performers, Stage Managers, and Tour Managers.

Risk Assessment

The risks associated with the technical duties have been identified as:

- Close contact with others
- Frequent or shared contact equipment

Basic Protocols

The relevant information contained in the Tidemark Theatre COVID-19 Risk Reduction and Safety Plan will be added to the Pre-Show Safety Briefing conducted by the Crew Chief with incoming renters and artists prior to each event.

All crew and renter personnel will complete a Health Declaration with their name and contact number.

Health Screening

All persons are advised to not enter the Tidemark Theatre if to the best of their knowledge:

- They or anyone in their household has returned from a trip outside of Canada in the past 14 days
- They have had contact with anyone with a confirmed COVID-19 case in the past 14 days
- They or any household members are experiencing any of these symptoms:

Fever above 38°C/100°F
Dry cough

Sneezing Difficulty breathing
Sore throat Diarrhea

If a staff member becomes ill while in the building, we ask that you remove yourself from the facility immediately. If a patron becomes ill while in the building, we ask that they leave the facility immediately. In both cases, immediately contact your supervisor or the General Manager to notify staff. This will allow us to conduct the following:

1. Staff will complete a thorough cleaning of the spaces/equipment where the symptomatic person was. No one will be permitted to enter these spaces or use the equipment until cleaning has been completed.
2. If a patron tests positive for COVID-19, staff will immediately follow directions provided by the General Manager or Vancouver Island Health.

If a staff member believes a patron/staff member is displaying symptoms while at the facility, the patron/staff member will be asked to leave. The following measures will take place:

1. Staff member who requested the patron/staff member to leave will contact their supervisor to inform and document.
2. Patron/Staff member must exit premises as quickly as possible. If immediate departure is not possible, they will be asked to self-isolate in an appropriate area, distancing themselves from other staff and patrons.
3. Staff will complete a thorough cleaning of the spaces/equipment where the symptomatic person was. No one will be permitted to enter these spaces or use the equipment until cleaning has been completed.
4. If patron/staff member tests positive for COVID-19, follow directions provided by Vancouver Island Health.

Physical Distancing

Physical Distancing is the most effective health measure to decrease the transmission of COVID-19

When any workers are required to work in the Tidemark Theatre they must maintain a six-foot (two metre) separation from each other. When it is not possible to maintain this distance, face masks are required by all parties.

Performers **must wear a face mask at all times unless it directly impedes their ability to perform, ie. Singing or playing a wind instrument. 16/2/21**
~~must always maintain, at minimum, a three-metre distance from the audience. This means that at no time may a performer go into the House or go through the House to get to the Lobby or the FOH desk when the audience is in place.~~

No member of the audience is permitted to go onto the stage or into the Green Room at any time.

Responsibilities of the Employer

Information

The employer shall:

- Involve all employees in the development, review, and updating of this plan
- Distribute this plan to all employees and clients, and make it available to the public.
- Post a copy of this plan will be posted on the Tidemark Theatre website

Planning

The employer shall:

- Arrange training prior to commencement of work.
- Provide advanced communication of policies and procedures related to the prevention of the spread of COVID-19 to attendees.
- Confirm with artistic groups or individuals that they have reviewed and are actively taking steps to meet safety protocols.
- Ensure that anyone using a protective mask or shield is trained on proper use and disposal of the PPE.

Review

The employer shall:

- Review this plan annually, or as necessary to best reflect the most recent updates provided by public health or other interested parties.
- Keep informed regarding public health best practices and orders when a pandemic has been declared and will modify this procedure as necessary.

Responsibilities of the Employee

Reporting

The employee shall:

- Stay home when sick, regardless of their position.
- Complete a *Health Declaration*.
- Report any illness or symptoms to their supervisor immediately.

Any suggestions or comments regarding this procedure should be directed to the COVID-19 representative or supervisor.

Areas

Green room

Performers and crew will be required to follow the Room Capacity signage for the Green Room and Dressing Rooms.

Keep 6 feet (2 metres) physical distance from others.

Keep shared areas clean, including counters, tables, refrigerator, and, if necessary, common cups, dishes, and utensils.

Sanitize surfaces and appliances after use.

Wash hands again before returning to work.

Control Room

The Control Room is for technical staff only. Client SM or LD may be permitted at staff discretion.

Six feet (2 metres) physical distancing will be observed when possible. Face masks will always be worn when more than one person is in the room.

At the beginning and the end of each shift wipe down all tools, consoles, light surfaces, switches, and doorknobs.

Hand sanitizer is supplied in the Control Room and shall be used often in between hand washings.

Stage

Six feet (2 metres) distancing from each other and performers shall be observed at all times.

House crew shall offer guidance to performers entering & exiting the stage.

Tape off worker-only areas as required.

Hand Sanitizer and cleansing wipes are available on stage.

Face masks must be worn for procedures that involve working closely with others.

Create and protect your own personal space.

Risk Reduction Protocols

Engineering Controls

Physical Distancing.

Administrative Controls

We have implemented a number of administrative controls to ensure communication through signage, emails, and pre-event phone calls to patrons. We have installed directional arrows/line up dots to assist with physical distancing. We encourage online payments over cash and ask patrons to not linger in the lobby. Handwashing/sanitizing is mandatory.

Personal Protective Equipment (PPE)

As recommended, PPE will be utilized as a last resort, only to be implemented if no other options are available. The use of gloves and face masks may be considered where one of the above controls are not possible or effective. Workers must follow the proper usage guidelines included in staff training.

Load-in

All crew and performers to enter and exit the building via the Stage Door or the Alley House Door only.

Six feet (two metres) distancing from each other and performers will be observed at all times.

House technicians will not handle personal musical equipment.

The stage layout will be pre-set before scheduled performer/artist arrival time.

Strike

Before strike begins, performers are to remove clothing/personal belongings/beverage containers, etc. from stage area.

Performers are to leave the stage area before crews begin striking house gear and equipment.

Use extra precautions during strike, including physical distancing and more frequent handwashing and sanitizing.

Remove microphones, cables, and stands and wipe the exterior surfaces with supplied wipes. Sanitize hands after wiping everything down.

