

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 4 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 in the living room or on the outdoor terrace (weather permitting).

Lobby/Studio/Theatre/Greenroom

The Citadel: Ross Centre for Dance is currently operating at 50% capacity in accordance with provincial public health and safety guidelines (see Reference 1). We thank you for your patience and understanding as we work to support our community and keep everyone safe.

Jean Soper Studio + Lobby Area	42 people
Mimi Herndorf Studio Theatre	40 people
<i>Maximum audience in theatre</i>	30 people
Lindy Green Wing	10 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 bacteria 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/renters must screen themselves for COVID-19 before entering. If a visitor answers YES to any of the questions on the COVID-19 signage posted at the front desk, they are kindly requested to NOT enter the building.

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 2). However, given the high transmissibility of the current Omicron variant we encourage dancers to wear masks while rehearsing and to respect the wishes of colleagues if rehearsing in masks is 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 who is unable to provide proof of full vaccination. Exceptions may apply. For more information about The Citadel’s Vaccination Policy, please visit our [Rentals](#) home page.
- Anyone who is experiencing symptoms of COVID-19 and is required to be isolating (see Reference 3).
- Unannounced visitors.

Renters are responsible for submitting in advance a list of everyone who will be in attendance during their booking along with their rental agreement, and for providing proof of vaccination for all members of their party.

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

Any staff, renter, or visitor who begins to experience COVID-19 symptoms while at The Citadel must go home immediately and follow isolation requirements (see Reference 3). Anyone with symptoms will not be permitted to return to the building until they have completed their isolation period.

References

1. Returning to Our Plan to Safely Reopen Ontario: <https://covid-19.ontario.ca/public-health-measures#returning-to-our-plan-to-safely-reopen-ontario>
2. Face coverings and face masks: <https://www.ontario.ca/page/face-coverings-and-face-masks#section-1>
3. COVID-19: Stop the spread: <https://www.ontario.ca/page/covid-19-stop-spread>