

**Walterdale Theatre
RELAUNCH PLAN
Response to COVID-19 Pandemic**

December 7, 2021



Relaunch Committee:
Anne Marie Szucs (Chair)
Alle DeMelo
Laura Eschak
Kristen Finlay
Richard Hatfield
Mary-Ellen Perley
Jenn Robinson
Christine Gold

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Overview

Walterdale Theatre's Relaunch Committee was formed in June 2020 to investigate possible options for safely re-opening our space to theatre after the March Covid-19 lockdown ceased all theatre operations. Since our inception, we have been consulting government/AHS guidelines as well as best practices from other similar arts organizations. As well, our Theatre Administrator has been instrumental in applying for grants to support our efforts moving forward. This Board-approved Relaunch Plan is intended to guide all users of our facility - volunteers and audience members. (Please note that this document does not include the artistic direction for the theatre moving forward as this is the responsibility of our Artistic Director as well as the Board.)

We are being extremely cautious in our approach. Our main goal is to ensure the safety of our audience and volunteers (offstage, onstage, and front-of-house). We are all anxious to participate in theatre again, but we want to ensure it's done the right way.

There is a high level of detail in this document, but some of our major measures include the following:

- As of Sept. 20, 2021, Walterdale Theatre adopted the Province of Alberta's **Restrictions Exemption Program (REP)**
 - Every individual who enters the building must show
 - Proof of two approved COVID-19 vaccinations **OR**
 - Documentation of medical exemption (letter from authorized health professional) **OR**
 - Proof of a privately-paid negative PCR or rapid test within 72 hours of access (no AHS or Alberta Precision Laboratories' tests)
 - No medical records of members/audience members will be kept by Walterdale
- **Masks** are **mandatory** inside the building at all times except for performers in performance
- **Physical distancing** (2 metres between individuals) will be practiced in all areas of the theatre; the only exception may be actors onstage
- **Audience size** will be **limited** to 70 out of 140 possible theatre seats
- **Audience flow** through the building will be **controlled** and **distanced**
- We will have increased use of **professional cleaning services; increased cleaning and sanitization protocols** will also be observed by volunteers using the space
- There will be **minimal overlap of production usage** of the building
- Whenever possible, the **administrator** should **work from home**
- When a production is using another space than our building (e.g. for rehearsal), they should use and enforce, at minimum, the REP and Walterdale's COVID-19 protocols for hygiene, masking, and social distancing

This Relaunch Plan is an evolving and “live” document that will be modified as the external situation changes. This current iteration of the Plan, Version Four, will be in effect as of December 7, 2021.

Thank you to the committee members, our Theatre Administrator, and fellow Board members for their support as we continue to explore the opportunities and limitations this pandemic poses for our theatre. Any questions/comments can be sent to Anne Marie Szucs, Relaunch Committee Chair, at szucswalterdalead@gmail.com

Physical Distancing

Audience and Front-of-House (FOH) Volunteers

Tickets and TIX

Each ticket purchaser will receive an automatically generated letter from TIX outlining our COVID protocols. They will be expected to review and complete an agreement to our protocols before entering the theatre.

As well, they must accept the following **conditions of entry**:

- They must meet all conditions of the Government of Alberta's **Restrictions Exemption Program (REP)** as outlined earlier in this document
- They (and all household members) are not currently experiencing COVID-19 symptoms.
- They (and all household members) have not been diagnosed with COVID-19 in last 14 days.
- They have not been in contact with anyone diagnosed with COVID-19 in last 14 days.
- They do not hold Walterdale Theatre responsible if exposure to COVID-19 occurs as a result of providing misinformation or by entering the theatre.

Please see [Appendix A: Walterdale Notice to Patrons](#) for the COVID-19 agreement patrons will be expected to review as well as an accompanying letter to explain our safety protocols to ticket buyers.

ACTION: The theatre administrator will ensure that TIX shares both documents with each ticket purchaser.

Audience Safety

Masks are mandatory for all audience members and must be worn before, during, and after the performance. (We will have a backup supply of disposable masks at the door if audience members arrive unprepared.) We will also enforce **safe physical distancing** (2 metres apart) for all audience members while they are in our building.

Signage will be posted outside and inside the theatre to remind our audience members of conditions for entry as well as safety protocols to be practiced inside the theatre.

ACTION: The theatre administrator will work with FOH Directors to produce and post relevant signage.

Based on safe physical distancing, we will have approximately **70 seats** available for audience members. The first row will still be available for accessible seating. The moat between the audience and the onstage area is now 6 feet wide. At no point should audience members enter the onstage area past the moat. FOH volunteers will ensure that the onstage area is protected from audience access.

Access to the theatre will be restricted to 30 minutes before the performance. Three bathroom stalls and one urinal will be available for audience usage. The fire doors between the concession and bathrooms will remain closed. There will be no box office or concession services onsite.