Damp wash risers before putting them away.

Appendix B Performer/Client

Scope

This section will apply to all Road Crew Technicians, Performers, Stage Managers and Tour Managers.

Risk Assessment

The risks associated with the Performers/Clients have been identified as:

- Close contact with others.
- Frequent or shared contact equipment.

Basic Protocols

The relevant information contained in the Tidemark Theatre COVID-19 Risk Reduction and Safety Plan will be added to the Preshow Safety Briefing conducted by the Crew Chief with incoming renters and artists prior to each event.

All crew and renter personnel will complete a *Health Declaration* with their name and contact number.

Health Screening

All persons are advised to not enter the Tidemark Theatre if to the best of their knowledge:

- They or anyone in their household has returned from a trip outside of Canada in the past 14 days
- They have had contact with anyone with a confirmed COVID-19 case in the past 14 days
- They or any household members are experiencing any of these symptoms:

Fever above 38°C/100°F
Dry cough

Sneezing Difficulty breathing
Sore throat Diarrhea

If a staff member/performer/client becomes ill while in the building, we ask that you remove yourself from the facility immediately. In both cases, immediately contact your supervisor or the General Manager to notify staff. This will allow us to conduct the following:

1. Staff will complete a thorough cleaning of the spaces/equipment where the symptomatic person was. No one will be permitted to enter these spaces or use the equipment until cleaning has been completed.

2. If a performer/client tests positive for COVID-19, staff will immediately follow directions provided by the General Manager or Vancouver Island Health.

If a staff member believes a performer/client/staff member is displaying symptoms while at the facility, the performer/client/staff member will be asked to leave. The following measures will take place:

1. Staff member who requested the performer/client/staff member to leave will contact their supervisor to inform and document.
2. Performer/client/staff member must exit premises as quickly as possible. If immediate departure is not possible, they will be asked to self-isolate in an appropriate area, distancing themselves from other staff and patrons.
3. Staff will complete a thorough cleaning of the spaces/equipment where the symptomatic person was. No one will be permitted to enter these spaces or use the equipment until cleaning has been completed.
4. If performer/client/staff member tests positive for COVID-19, follow directions provided by Vancouver Island Health.

Physical Distancing

Physical Distancing is the most effective health measure to decrease the transmission of COVID-19

When any workers are required to work in the Tidemark Theatre they must maintain a six-foot (two metre) separation from each other. When it is not possible to maintain this distance, face masks are required by all parties.

Performers **must wear a face mask at all times unless it directly impedes their ability to perform, ie. Singing or playing a wind instrument. 16/2/21**
~~must always maintain, at minimum, a three-metre distance from the audience. This means that at no time may a performer go into the House or go through the House to get to the Lobby or the FOH desk when the audience is in place.~~

~~No member of the audience is permitted to go onto the stage or into the Green Room at any time.~~

Responsibilities of the Employer

Information

The employer shall:

Distribute the Tidemark Theatre COVID-19 Risk Reduction and Safety Plan to Performers and Clients in advance.

Planning

The employer shall:

- Provide advanced communication of policies and procedures related to the prevention of spread of COVID-19 to attendees, performers, and clients.
- Confirm with artistic groups or individuals that they have reviewed and are actively taking steps to meet safety protocols.
- Ensure that anyone using a protective mask or shield is trained on proper use and disposal of the PPE.

Review

The employer shall:

- Review this plan annually, or as necessary to best reflect the most recent updates provided by public health or other interested parties.
- Keep informed regarding public health best practices and orders when a pandemic has been declared, and will modify this procedure as necessary.

Responsibilities of the Worker

Reporting

The employee shall:

- Stay home when sick, regardless of their position.
- Complete a *Health Declaration*.
- Report any illness or symptoms to their supervisor immediately.

Any suggestions or comments regarding this procedure should be directed to the COVID-19 representative or supervisor.

Risk Reduction Protocols

Substitution Controls

Request performers to bring as much of their own gear as possible and have them set it up.

Engineering Controls

Physical Distancing.

Administrative Controls

We have implemented a number of administrative controls to ensure communication through signage, emails, and pre-event phone calls to patrons. We have installed directional arrows/line up dots to assist with physical distancing. We encourage online payments over cash, and ask patrons to not linger in the lobby. Handwashing/sanitizing is mandatory.

Personal Protective Equipment (PPE)

As recommended, PPE will be utilized as a last resort, only to be implemented if no other options are available. The use of gloves and face masks may be considered where one of the above controls are not possible or effective. Workers must follow the proper usage guidelines included in staff training.

Notes:

Before arriving at the performance or rehearsal space:

- As able ensure persons using transit, shuttles, car-sharing, ridesharing and/or tour buses adhere to all protocols in place. Any client procedures (tour protocols) should be communicated with the venue in advance.
- Provide to the Tidemark Theatre, in advance, a complete list of names and contact numbers of performers, technical crew, and any other participants.
- This should include volunteer crew and performers for the purpose of contact tracing.

While at the venue, performers and rental clients are expected to:

- **Wear a face mask at all times unless it directly impedes their ability to perform, ie. Singing or playing a wind instrument. 16/2/21**
- Respect occupancy limits
- Only arrive on site when you are healthy, and leave when finished cleaning and disinfecting (as needed)
- Maintain physical distancing, by staying six feet (2 metres) apart whenever possible.
- Disinfect commonly touched tools and surfaces, with which you interact. Special considerations: dance barres, floors, audio equipment.
- Follow general hygiene practices such as frequent handwashing and coughing/sneezing into your elbow.
- Pack out everything that you brought into the space, except for properly recycled or disposed of products.
- Stagger breaks and eating opportunities.
- Only authorized persons may adjust lights, temperature control, windows, doors, audio/video equipment, etc. If you don't know then you are not authorized.
- Consider changes to artistic vision as needed to comply with health and safety protocols of various agencies and facility requirements.

Appendix C Equipment

Scope

This section applies to everyone required to make use of shared, house, rental, or personal equipment, anytime whether employee, volunteer, or contractor.

