

Elmira Theatre Company Inc.

COVID-19 Safety Plan

Business name: Elmira Theatre Company Inc.
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ETC Communication and Training to Prevent COVID-19 Exposure

ETC will continue to monitor for updated and new information regarding COVID-19.

1. The Health and Safety Coordinator will monitor Ontario.ca and the Region of Waterloo Public Health website for any updates including a verification of the current local stage and any new Ontario regulations or Public Health recommendations or Section 22 Orders.
2. The Health and Safety Coordinator will maintain a current understanding of all relevant COVID-19 regulations and local by-law requirements.
3. The Health and Safety Coordinator will update the VP of Productions of any relevant updates that impact current and future operations. The VP of Productions will update the Board.
4. The ETC Board will continue to gather information regarding any additional new challenges presented by COVID-19 and associated controls, take preventative actions and continue to update this information as needed.

ETC Communications

- If changes in COVID-19 protocol are required, they will be communicated to the ETC members impacted by the changes.
- ETC members will be told not to enter the building for any reason if they are sick. ETC members will follow procedures as outlined in COVID-19 Procedures.
- Any notices required by Public Health or other government regulations are printed and posted promptly in the theatre and on the website.
- The VP of Administration will ensure the ETC website is up to date when there are changes to how events are being operated.
- When patrons purchase tickets through Center in the Square there will be a link on the website to ETC's COVID protocols and requirements for our patrons.

Transmission Prevention

Maintain Physical Distancing

- Seats will be pre-assigned at the time of ticket purchase.
- The number of tickets available for purchase for each performance will be determined based on allowable audience sizes per provincial and regional regulations and signage will be posted at the entrance to the theatre indicating maximum capacity.
- There will be a minimum of 6 feet between the front of the stage and the first row of audience seating.
- Patrons are not permitted on the stage or in any backstage space.

Masking and using Personal Protective Equipment

- Masks will be strongly encouraged for patrons and ETC members.

Transmission from surfaces and objects

- All commonly touched surfaces and shared areas will be cleaned between performances.

Hand and respiratory hygiene

- Hand sanitizer stations will be available at every entrance and in high traffic areas for ETC members and patrons.
- Public health posters on washing hands and on cough and sneeze etiquette will be posted in each washroom.

Response Protocol for a Potential Case/Suspected Exposure

Procedure if someone becomes ill in the theatre:

1. ETC members should notify the Stage Manager, Health & Safety Coordinator, or President if they start to feel COVID-19 symptoms or if they notice someone else showing symptoms. The individual should leave the theatre as soon as possible and seek advice (Doctor, Telehealth or Public Health).
2. Patrons should notify the House Manager if they start to feel COVID-19 symptoms and leave the theatre as soon as possible and seek medical advice (Doctor, Telehealth or Public Health).

Continuous Improvement Activities

ETC remains committed to accepting feedback from members and patrons regarding the controls in place, if they are working or if there are any issues.

1. All members will be diligent to maintain a safe environment onstage and backstage.
2. The ETC Board will remain diligent in ensuring the areas accessible to the public are compliant with COVID-19 controls, document any exceptions, and take action if there are any exceptions that required resolution. All documented concerns will be submitted to the Health and Safety Coordinator for review and action.

For more information visit [ONTARIO.CA/COVID](https://ontario.ca/covid) or [WSPS.CA/COVID19](https://wsp.ca/covid19)

NOTE: This document is intended for informational purposes only to provide an overview of the potential hazards posed in the workplace due to COVID-19. It is not intended as medical or scientific advice, to provide a comprehensive risk assessment for all workplaces, or to replace any legislated workplace safety obligations. Due to the ongoing evolution of the situation in Ontario and around the world, this document may be used as a guide for Employers in addition to guidance delivered by government and public health authorities, including, but not limited to the World Health Organization (WHO), Ontario Ministry of Health, Public Health Ontario and the Centers for Disease Control and Prevention (CDC). Any use which is made of this document by any Employer, or any reliance on or decisions to be made based on it, is the responsibility of the Employer. WSPS, ETC and its partners, officers, directors, employees, agents, representatives, suppliers and service providers accept no responsibility for any errors or omissions in content or for damages of any kind or nature suffered by any Employer or any third party as a result of use of or reliance on this communication.