Audience Flow: Audience members will wait outside the theatre. As they enter the front door of the theatre, they will be expected to first sanitize their hands (at a sanitizing station) and show they are wearing a mask or face shield. The FOH manager will greet them and check off their names on a list provided by TIX. Audience members will need to show approved documentation to fulfill REP requirements. (Please consult [Appendix B: Box Office](#) for more information on Box Office and TIX matters.) The FOH manager will pass audience members off to an usher who will guide them through the lobby to the Stage Left vom (Audience Right) access door and then to their seats. Seats will be filled from the back of the audience section to the front. Audience members will need to stay in their seats once seated. Other ushers will remain in theatre to ensure no audience member enters the stage area before or after the performance. After the performance, an usher will lead the audience out of the theatre (front of seats to back of seats) through the Stage Right vom (Audience Left) access door and out the fire exit (past the bathrooms). Audience members are not allowed to meet with onstage or offstage volunteers inside the theatre at any point.

To ensure audience comfort and safety, we recommend that our performances be relatively short and without intermissions. If there is an intermission, audience members will be expected to either remain in their seats, stretch their legs by their seats, or temporarily leave their seats to use the washroom or to step outside.

Preshow Announcement: Each production will include audience safety reminders in their preshow announcement (e.g. “We ask that you wear your masks, practice safe physical distancing, and keep your hands sanitized while in the building. Listen to instructions from your Front-of-House volunteers, and please do not cross the moat at any point. Remain in your seat until an usher directs you out of the space.”)

FOH Volunteer Safety

Masks are mandatory for all FOH volunteers and must be worn before, during, and after the performance. (We will have a backup supply of disposable masks at the theatre if FOH volunteers arrive unprepared.) We will also enforce **safe physical distancing** (2 metres apart) for all FOH volunteers while they are in our building. FOH volunteers will also be expected to **practice good hygiene** at the theatre: wash hands often, use hand sanitizer, cover coughs and sneezes, and avoid touching face.

FOH volunteers will be given complete instructions and training on our COVID procedures and protocols

FOH volunteers must self-assess for COVID symptoms **each time** before arriving at the theatre. If they need to be tested for COVID-19, they must not come to the theatre. They should be tested and self-isolate until they receive their test results. If their test results are negative for COVID-19, they may return to volunteer at the theatre. If their test results are positive for COVID-19, they may not return to the theatre until they have a negative test.

FOH volunteers will be given specific theatre arrival times for their shift(s). They will also be given individual bins to store personal items during their shifts. Each volunteer will be responsible for the cleaning and sanitization of his/her bin at the end of the shift.

Two FOH volunteers (Audience Right and Audience Left) should remain within the theatre space to monitor audience safety during the performance. They can each take one theatre seat on their side of the theatre. The FOH manager should remain in the lobby. Any other FOH volunteers (e.g. Lobby Volunteer) should leave the building immediately after the performance starts.

Offstage and Onstage Volunteers

Offstage and Onstage Volunteer Safety

Masks are mandatory for all offstage and onstage volunteers and must be worn at all times when volunteers are in the building. This includes rehearsals, production meetings, crew calls, and performances. The only exception would be if actors need to take off masks during a rehearsal or performance (or for an individual to take a drink of water). If volunteers take off masks for any of the reasons noted above (with the exception of actors onstage), they must maintain 2 metres of distance from others.

We will also enforce **safe physical distancing** (2 metres apart) for all offstage and onstage volunteers while they are in our building. Offstage and onstage volunteers will also be expected to **practice good hygiene** at the theatre: wash hands often, use hand sanitizer, cover coughs and sneezes, and avoid touching face.

ACTION: The theatre administrator will produce and post signage to remind offstage and onstage volunteers of safety guidelines.

Offstage and onstage volunteers must self-assess for COVID symptoms **each time** before arriving at the theatre. If they need to be tested for COVID-19, they must not come to the theatre. They should be tested and self-isolate until they receive their test results. If their test results are negative for COVID-19, they may return to volunteer at the theatre. If their test results are positive for COVID-19, they may not return to the theatre until they have a negative test.

There may need to be backups for offstage and onstage volunteers in the event that someone becomes ill. This will be up to each production team.

Production teams need to limit the number of individuals who come into contact with production volunteers. Rehearsal visitors are strongly discouraged during this period.

Onstage and offstage volunteers will not be allowed to meet with audience members inside the theatre at any point. Any such meetings must happen outside Walterdale where social distancing and other safety considerations may be followed.

Actors should not be in the lobby at any time during the performance schedule.

Building Usage by Offstage and Onstage Volunteers

The number of onstage and offstage volunteers will be kept to a minimum. Each volunteer will have assigned spaces and equipment/props. Bins will be used to separate individual items. It will be the responsibility of each volunteer to keep individually assigned spaces and equipment/props cleaned and sanitized. Call times will be as late as possible to ensure minimal time spent in the theatre by onstage and offstage volunteers.