Responsibilities of the Employer

Information

The employer shall:

Distribute the Tidemark Theatre COVID-19 Risk Reduction and Safety Plan to Performers and Clients in advance.

Planning

The employer shall:

- Provide advanced communication of policies and procedures related to the prevention of spread of COVID-19 to attendees, performers, and clients.
- Confirm with artistic groups or individuals that they have reviewed and are actively taking steps to meet safety protocols.
- Ensure that anyone using a protective mask or shield is trained on proper use and disposal of the PPE.

Review

The employer shall:

- Review this plan annually, or as necessary to best reflect the most recent updates provided by public health or other interested parties.
- Keep informed regarding public health best practices and orders when a pandemic has been declared, and will modify this procedure as necessary.

Responsibilities of the Worker

Reporting

The employee shall:

- Stay home when sick, regardless of their position.
- Complete a *Health Declaration*.
- Report any illness or symptoms to their supervisor immediately.

Any suggestions or comments regarding this procedure should be directed to the COVID-19 representative or supervisor.

Risk - Various microphones, headsets, cameras, and related equipment

Controls

- Elimination:
 - Only use microphones, headsets, cameras, and other equipment as needed.
- Substitution:
 - Use boom or shotgun microphones when able to separate the performer, artist, or musician from the equipment.
- Engineering:
 - Determine if barriers may be used, such as disposable muff covers for headsets, or personal foams on vocal microphones.
- Admin:
 - Refer to and implement manufacturer directions regarding sanitization of audio or other consoles and equipment on site.
 - Assign each person to their own microphone.
 - Clean all equipment after use.
 - Quarantine equipment (minimum three days) to ensure any virus is inactive. Use this in combination with cleaning.
 - Be sure to include training and communication on these protocols
- PPE:
 - Use face masks or shields to separate performers and crew from microphones if possible.

Risk - Musical instruments, spit-valves

Controls

- Elimination:
 - Physical distancing between musicians.
- Substitution:
 - N/A
- Engineering:
 - Install barriers between musicians where possible.
- Admin:
 - Only the musician playing the instrument is permitted to touch, play, or move the instrument and protective cases.
 - Ensure the risers and floors are cleaned where spit-valves may have contaminated the surface.
- PPE:
 - Use face masks or shields to separate performers and crew from each other and the spread of droplets through sweat or other fluids if possible.

Risk - Hand Props, Wardrobe, and Wigs

Controls

- Elimination:
 - Determine if the props, wardrobe, and/or wigs are necessary for the effect. Eliminate those that are not.
- Substitution:
 - Not possible. However, depending on the effect, other options may be available
- Engineering:
 - Reduce props that require interaction from cast or artists (especially props that would be interacted with by multiple users).
- Admin:
 - Only the props master or artist who interacts with the prop is authorized to touch, use, clean, and store the prop.
 - Be sure to include training and communication on these protocols.
- PPE:
 - Consider whether masks, shields, or gloves should be worn for handling and interacting with the props or wardrobe.

Risk - Scenery and Floors (Dance)

Controls

- Elimination:
 - Determine if the scenery is necessary for the effect. Eliminate those that are not.
- Substitution:
 - Not possible. However, depending on the effect, other options may be available.
- Engineering:
 - Reduce scenery as much as possible.
- Admin:
 - As possible, only the crew should interact with scenery. Frequently contacted areas (such as ladders or handles for adjustment) are restricted to authorized personnel only.
 - Be sure to include training and communication on these protocols.
- PPE:
 - Consider whether masks, shields, or gloves should be worn for handling and interacting with the scenery or dance floors.

0Risk - Fog and haze

Controls

- Elimination:
 - Eliminate use of fog and haze if possible.
- Substitution:
 - Not possible.
- Engineering:
 - Create physical barriers to zones where fog or haze may be concentrated.
- Admin:
 - Limit the amount of time the fog or haze machine operates.
 - Limit the number of people responsible for the machine.
 - Limit access to areas where the fog or haze machine is in operation.
 - Include training and communication on these protocols.
- PPE:
 - Consider whether masks, shields, or gloves should be worn.

Risk - Personal tools

Controls

- Elimination:
 - Not possible.
- Substitution:
 - Not possible.
- Engineering:
 - Promote individualized tool cribs (places to store tools) that reduce multiple user opportunities.
- Admin:
 - Only the owner of the tool interacts with it.
 - Request colour coding tools: Blue = Gord, Green = Hugh, Yellow = Laura
 - Clean and disinfect after use.
- PPE:
 - Consider whether masks, shields, or gloves should be worn for handling and interacting with personal tools.

SAFE WORK PROCEDURE

The most recent information indicates that current cleaning, disinfection, and sanitization protocols may be adequate.

- Maintain a schedule of who is cleaning, what they are cleaning, when they are cleaning it, and how it is being cleaned.

Follow instructions from your supervisor.

Implement the following controls to reduce or eliminate the risk:

Hazard Identified:	Risks Associated (from Risk Assessment)	Risk Rating (with controls in place)	Controls (summary from Risk Assessment)
Equipment	Various microphones, headsets, cameras, and related equipment	Medium	<p>Elimination: Only use as needed</p> <p>Substitution: Boom supported microphones</p> <p>Engineering: Physical distancing, personal foams, or muff covers</p> <p>Administrative: Safe Work Procedure and signage, training</p> <p>Personal Protective Equipment: face masks, gloves</p>
Equipment	Musical instruments, spit-valves	Medium	<p>Elimination: Physical distancing between musicians</p> <p>Substitution: Pre-recorded audio</p> <p>Engineering: Physical distancing, barriers</p> <p>Administrative: Safe Work Procedure & signage, training, limit access to single users</p> <p>Personal Protective Equipment: face masks, gloves</p>
Equipment	Hand props, wardrobe, and wigs	Low	<p>Elimination: Eliminate unnecessary props, wardrobes, or wigs</p> <p>Substitution: Use props and wardrobe requiring less contact</p> <p>Engineering: Reduce interaction with props, especially for multiple users</p> <p>Administrative: Safe Work Procedure & signage, training, limit access to single (few) cast and prop master</p>

