

DISCLAIMER While much effort has been put into reducing the spread of COVID-19 it is important to note that it is not possible to create a zero-risk environment. However, with appropriate measures in place, the risk of this occurring can be greatly reduced and the potential of COVID-19 spreading minimized.

Planning Process

This plan is a working document subject to change as new realities and understanding evolves throughout our planned Fall season. Following each performance, we will conduct an evaluation of our processes and procedures with Crew and patrons.

The Plan has been drafted by [Executive & Artistic Director Bill Usher](#) with the support of co-staff Miranda Corbett. The Plan has benefitted from months of dialogue with colleagues in the performing arts community specifically through Town Hall meetings held every Wednesday by Zoom with 50 to 70 colleagues from around the province. This Plan utilized the template for the performing arts provided by [WorkSafeBC](#). The Plan further benefitted from the scrutiny of [Actsafes Safety Association](#) staff and has been modified to respond to their professional feedback and guidance. The Plan has also benefitted from the input and feedback from our contracted staff and FOH volunteers.

In general, we have

- limited the number of people for the various spaces in the Civic Centre
- developed protocols and provided signage and training
- considered masks as last opportunity to ideally be used in conjunction with other precautionary measures we list throughout the plan.

Personal Responsibility

All staff, production tech, FOH volunteers, and artists (“Crew”) must be aware of their own personal responsibility, as one person’s negligence could jeopardize the safety of everyone. Individuals must take all reasonable measures to ensure their own personal health and to safeguard our collective health and safety. We ask that all “Crew” follow the public health



orders and apply themselves to the directions in this plan. We ask all Crew to support and share this messaging appropriately when interacting with our patrons.

Understanding the risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

COVID-19 symptoms that include but are not limited to:

- Fever, chills, dry cough, runny nose,
- Aches & pains, sore throat, headache
- Difficulty breathing, loss of taste, smell
- Nausea or vomiting, diarrhea, fatigue

All Crew (including Artists): Day of Show entry check

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.

Upon report of new symptoms, the person should be asked to wash hands, provided a mask, isolated and asked to leave. Promote use of 8-1-1 or [thrive.health's self assessment tool](#); their area should be cleaned and disinfected and if there is severe illness 9-1-1 should be called; first aiders should be provided [this document](#) so that they may protect themselves if first aid needs to be provided.

Production Crew and Artists

- When physical distancing of 2 metres is not possible, all Crew should wear a mask while performing their duties.
- All artists are also required to complete our health declaration on the day of the event before entering the building.
- Artists are required to wear masks during load-in and setup. Artists may remove their masks for rehearsal and performance. Single-use masks will be made available to artists, if needed.
- Artists are expected to maintain 2 metres of physical distance from anyone not in their household or “bubble” in backstage areas.
- Dressing rooms have limited capacities and will be designated for individual performers or groups.
- The green room is available to artists for storing and preparing personal food items only.
- Artists should take breaks in their dressing rooms or outside the venue.
- Washrooms for hand washing are available in all dressing rooms.
- Hand sanitizer is available in the backstage hallway and in the stage right wings.
- Artists from the same household, or operating in a “work bubble”, do not need to maintain physical distance from one another. To operate in a “work bubble”, artists must complete an exemption document listing the names of everyone involved in the show who is in their “bubble”.
- For the safety of stage crew and artists no guests are allowed backstage and/or in the dressing rooms and common areas.

REMINDER: The use of any masks, face shields, or other barrier PPE is not a replacement for physical distancing. They are only to be used as extra protection for short periods of time when physical distancing may not be possible.

Load In & Out

Live Kicks crew may assist in the loading in of equipment related to the show under the following conditions:

- Practice physical distancing and wearing masks
- Artists are responsible for loading any personal items – coats, purses, backpacks, costume pieces not in suitcases.
- Artists should unload equipment from vehicles on to the ground in the parking lot to prevent crowding around vehicles. Live Kicks crew can help carry it into the theatre.

- In the event that an item requires two or more people to lift and move safely, all persons involved must wear masks.
- Crew and artists will wash or sanitize their hands before and after handling any equipment brought in for an event.

