

## **COVID-19 Protocols and Guidelines for The Citadel: Ross Centre for Dance**

### **Level 1 – Physical distancing and capacity limits**

#### ***Office***

Staff will work remotely unless their presence is required onsite.

No more than 3 staff will be permitted to work in the office at the same time.

In instances that require multiple staff members to be in the office, physical distancing rules will be followed, or work will be done on the outdoor terrace.

#### ***Lobby/Studio/Theatre/Greenroom***

Capacity for each room in the building is based on the current allowable limit of 50% of the usual seating capacity or the number of people that can maintain a physical distance of 2 metres (depending on the space). Maximum capacities are posted outside all spaces and are as follows:

Lobby Area	8 people
Jean Soper Studio	18 people
Mimi Herrndorf Studio Theatre	26 people
Lindy Green Wing	8 people

#### ***Elevator***

Maximum occupancy for the man-lift elevator remains at 2 people. Due to the enclosed space masks must be worn at all times in the elevator.

### **Level 2 – Cleaning and Sanitizing**

Hand sanitizer is available at the front desk, in the studio, in the theatre, and in the office.

We suggest that studio and theatre doors remain open to allow more air flow into the spaces and to reduce the spread of germs via door handles and push bars.

High touch surfaces throughout the building are cleaned and sanitized with 80% alcohol following a detailed checklist each morning.

The studio, theatre, washrooms, green room and lobby are thoroughly cleaned and sanitized each morning (including studio floors).

### **Level 3 – Protocols for building usage and screening**

The front door of The Citadel remains locked at all times. Remote entry is available for renters by ringing the doorbell.

All visitors/patrons must screen themselves for COVID-19 before entry. If a visitor answers YES to any the questions posted on the COVID-19 signage outside the building, they are kindly requested to NOT enter the building.

All renters and their parties as well as artists/staff contracted or employed by the company must fill out a personal health assessment and contact tracing from upon entering the building each day. This may be done via paper form or via phone or tablet by scanning the QR code displayed at the front desk.

All visitors are asked to use hand sanitizer (provided at the front desk) or to proceed directly to a washroom to wash their hands upon arrival.

Highly visible signage is posted in all washrooms outlining proper hand washing procedure and asking that paper towels be used to shut off taps and open doors when exiting.

We are currently not accepting cash payments for rentals—all rentals must be paid in advance via electronic transfer.

Outdoor shoes are to be removed and placed on designated mats or taped off areas near the doors of each studio.

No bare feet allowed outside of studios.

### **Level 4 – Guidelines for face coverings**

Signage issued by the City of Toronto citing the by-law requiring masks to be worn indoors is posted throughout the building (at the front entrance, lobby, by the elevator entrances, and outside the studio and theatre).

All visitors, patrons and staff are required to wear masks when inside the building.

Dancers working alone in the studio are not required to wear a mask.

Dancers/performing artists are not required to wear a face covering while performing or rehearsing for a performance (see Reference 3). We encourage artists to respect the wishes of those they are working with in regard to keeping masks on while rehearsing if preferred.

All other visitors not physically engaged in the rehearsal and/or performance (choreographer, designer, outside eye, etc.) are required to wear a mask at all times.

Masks must be worn at all times when in the washrooms and in the lobby.

## Level 5 – Policies for admittance of renters and visitors

In order to keep our community members safe, the following persons will not be admitted into the building:

Anyone experiencing one or more of the following COVID-19 symptoms that are new or worsening: fever and/or chills, cough or barking cough, shortness of breath, sore throat, difficulty swallowing, decrease or loss of smell or taste, runny or stuffy/congested nose, headache, nausea/vomiting, diarrhea, muscle aches/joint pain, fatigue, pink eye (for adults), stomach pain (for adults), falling down often (for older adults).\*

*\*Unless experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began in the 48 hours after vaccination.*

Anyone who has been told by a doctor, health care provider, or public health unit that they should currently be isolating (staying home).

Anyone who lives with someone who has been told by a doctor, health care provider, or public health unit that they should currently be isolating (staying home).

Unannounced visitors are not permitted.

Renters are responsible for submitting in advance a list of everyone who will be in attendance during their booking along with their rental contract.

Renters will agree to abide by all new rental protocols outlined in their rental contracts.

Any staff, renter, or visitor who begins to experience any COVID-19 symptoms while at The Citadel must go home immediately and follow Telehealth directives. They will not be permitted to return to the building until they are symptom-free.

## References

1. Reopening Ontario: <https://www.ontario.ca/page/reopening-ontario>
2. Concert venues, theatres and cinemas: <https://covid-19.ontario.ca/public-health-measures#concert-venues-theatres-and-cinemas>
3. Face coverings and face masks: <https://www.ontario.ca/page/face-coverings-and-face-masks#section-1>