The kitchen may be used ONLY for refilling water bottles at this time. No eating may occur in the theatre. Individuals may consume water from their own water bottles only. There will be assigned use of the upstairs bathrooms to reduce overlap of space usage. A regular cleaning schedule of shared spaces will be developed by each production team.

Please consult [Appendix C: Building Usage](#) for full information on building usage during this season.

Backstage Area

The backstage area will be managed by a single Assistant Stage Manager (ASM). If an ASM requires assistance moving something, a designated helper may be assigned. Once the stage is set up for a production, the ASM is to be positioned in one specific location to be available to accommodate show needs while maintaining social distancing from the other crew and cast.

There should not be a need for dressers during this time; however, if a dresser is required, special considerations must be given to ensure the safety of all involved. Actors must put on their masks before approaching the masked dresser to receive assistance with the costume change/adjustment.

Booth

To ensure crew safety, the booth will be adjusted to accommodate a maximum of 2 people at opposite ends of the booth. There are currently two options available for productions:

1. The stage manager will call the show and operate the sound (in the booth). The second person in the booth will be the lighting operator.
2. The stage manager and sound operator will be in the booth, and the lighting operator will be set up in the Glenfield Rehearsal Hall with video support to allow a view of the

stage. The stage manager will be required to call all cues including those that may typically be visual cues.

It is hoped that a minimal approach to sound and light design (Fringe style) may support this novel arrangement for the stage manager and operators.

Costumes, Props, and Makeup

A minimal approach to costumes, props, and makeup will also be strongly encouraged in order to maintain volunteer safety. Please see [Appendix D: Costumes, Props, Makeup](#) for specific information on how to handle these production responsibilities.

For Production Managers!

It is the responsibility of each production manager to create a production-specific safety plan that takes into consideration Walterdale Theatre and AHS COVID-19 Guidelines. Please see [Appendix E: Production Safety Plan Template](#). Using this template, production managers need to document how their production will keep offstage and onstage volunteers safe during the COVID-19 pandemic.

In consultation with the Relaunch Committee Chair, production managers will develop and present a safety plan for approval. The safety plan must be approved before the production can commence.

The COVID-19 pandemic is an evolving situation; it will be important for production managers to review their plan regularly and make changes as required. They can refer to the Alberta government's [COVID-19 website](#) for up-to-date information. Any changes to the production safety plan will need to be approved by the Relaunch Committee Chair.

Cleaning and Sanitization

After reviewing AHS cleaning and sanitization guidelines and protocols, we have developed a two-part cleaning strategy: professional cleaning and volunteer cleaning. The Board has committed funds for enhanced professional cleaning as well as increasing our volunteer cleaning supplies.

Professional Cleaning

Poppins Cleaning Services of Sherwood Park, AB, our professional cleaner for previous seasons, submitted a successful proposal through our Building Director to take care of our professional cleaning needs.

Based on the proposed schedule of 3 productions in Fall 2021, with the usual 10-performance run for each production, the professional cleaning schedule will be as follows:

- **Four (4) complete full-theatre** cleaning and sanitizing
 - One before the first production enters the building
 - One after the first production leaves the building and before the second production enters the building
 - One after the second production leaves the building and before the third production enters the building
 - One after the third production leaves the building
- **Six (6) complete lobby and audience space** cleaning and sanitizing
 - One the Monday before preview; one on the Monday midway through run; (the clean after the run will be included in the above full-theatre cleans)
- **Twenty-Four (24) light lobby and audience space** cleaning and sanitizing (arm rest wipe downs; all touch points in lobby and audience space; bathrooms)
 - Completed before every performance (1st Wed, 1st Thurs, 1st Fri, 1st Sat, Sun, 2nd Thurs, 2nd Fri, 2nd Sat) except preview and 2nd Wed as they will be cleaned in the above complete lobby and audience space cleanings

Please see [Appendix F: Professional Cleaning Schedule Fall 2021](#) for the finalized professional cleaning schedule for the three productions. Once the Winter 2022 season is finalized, we will update our professional cleaning schedule.

Volunteer Cleaning

In addition to the professional cleaning and sanitizing dates, it is expected that any volunteer using the theatre space will clean and sanitize after usage. Cleaning checklists have been developed for FOH and Offstage/Onstage and can be found in [Appendix G: Volunteer Cleaning: Checklists and Supplies](#).

It is up to each production team to review the cleaning checklists and to determine who will clean and sanitize what and when. The theatre has purchased additional cleaning and sanitizing

supplies (e.g. sanitizer, wipes, spray cleaners, etc.) for volunteer use. This cleaning plan will form a part of the safety plan that the production manager will share with the Relaunch Committee Chair before the production moves into the space.