			Personal Protective Equipment: face masks, gloves
Hazard Identified:	Risks Associated (from Risk Assessment)	Risk Rating (with controls in place)	Controls (summary from Risk Assessment)
Equipment	Scenery and floors (dance)	Low	Elimination: Eliminate unnecessary scenery Substitution: Use scenery that doesn't require as much contact Engineering: Create barriers around scenery Administrative: Safe Work Procedure & signage, training Personal Protective Equipment: face masks, gloves
Equipment	Fog and haze	Low	Elimination: Eliminate fog and haze Substitution: Not possible Engineering: Create barriers around fogged or hazed areas Administrative: Safe Work Procedure & signage, training Personal Protective Equipment: face masks, gloves
Equipment	Personal tools	Low	Elimination: Not possible Substitution: Not possible Engineering: Create personal tool cribs to reduce number of users of one's personal tools Administrative: Safe Work Procedure & signage, training Personal Protective Equipment: face masks, gloves

Tidemark Theatre Covid-19 Risk Reduction and Safety Plan

Appendix D Cleaning and Sanitizing

Tidemark Theatre Pandemic Cleaning Protocols

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Information

Did you know?

- The best way to prevent the spread of infectious disease is proper hand washing
- Wash your hands frequently with soap and water for a minimum of 20 seconds
- Wearing gloves while cleaning will help protect you from harsh chemicals and potential pathogens.
- Change gloves regularly to ensure they do not transfer dirt or pathogens.
- Ensure proper glove protocol when donning and doffing gloves.
- Microfibre clothes are among the best tools for cleaning, however, if they are not changed regularly, they could transfer dirt and pathogens.
- Use green clothes for high touch areas and red clothes for bathrooms.
- Floors, windows, and mirrors are low contact areas, which means a good cleaning will suffice.
- The exception to that rule is the stage floor. As performers constantly use all parts of the stage, it is important to thoroughly clean the stage. Refer to Zone 5 for specifics.

Dwell time

- A dwell time, or contact time, is the amount of time disinfectants need to remain wet on surfaces to properly disinfect.
- Dwell time varies depending on the product.
- Percept (one of our disinfectants) requires 30 seconds of dwell time on a non-food contact surface to sanitize. In order to fully disinfect, it requires five minutes of dwell time.
- Bleach also has a dwell time of at least five minutes, depending on the concentration.
- Remember to follow proper dilution ratios for any disinfectant. If products are improperly diluted, they could be ineffective.

For proper hand washing and glove and mask protocols, please refer to posted information in the janitor's closet.

Tidemark Theatre Covid-19 Cleaning Protocols for Opening to the Public

Box Office:

Regular Ticket Centre hours with public able to enter the building.

Most of the research states that the biggest form of transmission for Covid-19 is through the air, specifically in places with little to no ventilation, or with ventilation that moves the air back and forth in a concentrated area. That being said, when we open the box office up to the public, the following steps are important.

1. Prop open the front doors and the handicap ramp door to allow for good air flow, as well as to reduce touch points.
2. Designate one set of doors at the front of the building for entrance, and the other for exit.
3. Set up a sanitizing/hand washing station at the front door and potentially the same for the exit.
4. Use stanchions through the middle of the lobby, from the top of the stairs, to create at least a two-metre space between those entering the line, those in the line, and those leaving the line.
5. Additionally, use tape to mark two-metre intervals along the queuing area, so people can clearly see where to stand.
6. Remove the table from in front of the box office and provide the box office attendant with sanitation supplies in order to wipe down the counter in between each customer
7. Remove any additional furniture from the allocated queuing area. Stanchion off the remaining lobby.
8. Stanchion off the bathrooms from public use, as we cannot guarantee adhering to social distancing without a monitor.

A custodian will be scheduled in the morning on the days after the box office is in full use.

Full Theatre:

When we are producing shows at the theatre, there may be multiple different scenarios that we face. This may include being open with a limited audience, with only artists and staff, or with only staff. As such, I have broken the theatre down into different zones. For each show, we can compile the zones that will be used, based on need, in order for the custodian to focus on the areas that have been used.

The zones are as such:

- Zone 1a: Lobby
 - o Which includes: front doors, entrance, lobby, box office, mother's room, recycling room, all lobby furniture, all doors leading into/out of the lobby, light switches
- Zone 1b: Lobby
 - o Which includes: front doors, entrance, lobby, box office, mother's room, recycling room, all lobby furniture, all doors leading into/out of the lobby, light switches
 - o AND concession, concession closet, coatroom
- Zone 2: Lobby Washrooms
 - o Which includes: women's washroom, men's washroom, hallway leading to the two
- Zone 3: House
 - o Which includes: the house, doors leading to and from the house, light switches, all used seats and seats within a two-metre radius of those which were used
- Zone 4: Green Room
 - o Which includes: the greenroom, women's changeroom and washroom, men's changeroom and washroom, light switches, stage door entrance area, doors leading to and from the greenroom
- Zone 5: Stage
 - o Which includes: stage area, all doors leading to and from the stage, stage access areas, light switches
- Zone 6: Orchestra Pit
 - o Which includes: orchestra pit, doors leading to and from the area, light switches, stairs and hallway
- Zone 7: Tech
 - o Which includes: lighting booth, sound booth, monitor's area on stage, doors leading to and from these areas, light switches, railings and doors in both stairwells
- Zone 8: Upstairs Washrooms
 - o Which includes: men's washroom, women's washroom, doors leading to and from these areas, light switches
- Zone 9: Offices
 - o Which includes: all offices, copy room, doors leading to and from these areas, light switches
- Zone 10: Boardroom

- Which includes: boardroom, doors leading to and from this area, light switches
- Zone 11: Upstairs Common Room
 - Which includes: common room, light switches

Theatre Zones:

Zone 1: Depending on the type of service offered during a show, either Zone 1a or Zone 1b will apply.

Zone 1a: Lobby

This zone includes the following areas: front doors, entrance, lobby, box office, mother's room, recycling room, all lobby furniture, all doors leading into/out of the lobby, light switches.

Regular cleaning and sanitation procedures will be followed to ensure the area is clean and safe for all occupants.

