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**HEALTH AND SAFETY PROCEDURES  
PERFORMANCES DURING COVID-19  
JULY 30, 2020**

Sarasvati Productions is dedicated to the health and welfare of its employees, independent contractors, volunteers, and audiences. This policy is to cover all those who will be involved with performances during the COVID-19 pandemic, with the intent of providing the safest environment possible.

This policy is to be considered in conjunction with recommendations by the Manitoba Government, and as such, will be subject to change in response to any additional guidelines provided by the agencies addressing the situation during the pandemic.

Physical distancing and/or the physical removal of contact remains the most effective method of preventing illness at this time, therefore recommendations for administrative controls, sanitation, and personal protective equipment are to be used in conjunction with the priority of physical separation and should not be used to replace distancing whenever possible.

**It is important to note that at this time it is not business as usual and everyone choosing to work on, volunteer at, or attend performances does so with full knowledge of the protocols and expectation of adherence. Sarasvati Productions will have a Health Officer responsible for overseeing protocols but we cannot control personal choices being made when staff is not present.**

<b>PERFORMANCES</b>
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As of July 25<sup>th</sup> the Province of Manitoba has approved live performances. Maximum number of people indoors is 50, outdoors is 100, or 30% occupancy (in a theatre). However, social distancing between audience must be possible and may further limit attendance.

Sarasvati Productions is committed to the safety of artists and production members during performances as well as patrons. Even so, and despite following the procedures outlined below there is no guarantee of an illness-free event, but we aim to minimize the risk of infection as much as possible by utilizing these best practices.

**THE AUDIENCE EXPERIENCE**

We will be actively discouraging attendance for people at higher risk of experiencing severe illness. Virtual options will be made available for those who cannot attend in-person.

### **Arriving at the Theatre**

- Before arriving to the theatre, and along with their ticket purchase, the audience are given information about the safety protocols.
- They will be required to fill out a digital declaration of fitness on the day of the performance and before arrival at the theatre. This will include contact information for contact tracing.
- Audience members experiencing any symptoms of COVID-19 are not to enter the venue. They will also be asked to sign a waiver with the purchase of their ticket which acknowledges the risk of attending an outdoor public event.
- A new refund policy will be in place to allow patrons to cancel at the last minute if they are experiencing symptoms or to receive a refund if they are denied entry due to identifying issues on the declaration of fitness.
- We will encourage online ticket sales to limit in-person contact and ensure occupancy limits are followed.
- In situations where in-person ticket/concessions are purchased, we will encourage cashless transactions and ensure that physical distancing between staff, volunteers and theater-goers is maintained.
- The ticket information includes arrival time for patrons. The audience will be divided into separate ticket time slots if it is an indoor performance, so as not to exceed the lobby capacity at any given time. Lobby capacity will be based on 5 square meters per person for a free roaming space.
- Upon arrival to the theatre the audience line-up outside the venue.
- Administrative controls such as signage to encourage physical distancing, and stickers on the walkway to show 6' distancing will be utilized.
- Signage will be put up along the line-up area to reinforce the expectations of the audience once they are inside. These may include a reminder to fill out a fitness declaration on our digital platform, information on our cleaning practices, warnings about potential washroom line-ups, and encouragement to find and remain in your seat as quickly as possible.
- The box office personnel will ask each audience member at the door if they have completed their fitness declaration or be present to help them do so if they forgot.
- All of the front of house team and volunteers who are dealing with members of the public will be required to wear a fabric mask, to help remove risk, but also to act as a visual reminder to patrons of the reality of required precautions.
- Hand Sanitizer will also be available for all of the front of house team.
- Patrons will be strongly encouraged to wear masks, with masks being made available to them on site, and required to do so if provincial protocols shift to mandatory mask-wearing.

### **In the Lobby (Indoor Performances)**

- While loading the theatre, entrance to the lobby space from outdoors will be separated from the exit to outdoors. If a patron needs to leave the lobby, they will have to re-enter the line for entrance.
- Once inside the lobby, patrons will be asked to utilize hand sanitizer from an available station, and then be allowed to proceed to the washroom or theatre.
- The doors to the lobby will not be opened before the theatre is open.

- Most of the furniture in the lobby will be removed, except for a minimal amount of acceptably distanced furniture to accommodate guests who may have mobility issues.
- Staff or volunteers will be present in the lobby to support the audience if they have questions about any of the new procedures, and to encourage audience members to find their seats in the theatre.
- Stickers or arrows may be placed on the ground, depending on the space, to reinforce physical distancing.
- Plastic-lined garbage containers will be placed throughout the facility.
- Volunteer nametags or any uniform pieces will not be shared, and will be sanitized/laundered between shifts.

### **Washrooms**

- Washroom capacity will be determined by separation of every other stall. Unused stalls will be clearly marked as unavailable.
- To prevent lineups in tight corridors leading to the washrooms, capacity limits will be managed by a washroom attendant from a position that will allow a line up to form with safe distancing measures.
- Washrooms should be disinfected every half hour, if the lobby is open for longer than a half hour, and directly after the performance begins.
- A cleaning/disinfection schedule will be posted.
- Air-drying stations in washrooms will need to be replaced with paper towel dispensers.

### **In The Theatre**

- Seating maps in the theatre will reflect a 6' distancing between audience members. Larger groups from the same household will be seated together without distancing.
- Every seating group will have access to an aisle, to reduce any need for patrons from separate groups to pass in front of each other in the same row.
- Unused seats will be removed or blocked off.
- The front row of the audience will be seating a minimum of 12' from performers to reduce the higher risk of transmission from performer's ability to project, and instances of singing.
- At this time programming will not have an intermission, however if an intermission is required, the audience will be asked to remain seated and only to get up if they need to use the washroom. Ample intermission time to assure safe distancing and limited washroom capacity should be allowed.
- During seating and exit from the theatre, all doors will be left open to reduce common touch surfaces. Doors should only be opened or closed by members of the front of house team.
- During entrance to the theatre, traffic flow should be managed through designated entrances and exits, but in the event of an emergency, or at the end of a production, the audience should be able to leave through all doors.

- At the end of a performance, front of house will direct the audience to exit from the theatre in designated sections, again to limit the amount of people crossing paths or crowding in to an exit area.
- In between performances, all hard surfaces on seats will be wiped down and disinfected.
- If an audience member requires the use of the washroom during the show, they may not be readmitted if the usher is unable to determine a safe way to do so without compromising the spacing of other guests.
- If a patron is excessively coughing or sneezing during a performance, they may be asked to leave by front of house.
- The use of fogs, haze, smoke and otherwise are prohibited at indoor venues, as these theatrical effects often encourage some members of the audience to begin coughing.

## **CONTINGENCY PLANNING**

Sarasvati Productions will be following government instructions. If things shift and we return to mandated closures we will follow these directives immediately. If they reduce the number of people who can gather, we will reduce audience even to the point of having no live audience and solely livestreaming performances. If the Province mandates another lockdown and we can't bring actors together, we will pivot to completely online options for the actors instead of having them gather together in a performance space.