



**COVID-19 SAFETY PROCEDURES
FOR
ESPACE GEORDIE**

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Rehearsals

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

- Cough
- Fever
- Difficulty breathing
- Muscle aches, fatigue, headache, chills
- Gastric symptoms. i.e. diarrhea, nausea or vomiting.

Also check for the following:

- Have they travelled outside of Canada within the past 14 days?
- Have they had contact with someone with a confirmed or probable case of COVID-19?
- Have they been in close contact with anyone with an acute respiratory infection who has travelled in the last month?

A no touch thermometer will be used at the beginning of rehearsals and performance days to ensure that no one has a fever.

Anyone who answers yes to any of the above (or displays a fever on the no touch thermometer) is informed of their obligation to cease participation in rehearsals and/or performances until they are able to resume them in accordance with established health standards. Individuals who receive a positive COVID-19 result are informed that they must notify their employer according to the instructions received from the Public Health Agency. ***It is recommended that they get tested, as they will receive the results sooner than 14 days, and can resume rehearsals/performances once they have the negative result and no symptoms for 24 hours. (See Appendix A.)***

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

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

- All those involved (cast, crew, partners, volunteers) have been informed of the prevention measures implemented in the company to reduce and control the risks associated with COVID-19 along with the importance of complying with them.
- Wherever possible, the physical distance of 2 meters is maintained from the start to the end of the work period and during breaks and meals. Masks should be worn at all times. This includes when actors are rehearsing scenes on stage, as well as when they are offstage. Masks should also always be worn upon entering the rehearsal space, leaving the rehearsal space and during breaks.
- Physical contact should be avoided, both on and off the stage, including shaking hands, “high fives,” fist or elbow bumps, or hugging.
- When possible, stagger start and call times to limit the number of workers in the venue at any one time.
- Non-essential visitors to the workplace should be restricted. If visitors are provided access, they should be subject to the same guidance as cast and crew/employees, including the need for symptom screening and PPE requirements.
- When masks are not being worn, they should be removed completely from the face and placed in a secure, clean location. They should not be worn on the chin, or on the back on the head. ***(See Appendix B for instructions on how to properly put on a mask.)***
- The number of people in rehearsal spaces, on stage and in dressing rooms shall be reduced to allow the minimum distance of 2 meters between people to be respected. As the rehearsal space has a square footage of 1120 sq. ft., a maximum of 6 people should be in the rehearsal space at any given time. The costume designer/costume assistant and one cast member may be in the office/dressing room (200 sq. ft.) at a time. There is an additional 400 sq. ft. of space (which includes the kitchen) that allows for 2-3 individuals to occupy at a time. Individuals can occupy the office and kitchen area at the same time as others occupy the rehearsal space.
- 5 masks have been provided to the cast and crew. A mask can be worn for a maximum of four hours before it needs to be switched for a clean one.
- Water and soap or a hydro-alcoholic solution with an alcohol concentration of at least 60% is available in sensitive areas for hand washing (entrance, bathroom, kitchen, dressing room).
- Wherever possible, a one-way traffic flow has been established to prevent people from crossing each other.
- If necessary, signage (e.g. floor markings) will be put in place to establish the minimum physical distance of 2 meters near high traffic areas such as the kitchen and entrance to the rehearsal space etc...
- Limit as much as possible the number of props, objects and set pieces used in rehearsal. If props are to be shared, cast should disinfect their hands before AND after use, and the prop should be wiped down immediately after its shared use. If it is possible to wipe down between being passed from one person to the next, this should be done.

- Any equipment (microphones, headsets, technical equipment), props, instruments and set pieces, that will be used during a rehearsal are cleaned and disinfected before and after use. It is recommended to identify who is responsible for this, and to include it on the cleaning checklist.
- Cast and crew who handle sets, equipment, objects or props during a rehearsal frequently wash their hands.

Site Safety

GENERAL

- A cleaning checklist should be used and filled out on a daily basis to ensure that all areas, objects and surfaces have been cleaned appropriately and at the right frequency, including a full spray down at the end of the day, using disinfectant.
- Frequently touched surfaces, and common areas (e.g. door handles, taps, toilets, fridge handle, microwave, coffee machine, telephones, computer accessories, tables etc...) are disinfected every 4 hours of work (during lunch break and after rehearsal). Cast and crew do not need to leave the rehearsal space during cleaning. It is recommended to have a schedule in place (e.g.: stage manager disinfects bathroom, rehearsal space and office space while the rest of the cast and crew eat. After cast and crew have eaten, the kitchen can then be disinfected by another staff member). Cleaning time should be included during working hours and planned accordingly.
- Any common objects that are used frequently and could be possibly shared amongst cast and crew, are cleaned before and after each use (e.g. tables, chair backs, pens, clipboards etc...)
- Each cast or crew member should bring their own paper, writing materials, and water bottle and should not share with others.
- Each cast or crew member should have their own cubby to store their personal belongings and should not share with others.
- Each cast member should use their own cutlery and dishes (knife, fork, bowl, plate, coffee cup etc....) and should not share with others. These should be washed after use and stored in their personal cubby.
- If necessary, signage (e.g. floor markings) will be put in place to establish the minimum physical distance of 2 meters near high traffic areas such as the kitchen and entrance to the rehearsal space etc...
- Whenever possible, the use of shared office equipment such as copiers and fax machines should be eliminated. When use of such equipment is unavoidable, hand hygiene and equipment wipe down should be performed after use.