1. Remove all garbage from garbage cans to recycling room and replace bags. Remove recycling and garbage from box office to recycling room and replace bags.
2. Vacuum full lobby floor, including mat at front doors, and mother's room floor.
3. Sweep box office, recycling room, and move mat at front doors and sweep area.
4. With hot water and neutral cleaner, mop box office, recycling room, and front entrance way. Ensure safety by using wet floor signs.
5. Using the all-purpose cleaner wipe down all door handles, doors, automatic door buttons, light switches, railings, surfaces (including front concession counter), mother's room chairs and railing, and water fountain.
6. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner to remove any streaks left behind by the sanitizing product.
7. Using the window cleaner, wipe down all glass surfaces, including front doors, handicap accessible door, round windows on house doors, window in mother's room.

Zone 1b: Lobby with Concession in use

This zone includes all areas mentioned in Zone 1a **PLUS** the concession, concession closet, and coatroom.

Regular cleaning and sanitation procedures will be followed to ensure the area is clean and safe for all occupants.

1. Follow the above stated list for Zone 1a.
2. Remove all garbage and recycling from concession to recycling room and replace bags.
3. Sweep concession, concession closet, and coatroom closet.
4. With hot water and neutral cleaner mop concession, concession closet, and coatroom. Ensure safety by using wet floor signs.
5. Using the all-purpose cleaner wipe down all door handles and doors that lead to or from the concession, concession closet, and coatroom. Use the same cleaner

to wipe down concession counters, cupboard handles, faucets, paper towel and soap dispensers, fridge handles (including fridge in concession closet), dishwasher front, and stools.

6. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner to remove any streaks left behind by the sanitizing product.
7. Check all dispensers and refill paper towel, and soap as required.

Zone 2: Lobby Washrooms

This zone includes the following areas: Zone 2: women's washroom, men's washroom, hallway access leading to the washrooms, light switches.

Regular cleaning and sanitation procedures will be followed to ensure the area is clean and safe for all occupants.

1. Remove all garbage from garbage cans to recycling room and replace bags.
2. Vacuum hallway area leading to the washrooms.
3. Sweep floors in both washrooms.
4. With hot water and neutral cleaner, mop both washrooms. Ensure safety by using wet floor signs.
5. Using the all-purpose cleaner wipe down all door handles, doors, automatic door buttons, light switches, surfaces, faucets, sinks, soap dispensers, toilet paper dispensers, paper towel dispensers (including stainless steel dispensers), railings, and stall doors and locks.
6. Using the toilet bowl cleaner, clean all toilet bowls and urinals.
7. Using the bathroom cleaner, clean all toilets including flushing handles, seats, and bowls.
8. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner, bathroom cleaner, or stainless-steel cleaner to remove any streaks left behind by the sanitizing product.
9. Using the window cleaner, wipe down all mirrors.
10. Check all dispensers and refill toilet paper, paper towel, and soap as required.

Zone 3: House

This zone includes the house, doors leading to and from the house, light switches, all used seats and all seats within a two-metre radius of those which were used.

Regular cleaning and sanitation procedures will be followed to ensure the area is clean and safe for all occupants.

1. Vacuum house floor, including stairs leading to the stage, and stairs leading into hallway.
2. As required, mop floor between house seats with hot water and neutral cleaner.
3. Refer to a seating chart to determine which seats were occupied during the show. Using a sanitizing product (percept or properly diluted bleach mixture), wipe down all used seats (armrests, backs, front, sides) and any seats within a two-metre radius of the used seats.
4. Using the all-purpose cleaner, wipe down all surfaces, light switches, and doors leading to and from the house.
5. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner to remove any streaks left behind by the sanitizing product.

Zone 4: Green Room

This zone includes the greenroom, women's changeroom and washroom, men's changeroom and washroom, light switches, stage door entrance area, and doors leading to and from the greenroom.

1. Turn on fans (switches are located behind the changeroom doors)
2. Remove all garbage from garbage cans to recycling room and replace bags.
3. Vacuum rug, stairs, and mats by door.
4. Sweep green room, both changerooms, and both washrooms.
5. With hot water and neutral cleaner, mop the greenroom, both changerooms, both washrooms, and stage door entrance area. Ensure safety by using wet floor signs.
6. Using the all-purpose cleaner wipe down all door handles, doors, railings, light switches, counters, tables, surfaces, faucets, sinks, toilet paper dispensers, paper towel dispensers, soap dispensers, stall doors and stall locks. Also wipe fridge down fridge handles, fridge doors, and inside of fridge. Wipe down the alarm code box.
7. Using the toilet bowl cleaner, clean all toilet bowls and urinals.
8. Using the bathroom cleaner, clean all toilets including flushing handles, seats, and bowls.
9. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner, bathroom cleaner, or stainless-steel cleaner to remove any streaks left behind by the sanitizing product.
10. Using the window cleaner, wipe down all mirrors.
11. Using Tilex Mold and Mildew spray down the shower stalls. Let sit for ten to fifteen minutes. Scrub with long handled scrub brush. Rinse with a bucket and hot water.
12. Check all dispensers and refill toilet paper, paper towel, and soap as required.
13. Turn off fans.

Zone 5: Stage and Stage Access

This zone includes the stage area, all doors leading to and from the stage, plus the backstage access to the stage.

Regular cleaning and sanitation procedures will be followed to ensure the area is clean and safe for all occupants.

1. Remove all garbage and recycling from garbage cans and recycling bins to recycling room and replace bags. Check the whole stage area, as there are often multiple garbage cans in use.
2. Vacuum mats in hallway leading to stage.
3. Move mats. Sweep hallway and ramp leading to stage.
4. With hot water and neutral cleaner, mop the hallway access to stage. Ensure safety by using wet floor signs.
5. Using the all-purpose cleaner wipe down all light switches, door handles and doors in hallway and leading to and from the stage. Wipe down all surfaces on the stage, including the light controls.
6. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner to remove any streaks left behind by the sanitizing product.
7. Sweep the stage, including the wings, using the dry mop on the stage.
8. Run the floor cleaning machine over the entire stage area. Use neutral cleaner in the water reserve. Ensure safety by using wet floor signs.
9. Follow up by using the mop and bucket from the stage, with hot water with neutral cleaner, to re-mop the entire stage area. Ensure safety by using wet floor signs.