We can't stress enough how important it is that cleaning and sanitizing will be everyone's job for the immediate future. We need to take care of each other.

COVID-19 Infection Plan

Masks are mandatory for all volunteers and must be worn at all times when volunteers are in the building. The only exception would be if actors need to take off masks during a rehearsal or performance. We will also enforce **safe physical distancing** (2 metres apart) for all volunteers while they are in our building. All volunteers will also be expected to **practice good hygiene** at the theatre: wash hands often, use hand sanitizer, cover coughs and sneezes, and avoid touching face. All volunteers must successfully meet **REP** requirements.

All volunteers must self-assess for COVID symptoms **each time** before arriving at the theatre. If they need to be tested for COVID-19, they must not come to the theatre. They should be tested and self-isolate until they receive their test results. If their test results are negative for COVID-19, they may return to volunteer at the theatre. If their test results are positive for COVID-19, they may not return to the theatre until they have a negative test.

What Happens if a Volunteer Becomes Symptomatic with COVID-19?

1. The volunteer should self-isolate and stay away from the theatre.
2. The volunteer should immediately communicate with a designated point person:
 - a. FOH volunteers should communicate with the Volunteer Coordinator and/or the two FOH Board Directors.
 - b. Onstage volunteers should communicate with the Stage Manager and/or the Director and Production Manager.
 - c. Production-specific offstage volunteers should communicate with the Stage Manager and/or the Director and Production Manager.
 - d. General offstage volunteers should communicate with the Technical Director and/or Theatre Administrator.
 - e. Board and Board Committee members should communicate with the Board President and/or Theatre Administrator.
3. The designated point person should contact the Board President who will then share information with the Board. The Relaunch Committee may be tasked with managing the incident. At that point, the Board may decide to share information with the public.

ACTION: Directors of Publicity should have press releases prepared for several scenarios.

4. Building usage may immediately cease. If possible, all surfaces that the infected individual came into contact with must be cleaned and sanitized. All contacts and building users will need to be tested for COVID-19. Rehearsals (if applicable) may move to online/Zoom. The Artistic Director and/or Theatre Administrator may need to investigate extending rights. If this occurs during a show run, we will need to communicate with our audience members through TIX.
5. To access the building again, each volunteer will need to share proof of a negative COVID-19 test result to the same designated point person.
6. Any or all decisions to resume building usage will need to be approved by Board President, Board, and/or Relaunch Committee.

Appendix A: Walterdale Theatre Notice to Patrons



Due to the COVID-19 pandemic, we are taking extra precautions with the intake of all patrons. By purchasing these tickets, you are acknowledging that you will not attend the theatre if you have any of the following symptoms:

- Fever
- New onset of cough or worsening chronic cough
- New or worsening shortness of breath or difficulty breathing
- Sore throat
- Runny nose
- Loss of sense of smell or taste

By purchasing these tickets, you are accepting the following affirmations:

- I understand the above symptoms and affirm that I, as well as all members of my household do not currently have nor have experienced COVID-19 symptoms within the last 14 days
- I affirm that I, as well as all members of my household, have not been diagnosed with COVID-19 within the last 14 days
- I affirm that, to my knowledge, I have not been in contact with anyone who has been diagnosed with COVID-19 within the last 14 days
- I understand that this business - Walterdale Theatre Associates - cannot be held responsible should I experience exposure to COVID-19 or any other contagion as a result of providing misinformation or by entering the theatre

By purchasing these tickets, you are accepting the following rules put forward by Walterdale Theatre Associates for the safety of their actors, crew and other patrons - for the purchaser of these tickets **and** any accompanying guests:

- All patrons must show compliance with the Province of Alberta's Restrictions Exemption Program
- Masks **must** be worn when in the theatre
- Patrons will be required to sit according to safety recommendations and the seating arrangements created by Front of House Staff
- Concession will not be available for patrons

By acknowledging these terms, I am aware of the risks and rules put forth by Walterdale Theatre Associates and give consent to proceed with ticket purchase.

Dear Walterdale Theatre Patron,

Thank you for continuing to support local live theatre in Edmonton; we are so happy to have you back!

In preparation for our return to live theatre, please be aware that Walterdale Theatre has the following rules and protocols in place for the comfort and safety of our actors, volunteers and patrons:

1. The main doors to the theatre will be opening 30 minutes prior to the beginning of a performance. Please ensure you are prepared for the doors to be open at that time and maintain physical distancing from other patrons when waiting outside.
2. You will need to show your compliance with the Province of Alberta's Restrictions Exemption Program upon entering the theatre.
3. The theatre space will have one entrance and one exit until further notice. Please follow the directions of ushers on entering and exiting the theatre space.
4. The wearing of a mask will be **required** for all patrons on entering the theatre and for the duration of the performance.
5. Please adhere to the instructions of ushers when being seated to ensure all patrons may be seated in a timely and safe manner.
6. The Concession will not be available until further notice.
7. Please remain in your seat throughout the performance. If there is an intermission, you may stretch your legs by your seat or leave your seat to use the bathroom or for a fresh-air break outside.
8. For the safety of our actors, patrons who leave the theatre during a performance may return to their seats during intermission. They may watch the performance on the lobby video until such time. Patrons will not be allowed re-entry after the intermission has ended.
9. Patrons will not be allowed to meet with actors or technical crew after the performance inside the theatre. Please meet them outside the theatre.