- Hand hygiene, respiratory etiquette and physical distancing rules are posted throughout the space, and followed (e.g., kitchen, bathroom, entrance, rehearsal space, office etc...).
- Remove non-essential items (magazines, newspapers and knick-knacks) from common areas.

CLEANING PRODUCTS

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

- Electronics:**
 - Be sure to turn off the equipment, unplug the power cord from the wall or power strip, and remove the battery from portables or wireless keyboards and mice, before you start the cleaning process.
 - **Do not** use disinfectant wipes containing bleach, disinfectant sprays, aerosol sprays or anything abrasive.
 - **Do not** use an extremely damp disinfectant wipe to clean the area. If you encounter a very damp wipe it may need to be squeezed to remove some of the excess liquid before use.
 - **Do not** allow the liquid from the disinfectant wipe to sit or pool on the area being disinfected for a long amount of time.
 - **Do not** use rough towels or cloths to dry the area.
 - **Do not** use excess force when disinfecting the area around the keyboard; this could damage the keys.

- Use a disinfectant wipe to wipe the area first, then use a damp, soft, lint-free cloth, and finally dry the area with another soft, lint-free cloth.
- **Suggested products (the following products are safe to use on electronics and can also be used to wipe down frequently touched surfaces, the bathroom, kitchen etc....)**
 - CaviWipes Disinfecting Towelettes (<https://apexlabco.com/collections/wipes/products/caviwipes%E2%84%A2-disinfecting-towelettes-canister-wipes-1-pack>)
 - Medicom ProSurface Disinfectant Wipe (<https://www.valuemed.ca/product-p/medic40061c.htm> OR https://medicom.com/en_ca/product/pro-surface-disinfectant-wipes-with-totalclean-technology/)

LINENS, CLOTHING AND LAUNDRY ITEMS

- Wear disposable/reusable gloves when handling dirty laundry and then discard disposable ones after each use.
- If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Disinfect hands before and after the use of gloves.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
- Clean and disinfect clothes hampers regularly. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

BATHROOM

- Bathrooms are disinfected at minimum every four hours during the day (during lunch break and after rehearsal). This includes any surface area that may have been touched: toilet seat cover, toilet handle or flusher, toilets seat, faucet, sink, hand dryer/paper towel dispenser, door knob on inside and outside of bathroom.
- Disinfective wipes or spray are used for the above items.
- Adequate supplies of soap, hand sanitizer, paper towels, and toilet tissue are maintained.
- Adequate ventilation of restrooms and air filtration must be part of the overall ventilation plan.
- If necessary, signage (e.g. floor markings) will be put in place to establish the minimum physical distance of 2 meters at the entrance of the bathroom to ensure that if there is a line, proper distance is being maintained.
- Cast and crew should disinfect their hands before and after use of the bathroom and minimize the amount of surface area that they touch.

KITCHEN

- The kitchen/dining area is disinfected every four hours during the day (during lunch break and after rehearsal). This includes any surface area that may have been touched (counters, table, microwave, kettle, coffee maker, sink, faucet, paper towel dispenser, fridge door handles etc....)
- As face coverings cannot be worn during eating, adequate eating space is provided to ensure physical distancing can be maintained and well as while waiting for food to be prepared (ex: when using microwave).
- Hand washing facilities and/or hand sanitizer is readily accessible at the entrance of any designated eating area to be used when entering and leaving the area.
- All eating surfaces are cleaned and disinfected before and after use.
- Workers are discouraged from leaving the job site to obtain food, during the course of the workday, whenever possible, however it is not prohibited. If a cast/crew member leaves they should follow the guidelines put into place by the government.
- Food and beverages should not be shared amongst cast and crew
- Microwave: The handle of the microwave as well as the buttons is wiped down both BEFORE and AFTER use. A mask is worn when using the microwave. Sanitizer (a container of wipes or spray and paper towels/J-cloth) should always be kept next to the microwave, as well as sign with instructions.
- Coffee maker: The individual making the coffee sanitizes their hands before preparing the coffee. The buttons and the handle of the coffee maker are wiped BEFORE and AFTER use. When preparing or pouring the coffee, a mask is worn (even if a distance of 2 meters is being maintained or they are the only individual in the room.) Sanitizer (a container of wipes or spray and paper towels/J-cloth) is always kept next to the coffee maker as well as sign with instructions.
- Kettle: The individual using the kettle sanitizes their hands before its use. The buttons and the handle of the kettle are wiped BEFORE and AFTER use. When filling the kettle with water, or pouring water from the kettle, a mask is worn (even if a distance of 2 meters is being maintained or they are the only individual in the room.) Sanitizer (a container of wipes or spray and paper towels/J-cloth) is always kept next to the kettle as well as sign with instructions.