Zone 6: Orchestra Pit

This zone includes the orchestra pit, stairs and hallway leading to it, door handles, handrails, and light switches.

Regular cleaning and sanitation procedures will be followed to ensure the area is clean and safe for all occupants.

1. Remove all garbage and recycling from garbage cans and recycling bins to recycling room and replace bags.
2. Sweep stairs, hallway, and orchestra pit
3. With hot water and neutral cleaner, mop stairs, hallway and orchestra pit. Ensure safety by using wet floor signs.
4. Using the all-purpose cleaner, wipe down all door handles, doors, railings, light switches and all surfaces.
5. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner to remove any streaks left behind by the sanitizing product,

Zone 7: Tech

This zone includes the lighting booth, sound booth, monitors' area on stage, light switches, doors leading to and from these areas, and the railings and doors in both stairwells leading upstairs.

Regular cleaning and sanitation procedures will be followed to ensure the area is clean and safe for all occupants.

1. Remove all garbage and recycling from garbage cans and recycling bins to recycling room and replace bags. **NOTE:** There is one garbage can in the sound booth, and one recycling bin and one garbage in the lighting booth.
2. As needed, vacuum sound booth and carpeted staircase.
3. Sweep lighting booth and back staircase.
4. As required, mop back staircase and floor in lighting booth with hot water and neutral cleaner. Ensure safety by using wet floor signs.
5. Using the all-purpose cleaner wipe down all door handles, doors, and railing leading to and from the tech areas. This includes the railings and doors in both stairwells. Also wipe down surfaces in the sound and lighting booths. **DO NOT WIPE DOWN TECHNICAL EQUIPMENT.** The techs will take care of any equipment they use.
6. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner to remove any streaks left behind by the sanitizing product.

Zone 8: Upstairs Washrooms

This zone includes the men's washroom, women's washroom, and the hallway and doors leading to and from these areas.

Regular cleaning and sanitation procedures will be followed to ensure the area is clean and safe for all occupants.

1. Remove all garbage from garbage cans to recycling room and replace bags.
2. Vacuum hallway area leading to the washrooms.
3. Sweep floors in both washrooms.
4. As necessary, mop both washrooms with hot water and neutral cleaner. Ensure safety by using wet floor signs.
5. Using the all-purpose cleaner wipe down all door handles, doors, automatic door buttons, surfaces, faucets, sinks, soap dispensers, toilet paper dispensers, paper towel dispensers, and stall doors and locks.
6. Using the toilet bowl cleaner, clean all toilet bowls and urinals.
7. Using the bathroom cleaner, clean all toilets including tanks, seats, and bowls.
8. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner or bathroom cleaner to remove any streaks left behind by the sanitizing product.
9. Using the window cleaner, wipe down all mirrors.
10. Check all dispensers and refill toilet paper, paper towel, and soap as required.

Zone 9: Offices

This zone includes all offices, copy room and doors leading to and from these areas. NOTE: If the sign in sheets are still in use, check to see which offices were used and which require cleaning, and then mark the date and initial when you have finished cleaning it.

Regular cleaning and sanitation procedures will be followed to ensure the area is clean and safe for all occupants.

1. Remove all garbage and recycling from garbage cans and recycling bins to recycling room and replace bags.
2. Vacuum all offices floors, copy room floor, and hallway between the offices.
3. Using the all-purpose cleaner wipe down all door handles, doors, light switches, desks, surfaces, windowsills and any chair armrests that are not made of fabric.
4. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner to remove any streaks left behind by the sanitizing product.
5. Using the window cleaner, wipe down all glass surfaces, including windows and glass table tops.

Zone 10: Meeting Room

This zone includes the boardroom and doors leading to and from this area.

Regular cleaning and sanitation procedures will be followed to ensure the area is clean and safe for all occupants.

1. Remove garbage and recycling from garbage can and recycling bin to recycling room and replace bags.
2. Vacuum floor, including moving chairs in order to reach under the table.
3. Using the all-purpose cleaner wipe down door handles, door, light switches, tables, fridge, fridge door, inside of fridge, chair frames, and any other surfaces.
4. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner to remove any streaks left behind by the sanitizing product.
5. Using the window cleaner wipe down windows.