We are so pleased that you will be coming to Walterdale Theatre and we hope that you enjoy the show!

Sincerely,
Alle DeMelo and Mary-Ellen Perley
Front of House Co-Directors
Walterdale Theatre

Appendix B: Box Office

TIX and Tickets

The committee reached out to TIX to see if we could adopt paperless ticketing for this season. They replied that it was not possible, so we will move forward with a hybrid system this season:

- All tickets must be purchased in advance through TIX.
- TIX will share Walterdale's Notice to Patrons with each ticket purchase.
- TIX will send a list of ticket buyers to Walterdale by 5:00 pm on each performance date (and 5:00 pm on the Friday of each weekend for the Friday, Saturday, and the one Sunday performance).
- The Theatre Administrator will remotely send the ticket buyer list to the upstairs printer. The FOH Manager will collect this list from the printer prior to the performance and place it in the Box Office Binder on the FOH podium.
- No tickets will be sold after 4:45 pm. No tickets will be sold at the door.
- The FOH Manager will use the TIX list to check off ticket buyers as they arrive.
- FOH Managers will record full names, email addresses, and phone numbers of each audience member.
- We will not take any paper tickets at the door.
- **Important:** No empty seats may be filled by anyone who has not purchased a ticket in advance through TIX.

ACTION: Directors of Publicity will ensure audience members know that no tickets will be sold at the door.

The FOH team is currently working on adopting a cashless ticket purchase option for our audience members who wish to purchase tickets at the door. We will not return to selling tickets at the door until this system is operational, and it is safe to do so.

Comps

In light of seating restrictions, there will be **two comps per volunteer** that may be used **only at the Preview Performance** (Tuesday before opening). No other comps will be available once the audience capacity of 70 has been reached. Preview night will need a full FOH volunteer complement to handle the audience.

As in seasons past, the Box Office manager will handle all comp requests on a first-come, first-serve basis. First access to comps will be given to production volunteers, then Board members, and then FOH volunteers. Comps may not be changed once the established deadline has passed.

There will be no VIP comps this season, and limited media comps may be made available as required.

Appendix C: Building Usage

Access and entry to the building must be approved in advance. Here are the steps needed to be taken before you can go in, and what to do once you are there (if approved).

1. Please send an email to the theatre administrator (walterph@telus.net), requesting permission for access and indicate why you need to do so. (Administrator can follow up with the Relaunch Committee if the request is out of the ordinary.)
2. Once approved, you will be scheduled into the calendar. If there is more than one person entering, you need to indicate who is going in with you for contact tracing purposes.
3. If approved, you will also be provided with safety protocols you will need to follow while in the building which will include sanitization of the space, social distancing requirements, and other safety behaviours such as mask-wearing.
4. Please bear in mind, you may not be approved depending on the urgency of the request.

There should be minimal overlapping of groups in the space. The theatre administrator and the two Directors of Production can monitor the schedule to ensure safety.

Please Note: For this season, volunteers will not be required to clean the theatre before their production. There may also be a larger time gap between the departure of one show and the arrival of the next to allow for sanitization of the building. As well, as much as possible, Production Meetings, Auditions and Rehearsals should be done online via Zoom meetings or a similar online format.

Please see [Appendix H: Timeline for Season 63 \(Fall 2021 and Winter 2022\)](#) for further information.

The following theatre areas will remain “closed” even when productions start to use the theatre: administrator’s office, costume room and storage, and lobby concession. The kitchen may be used only for refilling water bottles. The hair and makeup counter may only be used if individuals are spaced at least 2 metres apart. All common areas must be cleaned and sanitized regularly by production members.

Note: Ringing the bell in the tower before a performance is an important tradition for our theatre. We can continue this tradition safely if only one volunteer rings the bell and all touch points are cleaned and sanitized after each occurrence.

