



Box Office and Admin Offices Daytime; Max Occupancy: 2

METRO COVID SAFETY PLAN

In all situations, staff, volunteers and patrons can expect that Metro will do its utmost to follow the guidelines and regulations required by government agencies to minimize the risk of Covid-19 infection. Metro will expect that anyone entering the Theatre or Scene Shop has taken Covid-19 seriously, and has not participated in activities that may put our staff, volunteers or patrons at risk. We all need to work together and trust that everyone participating in a Metro event has been as careful as possible to avoid contracting Covid_19

Please DO NOT ENTER if you are not feeling well or have any COVID Symptoms

RISK	ASSESSMENT	NOTES	MITIGATION POLICY
Equipment	Low	Reduced Hours: Restricted Access minimum staff present	Sanitize on personnel change or Daily. Computers, Phones, Desktops POS machines after use
Surfaces	Low	As above;	As above
Worker interaction	Moderate	Limited number of interactions during non-performance days and daytime Opening Hours	Keep 2m Distance or mask if distance not possible
Patron interaction	LOW during day with few personal contacts	Distancing can be maintained through Box Office Window	Wipe POS Machines and cards after use. Sanitize after handling patron payments

PROTOCOLS for Staff and Volunteers

- 1) Please do not enter if you are not feeling well or have any Covid symptoms
- 2) Wash your hands after entry
- 3) Sanitize work station including work surfaces, keyboard, mouse
and telephones before commencing work
- 4) Sanitize POS Machines after patron use or as required
- 5) Centre Doors and Box Office windows to be left open to encourage air circulation as weather permits.



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REHEARSALS ON STAGE OR SCENESHOP

Dressing Rooms Max Occupancy: 3 each

Backstage/Onstage Max Occupancy: 12-16

Sceneshop Upstairs Max Occupancy: 12

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RISK	ASSESSMENT	NOTES	MITIGATION POLICY
SET & PROPS	Moderate	All set pieces, furniture and personal or shared props that may be required	Sanitize before use. Keep personal props personal. No unauthorized personnel backstage. Limit new people at shop
Backstage & Other Surfaces	Moderate	Dressing Rooms, Common Props Tables	Dressing Room Limited to 3 each. Separate extra space Backstage. Keep distance. Respect personal space Mask when distance does not work.
Actor interaction on stage or in rehearsal	Moderate	Onstage blocking to maintain distancing if possible. "Cheat" projection downstage	Keep 2m Distance or masks encouraged while rehearsing. Move directly to seats after sign in.
Sceneshop for multiple shows	Moderate	Rehearsal schedule rotates between at least 2 shows.	Sanitize surfaces and rehearsal furniture, and washroom before use. Open windows if

			weather permits.
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PROTOCOLS for Actors and Crew

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As the rehearsal process and performances will necessitate the cast/crew being together for at least 12 hours per week, the assumption is that you will form a bubble that will extend beyond your normal work and family. It will be up to each individual to be vigilant about their own contacts and limit the possibility of bringing the virus into the Show Bubble as best we can to zero. Consider the stage and backstage/dressing rooms as a sterile space

- 1) Wash or sanitize Hands upon entrance.
- 2) Sanitizer will be available at all locations.
- 3) A sign-in sheet for every rehearsal and performance, maintained by the SM, will declare each persons attendance and affirmation that they are without any Covid symptoms. It shall be kept as a theatre document for 30 days.
- 4) Masks and gloves are encouraged whenever distancing cannot be maintained.
- 5) Establish a private area to contain individual belonging that should not be touched by anyone else.
- 6) All shared props and set furniture to be sanitized before use. Establish responsibilities
- 7) Maintain distancing while waiting to go on.
- 8) All personal affects and props kept personal and are not to be handled by anyone else. Remove personal items after rehearsal as another show may be using the space.
- 9) Minimize visitors outside of your show bubble
- 10) While in rehearsal, block the show with distancing in mind. "Cheat" speaking away from other actors and towards audience. Eliminate contact or minimize where contact is required.



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AUDITIONS

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RISK	ASSESSMENT	NOTES	MITIGATION POLICY
Equipment	Moderate	Forms, clipboards, pens etc.	Sanitize after use. Forms kept in sleeves. Encourage online applications with office print out.
Surfaces	Moderate	Concession desk area , Auditorium seating and tech desk	Sanitized and space requirements
Actor interaction Lobby and House	Moderate	Limit in Lobby 7 with distancing Seated in House for Casting Auditions	Keep 2m Distance or masks encouraged until seated. Move directly to seats after sign in.
Auditions	Moderate	Distancing to be maintained in house and on stage.	Distance kept at 2 m

PROTOCOLS for Actors and Crew

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Before you arrive

- 1) Please RSVP to the audition notice by submitting online form so that we can minimize and control the size of the group safely.
- 2) Audition confirmation to include time of arrival, Health declaration, and sides to be printed and brought to the auditions.

At the Auditions

- 3) The front doors will be open to the lobby and to the house
- 4) House seats, lobby, and washrooms will be sanitized before the event
- 5) Masks should be worn wherever distancing may be an issue.
- 6) Wash or sanitize hands upon entry
- 7) Seating with distance spacing in the house and away from Production table
- 8) Readings will be from single use "sides" of the script. No sharing
- 9) The audition process will always respect distancing guidelines but each individual should take responsibility for maintaining their distance.



Performance Evenings & Matinees;

Auditorium Max Occupancy: 50-75 (inc. Balcony)

Lobby Max Occupancy: 7

Lounge Max Occupancy: 15-20

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RISK	ASSESSMENT	NOTES	MITIGATION POLICY
Box Office	Low	No unauthorized Access. Max 2	Sanitize on personnel change. Computers, Phones, Desktop POS machines after use
Surfaces	Low	As above;	As above
Patron interaction	Moderate	Window Barrier, Contact with tickets, Payment	Encourage online sales. Spacing at window, Sanitize POS machines after use
Lobby Patron interaction	HIGH on entrance	No Lobby congregation,	Masks required , Covid ambassador to maintain distancing for lobby and washrooms. No Paper contact with tickets, or programs. House is open 1 hr before

PROTOCOLS for Staff and Volunteers

- 1) Please do not enter if you are not feeling well or have any Covid symptoms
- 2) Wash your hands after entry.

- 3) Sanitize lobby including work surfaces, washrooms and doors and seat armrests and backs in the house. Concession and Bar not open.
- 4) Exterior Doors and Box Office windows to be left open to encourage air circulation as weather permits.
- 5) Masks for staff and volunteers in lobby or lounge.
- 6) One-way traffic in the lobby entering House through right door. House is open for seating 1 hour before curtain. House Doors open.
- 7) Seated Distancing in the house through ticketing software and Box Office supervision.
- 8) After curtain, FOH to wipe down surfaces in lobby and washrooms
- 9) Intermissions to be as short as necessary for set changes. Exit from the house to the right with distanced washroom line ups extending into the aisle. Return to seats from lobby to the right.
- 10) Lobby doors open (weather permitting) during intermissions.
- 11) End of show, patrons may exit directly through either doorway and onto the street. Patrons waiting for cast should do so by staying in their seats.