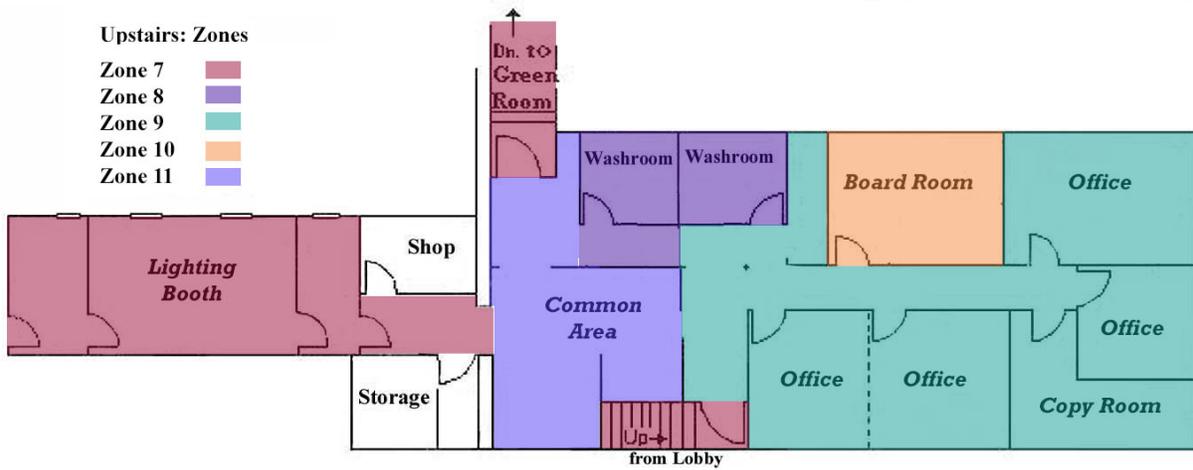
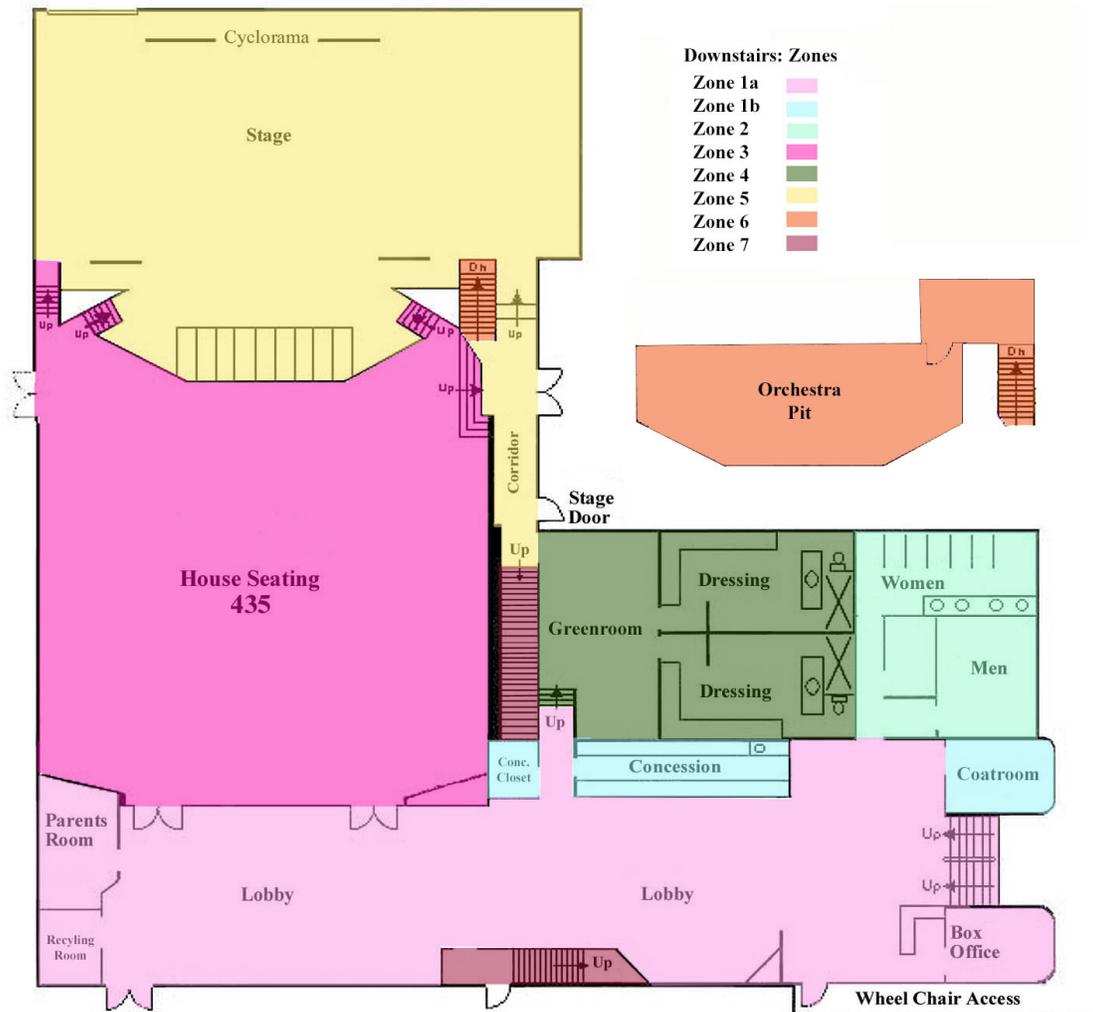
Zone 11: Upstairs Common Areas

This zone includes the upstairs common areas, including the large room, and the smaller spaces adjacent to it.

Regular cleaning and sanitation procedures will be followed to ensure the area is clean and safe for all occupants.

1. Remove garbage from garbage can to recycling room and replace bag.
2. Vacuum floor, including moving chairs to reach the area under them.
3. Using the all-purpose cleaner wipe down light switches, window sill and door handles and doors leading to the area.
4. Follow up by using a sanitizing product (percept or properly diluted bleach mixture) over all the previously cleaned surfaces. Where necessary, revisit surfaces with the all-purpose cleaner to remove any streaks left behind by the sanitizing product.
5. Using the window cleaner wipe down windows.

Tidemark Theater Zone Map



Admin Clean

As we transition to our new normal, the admin spaces of the theatre will have to be cleaned. Additionally, some regular weekly cleaning is required to keep the theatre in working order.

The admin clean will include all offices, boardroom, lighting booth, upstairs washrooms, plus all common touch points. The common touch points would be door handles, railings, and light switches. The admin clean should also include the box office and the lobby washrooms. Refer to the specific zones on pages 8 – 18 if you are uncertain about what the cleaning and disinfecting requirements are.

NOTE: There are sign in sheets on the office doors, copy room door, lighting booth door, and boardroom door. Check these on a regular basis to determine if extra cleaning is needed, or if no cleaning is required.

At minimum, on a weekly basis, please make sure to run the water in all sinks and showers, and flush all the toilets.

Every two weeks, assuming there have been no occupants in the greenroom, the admin clean should include cleaning the toilets in both greenroom bathrooms.

As needed, vacuum, sweep, and mop the floors on the main level and the staircases.

Post-Clean Routine

1. Remove all garbage from recycling room to dumpster located in back alley.
2. Remove all paper and cardboard from recycling room to recycling shed.
3. Check levels of plastic, aluminum, and glass recycling. If necessary, remove bags and place in recycling shed.
4. Replace all garbage bags and recycling bags.
5. As necessary, bring laundry, including clothes, dishtowels, and security shirts, over to the laundry mat. Make sure to double check the hamper in the recycling room to ensure that you bring everything. Leave a note in the janitor's closet so the next person in knows to collect the laundry.
6. As necessary, bring blue table clothes over to the drycleaners. Ask when they will be clean, and leave a note in the janitor's closet to ensure timely pick up.
7. If necessary, go to the laundry mat and/or drycleaners for pick up. Return the items to proper locations. Microfibre cleaning clothes to the janitor's closet. Dish rags go underneath the sink in the concession. Security shirts hang up in the recycling room. Table clothes hang in the recycling room.