Appendix D: Costumes, Props, and Makeup

Costumes

In addition to the expected masking, hand hygiene, social distancing, and cleaning/sanitizing of workspaces, **wardrobe volunteers** should also follow these **guidelines**:

- If you must work closely with actors or crew, wear 2 masks if you can
- Plan to minimize areas where you need to work and surfaces you need to touch
- Stay in and keep your projects in your workspace (sewing room) as much as possible
- Keep actors and crew out of your workspace as much as possible
- Try to touch as few costumes as possible
- Try to use washable garments if possible
- If using costumes which must be dry-cleaned only, provide underpinnings which can be laundered often
- Provide sanitizing and disinfecting solutions which can be safely used on the costumes
- Work with one actor at a time

Measuring and Fitting an Actor

- **When measuring an actor:**
 - Stand 2 metres from the actor
 - Provide the actor with a clean measuring tape
 - Show the actor where and how to take the measurement
 - Watch the measurement and record the numbers yourself
 - Note: If you must take a measurement yourself, do it from behind the actor while actor is facing forward
 - Be sure to clean the tape when you are finished
- **When fitting an actor:**
 - Stand 2 metres from the actor
 - Have actor don the costume
 - Have the actor turn around slowly as you look at all aspects of the fit of the costume
 - Have the actor 'pinch in' the areas of the garment which are too loose; then estimate and record the areas and amounts of the alterations needed. Or
 - Have the actor undo the closures if the garment is too tight, then estimate and record the amount that needs to be added
 - Estimate where the hemlines need to be
 - If you must do this yourself, try to do the fitting from behind the actor and have the actor face forward
 - Have the actor hang the costume on a separate rack away from the other costumes
 - Spray costume with an appropriate disinfecting solution and let dry before you tag it with alteration information

Organizing the Wardrobe for the Production

- Hang costumes separate from the actors' personal garments and label the area with actor's name
- Hang each actor's wardrobe well apart from the other actors' wardrobes
- If space is not adequate, bag each actor's wardrobe to form a barrier between their costumes
- Provide a clean and labelled bin for each actor for small items
- Provide baggies to allow separation of small personal items and small costume items, e.g. jewellery, gloves, socks
- Provide an extra rack for cast and crew to hang their outer wear away from the costumes and dressing areas

Cleaning and Care of the Wardrobe for the Production:

- Check labels for cleaning instructions
- Use as high temperatures as possible for cleaning methods
- Laundry, 'French Cleaning' or dry cleaning where appropriate
- DO NOT use chlorine bleach in disinfecting solutions
- Use alcohol or hydrogen peroxide solutions for sanitizing and disinfecting
- ALWAYS TEST solutions in a hidden area of a costume before treating the entire piece
- After each show, launder washable items if possible
- For non-washable items, spray inside armpit areas with an alcohol-based solution
- Lightly spray outside of garments with an alcohol solution
- Steam or press with iron using appropriate setting to help kill germs
- Check costumes often for rips and stains. . .take care of them before the next show.
- Take care to prevent damage or shrinkage while cleaning or pressing costumes.
- Maintain the integrity of each costume throughout the run of the production.

Props

- Where possible, props should only be handled by one actor and sanitized before and after the actor uses it
- If a prop is used by more than one actor, and the handoff does not happen on stage, there should be duplicates of the prop for each actor
- If the prop needs to be handed off directly to the actor by a crew member the crew member should wear gloves to do so. Gloves should be changed between handling of each prop.
- If drinkware is used it should be labeled clearly for each actor and washed after each show.

Hair and Makeup

Actors should arrive with their hair and makeup already done. They may do brief touch-ups at their individual stations (as set up by the production team.) The makeup area is considered closed, and theatre makeup supplies are off limits. No personal hair or makeup items may be

left on the makeup counter. All individual items must be kept in bins and placed in distanced areas for each actor to access. The stage manager can identify each actor's "spot" in the dressing room and/or green room.

Volunteer time in the theatre must be minimized, so the dressing rooms and green room are to be used for the shortest amount of time possible. Late call times need to be developed to allow actors to do hair and makeup before arriving. There should be sufficient time at the theatre for the stage manager to assess that everyone is on the premises and ready for the show. Ideally, warmups should also be each actor's responsibility and conducted before arriving at the theatre.

Appendix E: Production Safety Plan Template

For Production Managers: use this template to document how your production will keep onstage and offstage Walterdale volunteers safe during the COVID-19 pandemic. Provide as much information in response to each question as possible. This will help your production members and other people in the building to know exactly what to do and what to expect. The final page will help you create a snapshot version of your plan to post in the theatre. This can act as a reference for production members to know what you are doing to help keep everyone in the theatre safe. The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Alberta government’s [COVID-19 website](#) for up-to-date information.

Production:	Production Dates:
Stage Manager:	Director:
Cast:	Crew:
Production Team:	Anyone else who will be accessing the building during the production:

COVID-19 Education

Considerations: How will you ensure all production members know how and are able to keep themselves safe from exposure to COVID-19? What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

Distancing Measures

Considerations: How will you ensure people maintain 2-metres distance between each other? Do you need to maintain directional traffic flow? How would you limit congregating (e.g., in the green room, backstage, restrooms, etc.)? How will you limit the overall number of people in your space? How will you mitigate the risk of transmission when 2-metre distancing cannot be maintained?