COSTUME FITTINGS

- New clothes are washed or left aside for a minimum of 3 hours before a fitting. Clothes or costumes that have been tried on are set aside and washed or steamed or left for a minimum of 3 hours before being tried on by another artist or made available to the production.
- Fittings are done in isolated spaces (office area) and with one cast member at a time.
- The cast member being fitted, as well as the costume designer/costume assistant should disinfect their hands both before and after the fitting.
- Costume designers or anyone who handle the clothes or costumes wash their hands frequently.

- Clothes or costumes are kept in individual plastic covers or brought home by each individual at the end of every rehearsal or performance.
- Clothes or costumes worn are washed with the usual laundry soap or dry-cleaned (*see "Linens, clothing and laundry items" section for more details*)
- A mask **AND** eye protection (goggles or a visor covering the face up to the chin) are provided to the costume designer and costume assistant, when completing a task that requires being within 2 meters of another person (e.g.: measurements, fittings etc...)

Live Streaming/Performances

- During performances, cast members do not need to wear a mask IF the blocking maintains a minimum distance of 2 meters between ALL cast members and there is no physical contact. Physical contact or close proximity (less than 2 meters) may be allowed if all other safety precautions have been met AND the actors wear a mask.**
- If necessary, signage (e.g. floor markings) will be put in place to establish the minimum physical distance of 2 meters near high traffic areas (e.g. markings to indicate separation between actors and Director, SM, those not in the scene etc...)
- Any equipment (microphones, headsets, technical equipment), props, instruments and set pieces, that will be used during a performance are cleaned and disinfected before and after use. It is recommended to identify who is responsible for this, and to include it on the cleaning checklist.
- Cast and crew who handle sets, equipment, objects, or props during a performance frequently wash their hands.
- Limit as much as possible the number of props, objects and set pieces used during performances. If props are to be shared, cast should disinfect their hands before AND after use, and the prop should be wiped down immediately after its shared use. If it is possible to wipe down between being passed from one person to the next, this should be done.
- Each individual in the cast should have their own makeup kit.
- Personal equipment (such as tools, headsets, microphones, and radios) shall be cleaned before being issued and then additionally at least once per day.
- If possible, equipment such as radios/walkie-talkies/headsets shall be issued to a single worker and used exclusively by that worker for the duration of production. If equipment must be shared between workers, the item shall be wiped down between before and after use, and hand hygiene shall be performed after handling.
- When possible, stagger start and call times to limit the number of workers in the venue at any one time.

RESOURCES

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

APPENDIX A

1) Instructions for people who have been in contact with a confirmed case of COVID-19

You must either

- **Get tested for COVID-19.** *This is the recommended course of action because the individual will receive the results within a matter of days. If the results are negative, they can resume rehearsals/performances*

OR

- **You must quarantine for 14 days.**
 - **If you do not develop symptoms**, you can end your quarantine 14 days after your last contact with a confirmed case of COVID-19.
 - **If you do develop symptoms**, you can end your isolation 14 days after the onset of your symptoms if:
 - You have had no fever for 48 hours without using fever medicine.
 - You have had no symptoms for at least 24 hours except for cough and loss of smell, which may last longer. These recommendations are mandatory even if you test negative for COVID-19 prior to the end of the 14 days, because you can develop the infection up to 14 days from the contact.

2) You have been tested for COVID-19

You tested positive

You can end your period of isolation 14 days after the onset of your symptoms and:

- You have had no fever for at least 48 hours without using fever medicine.
- You have had no acute symptoms for at least 24 hours except for cough and loss of smell, which can last longer.
- A second test may be recommended to confirm that you no longer have COVID-19

You tested negative

A second test may be recommended to confirm that you do not have COVID-19. If a second test is not necessary or is negative, you can end your period of isolation 24 hours after the end of your symptoms.

APPENDIX B

How to use a mask or a face covering



1. Wash your hands before use of the face covering, also called handcrafted mask.



2. With one hand, place the face covering over your nose and mouth. Use your other hand to attach it behind your ears with the elastic or string loops.



3. Adjust the face covering to your nose.



4. Now adjust it under your chin.



5. Wash your hands after use of the face covering.



6. Change your face covering if it becomes moist, soiled or damaged.



7. Do not leave the face covering hanging from your neck or an ear. Keep it on your face and avoid touching it. If you do touch your face covering while wearing it, wash your hands thoroughly as soon as possible.



8. Remove your face covering by the elastic or string loops without touching the front.



9. Fold the outer parts of the face covering together and place it in a clean bag. You may wash the face covering as soon as you get home, along with the rest of the laundry.

Warning

Face covering does not replace the following:

- Hand washing
- Physical distancing (2 metres)
- Isolation at home if you are sick