Appendix E

Tidemark Theatre

COVID-19 Risk Reduction and Safety Plan Short Form

There shall be NO Public Performances of any type and the public shall not be invited to enter. 16/2/21

Following current provincial health guidelines, our Risk Reduction and Safety Plan serves as the road map for the safe reopening and ongoing operations of the Tidemark Theatre, including live events, recording and broadcasting, and rentals. Although following the procedures outlined below does not guarantee an illness-free event, we ask your cooperation as we aim to minimize the risk of infection as much as possible by adhering to these best practices.

The following is a summary of what it will be like to attend a performance at the Tidemark. We look forward to welcoming you back to the building.

Tidemark Theatre

All performances at the Tidemark Theatre will be limited to audiences of 40-50 people. New seating maps have been created that allow for a minimum of a six-foot (two metre) distance between patrons. Tickets can be purchased singly, or in groups of 2-6 people. Patrons must sit in their assigned seat during the performance. Unfortunately, aisle seats are not available for purchase to maintain physical distancing guidelines. Seats that are not sold will be covered with fabric covers. The theatre will be thoroughly cleaned after each performance.

All events will be under 90 minutes and will not include an intermission.

Box Office and Ticket Purchases

At this time, ticket purchases will be done on-line or by telephone only. Please ensure that the contact information on your account is accurate and up to date, as this information will be used for contact tracing in the event of a confirmed infection.

Ticket holders will be phoned in the week before the event with a health survey, a review of instructions for safety procedures in effect, and an opportunity to pre-order concession items.

Masks

Tidemark staff and volunteers will wear face masks when interacting with the performers, guests and each other. Patrons are required to wear masks in the lobby, in washrooms, and when moving to and from their seats. Masks are not required to be worn when sitting in your seat in the auditorium. If you have health issues that prevent you from wearing a

mask, or you do not wish to wear a mask, we recommend purchasing live-stream event tickets and viewing the event from the comfort of your home.

Washrooms

Because entering and exiting the washrooms is through a single entrance, masks are required to mitigate the lack of physical distancing. You are asked to self-distance and abide by the capacity for each washroom, which will be posted outside of the washroom entrance.

Arriving at the Theatre

Upon arrival at the venue, please social distance in line while you wait for your ticket to be scanned. Entry will be staggered, starting 30 minutes before the show begins, to ensure proper physical distancing is maintained.

Tidemark Theatre volunteers stationed at the door will ask health questions prior to entry to the theatre. Entry will be denied if illness is apparent.

Although every attempt will be made to ensure physical distancing, patron movement may result in some situations where a 6-foot (2 metre) distance is not possible. For this reason, the wearing of masks/face coverings is required while entering and exiting the building, the auditorium and the washrooms. Once seated in the auditorium, masks/face coverings are optional. Hand sanitizing stations will be available for patrons at the theatre entrance and other high trafficked areas.

Concession

We are pleased to announce that our concession will be open. Plexiglass shields have been installed to ensure patron, volunteer, and staff safety. We encourage ticket holders to pre-order their concession items for pick up upon arrival at the theatre. Limited cash sales will be available prior to the event start.

Leaving the Theatre

Patrons are asked to remain in their seats at the end of the performance and only exit at the direction of the Staff and Volunteers who will address the audience at the end of the performance. Patrons will be asked not to loiter in the lobby area after the performance and to proceed directly to their designated exits.

Refund Policies

In Person Only Events: If a patron is ill and cannot attend due to this policy, ticket-holders may choose from the options below. Refunds incur added non-recoverable banking and credit card charges that altogether would have a significant financial impact on the Tidemark Theatre Society.

Hybrid In Person and Streamed Events: If a patrons who has purchased an in-person ticket for a hybrid event is ill and cannot attend, their ticket will be exchanged for a streaming ticket.

Rescheduled Performance: If a performance needs to be rescheduled due to artist illness or other considerations, patrons will be offered a straight exchange for the rescheduled performance, or they may choose from the options below.

Refund Options

- A tax receipt for the full amount of your ticket purchase. Donated funds will be used to ensure the Tidemark Theatre Society will continue to operate in the future.
- A gift certificate for use at future performances for the amount of your purchase, less the order fees.
- A refund for your purchase, less the order fees and a small refund fee to cover the bank charges incurred.

The above is subject to change at any time.

Appendix F

First Aid CPR and Co-Vid 19

Source: Canadian Red Cross

First aid protocols for an unresponsive person during COVID-19

Providing first aid during the COVID-19 pandemic can raise questions around safety and transmission. Outlined below are the first aid protocols that should be followed when attending to an unresponsive person.

According to the Public Health Agency of Canada, the COVID-19 situation is rapidly evolving, and an individual's risk is variable depending on location. If someone's heart stops, and the First Aider is concerned they may have had respiratory symptoms, it is at the individual's discretion to perform or not perform mouth-to-mouth breaths based on personal preference. It's still important to call emergency medical services and find an AED. If the individual chooses to perform breaths, they can also use a barrier device, such as a pocket mask, to help protect themselves.

CPR with breaths is recommended for people who have been trained in CPR, but as an alternative, hands-only CPR can be performed until help arrives if the First Aider is unsure about putting their mouth on a stranger's mouth, or has concerns the person may have COVID-19.

If the individual chooses to perform hands-only CPR, they should first call 9-1-1, lay a cloth, a towel, or clothing over the person's mouth and nose to prevent any potential spread of the virus through contaminated air or saliva, and then push hard and fast in the centre of the person's chest until advanced help arrives. If the First Aider believes the person may have COVID-19, they should state their concerns to the emergency response telecommunicator so everyone who responds can be aware of the potential for COVID-19 transmission.