Cleaning/Disinfection

Considerations: How will cleaning on high-touch surfaces be maintained in your location (e.g., bathroom, chairs, doorknobs, green room)? How will you train and ensure production

members keep equipment clean? What cleaner are you using? What disinfectant are you using? How long do you have to keep the disinfectant on the surface for it to be effective? [Note: These are provided by the theatre, but you need to be aware of what products to use and how to use them.]

Screening for Symptoms

Considerations: How will you be aware of symptoms in members of the production, such as fever, new onset of cough or worsening chronic cough, new or worsening shortness of breath or difficulty breathing, sore throat, runny nose, or loss of sense of smell or taste? How will you ensure volunteers self assess for COVID symptoms before they come to the theatre for every call? Have you provided a checklist for self-monitoring of symptoms? Have you considered what you would do if you see increased absenteeism due to illness or isolation requirements? Have you considered absenteeism policies that encourage production members to stay home when ill, in quarantine (self-isolation), or if they are taking care of children or someone who is ill? Are you maintaining a log of attendance? What is your response plan for production members who come to the theatre with symptoms?

Personal Protective Equipment (PPE)

Considerations: How will you promote PPE use (e.g., masks or gloves) when people are unable to be 2 metres apart? When will you require people to wear PPE and when will it not be required?

Responsibilities

Considerations: Who will be responsible for ensuring cast, crew, production team and other volunteers are following your precautions? Do you have updated contact information for everyone involved in the production so they can be notified in the event of a known exposure? What would your approach be if you had to manage a situation where there was apparent non-compliance with your plans/direction? What will you do if there is a potential case, or suspected exposure to, COVID-19 at the theatre? What is the contact information for your local public health unit? What are your isolation procedures?

How will you make sure your plan is working?

Considerations: How often will you schedule a review of your plan? How will you get input and ideas from other members of the production? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

COVID-19 Safety Plan – Snapshot

This snapshot can be posted in a place where it can be seen easily so your production members will know what actions are being taken.

Production name:

Date completed:

Revision date:

Measures we're taking

How we're ensuring production members know how to keep themselves safe from exposure to COVID-19

- [List your measures here.]

How we're screening for COVID-19

- [List your measures here.]

How we're controlling the risk of transmission in the theatre

Physical distancing and separation

- [List your measures here.]

Cleaning

- [List your measures here.]

Other

- [List your measures here.]

\What we will do if there is a potential case, or suspected exposure to, COVID-19 at the theatre

- [List your measures here.]

How we're making sure our plan is working

- [List your measures here.]

Appendix F: Professional Cleaning Schedule Fall 2021

Date	Production	Type of Cleaning*
Sept 6-9	Before <i>The Mask</i> production	Complete Full Theatre
Sept 13	<i>The Mask</i> – Mon before Tues preview	Complete Lobby & Audience Space
Sept 15	<i>The Mask</i> – before show #1	Light Lobby & Audience Space
Sept 16	<i>The Mask</i> – before show #2	Light Lobby & Audience Space
Sept 17	<i>The Mask</i> – before show #3	Light Lobby & Audience Space
Sept 18	<i>The Mask</i> – before show #4	Light Lobby & Audience Space
Sept 19	<i>The Mask</i> – before show #5	Light Lobby & Audience Space
Sept 20	<i>The Mask</i> – dark Mon between weeks	Complete Lobby & Audience Space
Sept 22	<i>The Mask</i> – before show #7	Light Lobby & Audience Space
Sept 23	<i>The Mask</i> – before show #8	Light Lobby & Audience Space
Sept 24	<i>The Mask</i> – before show #9	Light Lobby & Audience Space
Sept 25	<i>The Mask</i> – before show #10	Light Lobby & Audience Space
Sept 27-29	Transition from <i>The Mask</i> to <i>The December Man</i> – before move-in	Complete Full Theatre
Nov 1	<i>The Dec Man</i> – Mon before Tues preview	Complete Lobby & Audience Space
Nov 3	<i>The Dec Man</i> – before show #1	Light Lobby & Audience Space
Nov 4	<i>The Dec Man</i> – before show #2	Light Lobby & Audience Space
Nov 5	<i>The Dec Man</i> – before show #3	Light Lobby & Audience Space
Nov 6	<i>The Dec Man</i> – before show #4	Light Lobby & Audience Space
Nov 7	<i>The Dec Man</i> – before show #5	Light Lobby & Audience Space
Nov 8	<i>The Dec Man</i> – dark Mon between weeks	Complete Lobby & Audience Space
Nov 10	<i>The Dec Man</i> – before show #7	Light Lobby & Audience Space
Nov 11	<i>The Dec Man</i> – before show #8	Light Lobby & Audience Space
Nov 12	<i>The Dec Man</i> – before show #9	Light Lobby & Audience Space
Nov 13	<i>The Dec Man</i> – before show #10	Light Lobby & Audience Space
Nov 15-17	Transition from <i>The Dec Man</i> to <i>5@50</i> – before move-in	Complete Full Theatre
Dec 6	<i>5@50</i> – Mon before Tues preview	Complete Lobby & Audience Space
Dec 8	<i>5@50</i> – before show #1	Light Lobby & Audience Space
Dec 9	<i>5@50</i> – before show #2	Light Lobby & Audience Space
Dec 10	<i>5@50</i> – before show #3	Light Lobby & Audience Space
Dec 11	<i>5@50</i> – before show #4	Light Lobby & Audience Space
Dec 12	<i>5@50</i> – before show #5	Light Lobby & Audience Space
Dec 13	<i>5@50</i> – dark Mon between weeks	Complete Lobby & Audience Space
Dec 15	<i>5@50</i> – before show #7	Light Lobby & Audience Space
Dec 16	<i>5@50</i> – before show #8	Light Lobby & Audience Space
Dec 17	<i>5@50</i> – before show #9	Light Lobby & Audience Space
Dec 18	<i>5@50</i> – before show #10	Light Lobby & Audience Space
Dec 20-22	After <i>5@50</i>	Complete Full Theatre

