

# GUIDE TO REOPENING



## Technical Dept

Based upon the Performing Advisory Arts Committee Document  
Guide to Reopening Theatrical Venues - 2<sup>nd</sup> DRAFT EDITION 5/15/2020

Principal Authors: C.J. Marshall and Dionne Christian

**UPDATED: Feb 5, 2021**

## SECTION 1: INTRODUCTION

The Massey Theatre Society has adapted the following document in an effort to safely resume operations for our staff and clientele. MTS will also be influenced by factors such as the willingness of the public to return to large gatherings and to submit to the health and safety precautions that we are required to or choose to implement; the availability and requirements of our performing artists; and the feasibility, cost, and revenue impacts of proposed health and safety measures.

Our organization recognizes that until a COVID19 vaccine and/or effective therapeutics become widely available, it may be many months before we can return to the mass gathering venues that we once were. Nevertheless, we believe that in order to reimagine our venue and re-engage with our communities between now and when we can return to something that resembles normal operations, it is necessary to prepare for various reopening scenarios.

To that end, this document has been created as a roadmap to reopening with a “menu” of mitigation measures. Our primary goal is to educate and train our staff, and implement a phased approach to returning to normal operations. This will help us simultaneously protect the health and safety of our staff, guests, and artists. In developing our individualized reopening plan, we are all continuing to work in an environment of uncertainty. As a result, any plans that we adopt must include flexibility and a robust communication strategy that will enable us and our guests to successfully adapt to rapidly changing circumstances.

We are also referencing Worksafe BC’s Arts and culture: Protocols for returning to operation.

[ORDER OF THE PROVINCIAL HEALTH OFFICER - GATHERINGS AND EVENTS](#)

**As per Worksafe BC’s Guidelines, each group entering the venue must provide their own COVID-19 Safety Plan.**

Worksafe Safety Plan App - [Click Here](#)

## SECTION 2: GUIDING PRINCIPLES AND PRACTICES (Guided by Worksafe BC COVID-19 Safety Plan)

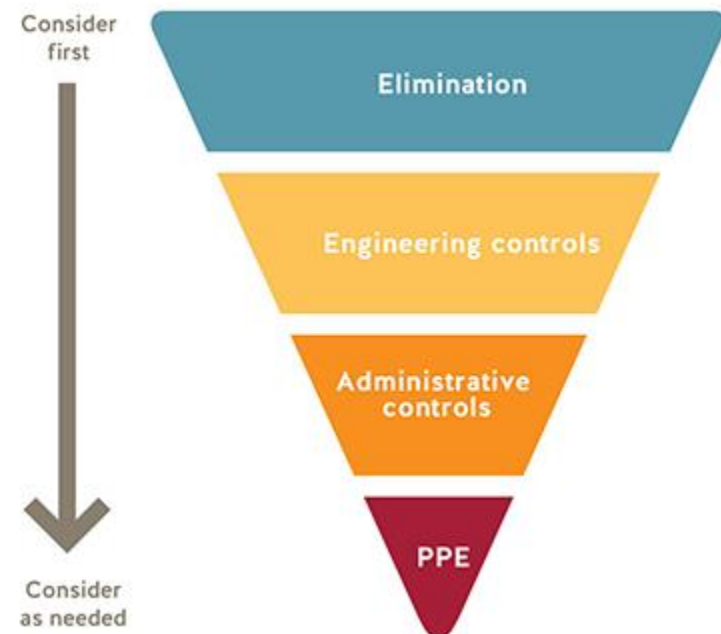
- Step 1: Assess the risks at your workplace
  - Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk. Involve workers in this process.
- Step 2: Implement protocols to reduce the risks
  - Select and implement protocols to minimize the risks of transmission.
- Step 3: Develop policies
  - Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.
- Step 4: Develop communication plans and training
  - Ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.
- Step 5: Monitor your workplace and update your plans as necessary
  - Things may change as business operates. Continue to update policies and procedures, if we identify a new area of concern, or if it seems like something isn't working. Involve workers in this process.
- Step 6: Assess and address risks from resuming operations
  - Manage risks from restarting our business, as we have not been operating for a period of time during the COVID-19 pandemic.