*Complete Full-Theatre Clean and Sanitize (downstairs lobby, bathrooms, audience space; stage door foyer and stairs; upstairs foyer, administrator office, rehearsal space, green room, bathrooms)

*Complete Lobby and Audience Space Clean and Sanitize

*Light Lobby and Audience Space Clean and Sanitize (wipe down arm rests; all touch points in lobby and audience space, bathrooms)

Appendix G: Volunteer Cleaning: Checklists and Supplies

FOH

Before audience members enter the theatre, ensure the following are in place:

√ Signage outside and inside theatre explaining COVID-19 safety protocols (FOH Directors and Volunteer Coordinator will develop signage with Theatre Administrator using highlights from Appendix A: Notice to Patrons)

√ Set up podium at front entrance with a table to hold hand sanitizer and extra masks

√ Washrooms:

- Prop open the door only for the west washroom and check for signs:
 - Sign “Open” on stall closest to front washroom door
 - Sign “Closed” on centre stall
 - Sign “Open” on stall at back of washroom
- Leave door closed for east washroom and check for signs:
 - Sign “Open” on stall
 - Urinal is also available

After audience members have left the theatre, FOH volunteers will need to clean and sanitize:

√ FOH volunteer space and equipment (chairs, podium, pens, etc.)

√ Any FOH volunteer touch points (e.g. theatre keys, code pads, light switches, doorknobs, lockboxes, counters)

Offstage and Onstage Volunteers

All volunteers will be expected to clean and sanitize the following areas after they have occupied and used any area in the theatre:

√ doors and handles

√ light switches, code pads, lock boxes, and theatre keys

√ tables and counters

√ chairs

√ stairwell railings and light switches

√ floors

√ sound and light boards

√ booth touch points (counters, chairs, armrests, light switches, etc.)

√ bathrooms (sinks, faucets, counters, toilers, stall door, light switches)

Backstage, Onstage, and Back Stairs

Cleaning of backstage, onstage, and back stairs will be considered a stage management responsibility for each production. The Production Manager and Stage Manager will develop a cleaning schedule to form a part of their Production Safety Plan.

Key areas to clean:

√ doors and handles

- √ light switches, code pads, lock boxes, and theatre keys
- √ tables and counters
- √ chairs
- √ stairwell railings and light switches
- √ floors
- √ props

Cleaning Supplies

Appropriate cleaning supplies have been secured for volunteers to use to both clean and sanitize surfaces:

- Hand sanitizer in spray bottles (2 bottles for FOH at main entrance; 2 bottles for other volunteers at 2nd floor entrance)
- General cleaner
- Floor cleaner
- Wipes
- Cleaning Towels
- Gloves

ACTION: The theatre administrator will ensure supplies are ordered and on hand for volunteer use.

The Building Director has sourced out additional HEPA filters for our two furnaces to improve the quality of the air in our building. The HEPA filter needs to be replaced every 3 to 4 months during this time. The Building Director and theatre administrator will coordinate this filter replacement.

A Final Note

Each volunteer and team will need to come up with a cleaning protocol that is both exhaustive and workable. Divide up the work and make it a regular part of your time at the theatre. The more specific you are, the more successful we will be in keeping our theatre free from COVID-19.

Appendix H: Timeline for Season 63 (Fall 2021 and Winter 2022)

The Mask

- Cancelled

The December Man

- Professional cleaning was completed by Sept 29, 2021
- Show ran from Nov 3-13, 2021

5 @ 50

- Professional cleaning was completed by Nov 17, 2021
- Show run is Dec 8 – 18, 2021

** Will need to schedule auditions for Winter 2022 Season once it has been established