## SECTION 3: MITIGATION PRINCIPLES

### EFFECTIVE USE OF MITIGATING CONTROL STRATEGIES

Controlling exposures to occupational hazards is a fundamental way to protect personnel. Conventionally, a hierarchy has been used to achieve feasible and effective controls. Multiple control strategies can be implemented concurrently and or sequentially. This hierarchy can be represented as follows:

- **First level protection (elimination):** Use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in your workplace at any one time, and implement protocols to keep workers at least 2 metres from other workers, customers, and members of the public.
- **Second level protection (engineering controls):** If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.
- **Third level protection (administrative controls):** Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.
- **Fourth level protection (PPE):** If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.



- The Worksafe information and resources for preparing workplaces is available here: [Worksafe BC COVID Resources & Updates](#)

## MASSEY THEATRE

### Guide to Reopening

#### MEDIUM RISK EMPLOYEE PPE REFERENCE STANDARDS

**B.C.'s provincial health officer has mandated that Masks are now required for everyone in all public indoor settings and workplaces.**

Employers should ensure that other measures are in place, including physical distancing, handwashing, and staying at home when sick. Employers must understand the limitations of masks as a protective measure, and must also ensure that masks are selected and used appropriately.

The most effective ways to prevent the spread of infection include handwashing, cleaning and disinfecting work areas, physical distancing, and having sick workers stay at home. Employers may consider the use of masks as an additional control measure in combination with these measures. Some industry associations may recommend the use of masks as a worker protection or public health measure. If your workers are wearing masks, ensure they are aware of the following:

- Cloth and surgical masks may not protect you from the virus because they do not form a tight seal with the face. However, they can reduce the spread of your respiratory droplets to others.
- Keep your mask clean and dry. If it gets wet, it's less effective at preventing the spread of droplets.
- Change masks as necessary. You may need several masks available as they build up moisture during the day and become less effective. If your mask becomes wet, soiled, or damaged, replace it immediately.
- Make sure you know how to wear and clean your mask. Wash cloth masks every day using the warmest water setting. Store in a clean, dry place to prevent contamination.
- Practice good hygiene even if you're wearing a mask. This includes covering sneezes and coughs and washing hands. Don't touch your eyes, nose, mouth, or mask (if you're wearing one).

## MASSEY THEATRE

### Guide to Reopening

#### STAGE DOOR

- Questionnaire provided to aid in identifying symptoms and to participate in contact tracing
- All individuals entering the building require a Daily Health Check.
- Signage added to reinforce expected guest behavior (social distancing, masks, etc.)
- Floor markings installed for safe distancing
- Configurations of sign in/reception areas altered to ensure safe distancing
- Separate entrances for deliveries/receiving designated
- Sneeze barriers installed where applicable
- Hand sanitizer station provided inside stage door
- Periodically disinfect touch points within entryway/sign in area
- Explain building rules to occupants that impact how they use and move around the facility
- Spray/disinfect reception area daily
- Implement protocols for sick employees including those who become sick during the workday.
- Safe disposal receptacles provided for contaminated materials (face coverings, PPE, etc.)

#### DRESSING ROOMS

- Disinfectant wipes/sanitizer available at entry and bathrooms
- Reduce dressing stations to comply with social distancing
- Limit occupancy of each room based on social distancing guidelines
- Maximum capacity: 10 people
- Spray and disinfect room/restrooms daily
- Staff levels reduced to enforce social distancing (worker safety still considered)
- Safe disposal receptacles provided for used PPE
- Performers may not be able to wear PPE in costume

#### BACKSTAGE RESTROOMS

- Restroom occupancy limits and entry controls (1-person maximum)
- Disinfectant wipes/sanitizer available to guests at touch points
- Adjacent stalls and sinks temporarily closed to enforce social distancing
- Eliminate air hand dryers in bathroom

## MASSEY THEATRE

### Guide to Reopening

- Clean/disinfect touch points constantly during high usage
- Restrooms disinfected between rush periods (top of show, post intermission)
- SD40 Custodial Staff responsible for bathroom cleaning.

### FLY-RAIL/GRID

- Stagehands and non-performing staff must wear appropriate PPE (Gloves, masks and face shields provided by MTS)
- Overhead work reduced where possible or stagger timing (all points rigged in advance)
- Hand sanitizer station provided on stage
- Physical distancing enforced whenever possible
- Hand washing routines encouraged
- Touchable surfaces disinfected
- Ropes regularly disinfected when used

### STAGE AREA

- Stagehands and non-performing staff must wear appropriate PPE (Gloves, masks and face shields provided by MTS)
- Physical distancing enforced whenever possible
- If background music is provided by a live performer or performers or a disc jockey, a physical barrier must be installed between the performers or disc jockey and the patrons which blocks the transmission of droplets produced by performers or disc jockey, and there must be at least a three metre separation between performers and patrons.
- Maximum capacity: 12 people on stage (an additional 3 people allowed side stage for a total of 15)
- Reduce number of personnel allowed onstage or develop a strategy per show/event for staffing levels and on-stage locations during load-in, run and strike
- Red drape will be closed prior to event to ensure separation from audience chamber
- All high-risk equipment disinfected after each use (radios, headsets, microphones, costumes, safety equipment, props)
- Routine hand washing breaks and addition of hand sanitizing stations offstage
- Touch points cleaned/disinfected constantly during high usage
- Stage Sprayed/disinfected daily
- 

### CONTROL BOOTH

- Stagehands and non-performing staff must wear appropriate PPE (Gloves, masks and face shields provided by MTS)

## MASSEY THEATRE

### Guide to Reopening

- Physical distancing enforced whenever possible
- Reduce number of personnel (2) allowed in booths to conform with physical distancing guidelines
- Mandate that touring companies DO NOT use enclosed booth space
- Protective plexiglass barriers have been installed
- All high-risk equipment disinfected after each use (radios, headsets, microphones, costumes, safety equipment, props)
- Routine hand washing by employees encouraged
- Touch points cleaned/disinfected constantly during high usage

### COMMON ROOM BREAK AREA

- Masks are required in all workplaces for shared work areas and areas where physical distancing cannot be maintained.
- Disinfectant wipes/sanitizer available to guests at touch points
- Restrooms disinfected daily and after peak times
- Hand sanitizer station in 'break room'
- Hand washing routines encouraged
- Limit of 2 occupants in 'break room' to promote physical distancing
- Breaks staggered when possible to reduce crowding
- Sharable space for bags and belongings discontinued.



# MASSEY THEATRE

## Guide to Reopening

### SECTION 4: REFERENCES

[Government of Canada Public Health COVID-19](#)

[British Columbia's Response to COVID-19](#)

[BC Centre for Disease Control COVID-19](#)

- [Cleaning and Disinfecting](#)
- [Hand Washing](#)
- [Physical Distancing](#)
- [Masks](#)
- [Event Planning](#)

[Worksafe BC COVID-19](#)

- [Performing Arts Protocols](#)
- [Arts & Culture Protocols](#)
- [What Should Employers Do?](#)
- [What Should Workers Do?](#)
- [Returning to Safe Operation - Phase 2 & 3](#)
- [Gatherings and Community Events](#)
- [Effective barriers](#)

[Actsafes Resources for the Arts COVID-19](#)

- [Industry Relaunch Framework](#)

[Fraser Health Authority COVID-19](#)

[Vancouver Coastal Health COVID-19](#)

- [Re: Operating a business in the Vancouver Coastal Health region during the COVID-19 pandemic](#)

MASSEY THEATRE

Guide to Reopening

## SECTION 5: ADDITIONAL RESOURCES

[Canadian Mental Health Association - Stay Well in Uncertain Times](#)

[World Health Organization Rolling Covid-19 Updates](#)

- [WHO Key planning recommendations for Mass Gatherings](#)

[ESA Guide to Reopening Venues](#)

[Restaurants, Cafe's & Pubs Reopening Guide \(Worksafe BC\)](#)

[BC Hotel Association COVID-19](#)

[Small Business BC COVID-19](#)

[Healthlink BC COVID-19](#)