Live Music

Artists will be provided with this Safety Document in advance of Show Day and the leader of the Artists will confirm to Live Kicks staff that the Artists understand and will abide by the directions in this Plan

- Live Kicks Crew will endeavour to preset as much onstage equipment as possible before the musicians arrive. Microphones and monitors will be tested for signal and balance and then disinfected according to the manufacturer's recommendations.
- Live Kicks crew will physical distance while musicians place themselves and their instruments.
- Musicians not in a "bubble" must set up with a minimum of 2 metres distance between instrumentalists and 3 metres distance in front and to the side of vocalists.
- Methods to ensure physical distancing between artists will be determined by the needs of the production and integrated into the layout of the stage space.
- Musicians may return to the stage to begin sound check once the crew is clear

After the Performance:

- Artists are asked to say farewell to their audience from the stage. Merchandise sales (if appropriate) will be confirmed in advance with KHC's Artistic Director and appropriate guidelines will be set and followed re: masks and physical distancing
- At the end of the performance, artists will exit into the backstage hallway or to their dressing rooms until the audience clears the theatre.
- Artists will not be able to meet with audience members in the lobby. Guests of the artists will not be permitted to wait in the facility or enter the backstage areas. Artists should arrange to meet their guests elsewhere after they are struck from the venue.
- Artists and crew are reminded that COVID procedures are still in place at the end of an event. Be aware not to skip important steps due to tiredness or a desire to just get the job done.
- Once the audience is clear of the theatre, artists may return to the stage to begin the strike. Artists are asked to load-out and leave the venue promptly.

Hall Access and Exit

Ensure FOH volunteers and staff that are expected to manage line-ups of patrons are trained in COVID-19 protocols. Ensure that they have support and strategies for dealing with patrons who may be unwilling or who are unable to understand the approach to managing volumes. At any time if and as needed, please alert Artistic Director Bill Usher. Provide audience instruction through regular promotional media prior to the show to emphasize changes and new expectations around audience behaviour, regular egress, emergency egress, and washroom use.

- All audience members will enter through the front street doors
- Ticket taking and doors into the Great Hall will be open at least 30 minutes before showtime to avoid line-ups and congregating in the lobby
- FOH staff will ensure that guests are wearing masks when entering the building and while on the move to the washrooms, to their seats, and to the Café
- For Contract Tracing all guests must provide their name and contact phone number on the back of their ticket; this information will be collected and retained for 30 days
 - FOH staff will ask to see guest's ticket and make sure that the guest has printed their name and phone number on the back of their ticket before collecting - if appropriate please wear supplied plastic gloves
 - if guest has not provided their Contact info ask them to step aside to fill it in before entering the hall
- FOH maitre d' will take the guest 'bubble' to their reserved table and seat them and tell them how to line up to purchase from the café
- FOH staff (Miranda) will have a Tap Credit/Debit machine and a cash float and will complete the purchase with the guests waiting in line; guests will then proceed to the Café counter and pick up the refreshments
- FOH messaging on the pre-show video will ask guests to wear a mask while audience is getting seated and there is still traffic to the Café and washrooms
- FOH messaging by Artistic Director from stage will ask that if a guest finds themselves excessively sneezing or coughing during the show they isolate themselves to the Lobby and determine whether they should stay; full refund is available at AGOG
- Each show will run approximately 60 minutes with no intermission
- If possible, Hall entry doors will be left propped open with Lobby lights out during the performance

- At the end of the show the Artistic Director on stage will provide guidelines on exiting the Hall to avoid congestion; if exterior pathways are clear all Hall exit doors may be used for egress

Hall Seating

- We have set a limit of 45 patrons per band show and 50 patrons for solo artist shows; total Crew is set at 12 approximately
- “Cabaret seating” has been measured and marked on the floor with tape to ensure a minimum of 2 metres between the backs of the chairs at each table.
- Each guest “bubble” will have a reserved table and pre-set chairs for the people in the bubble; maximum 4 chairs per every table
- We ask that guests stay in their reserved “bubble” and not table hop
- The nearest seat in the audience will be located a minimum of 3 metres (10 feet) from the nearest performer
- Guests must remain in their seats for the duration of the performance
- For washroom access during the show we ask that guests go to the closest side wall and walk the perimeter of the Hall to the entry doors
- Easy availability of waste receptacles near washrooms and at venue egress points to reduce the accumulation of litter.

Women’s Lobby Washroom

- Women’s washroom is located at the end of the lobby hallway
- Capacity is set for 3
- Please wear a mask and practice physical distancing
- Hand washing and sanitizing guidelines are posted in all washrooms
- Every second stall will be taped off
- Every second sink will be taped off to allow for physical distancing

Men’s Lobby Washroom

- Please wear a mask and practice physical distancing
- If possible please allow for only 1 man at a time

Lobby Accessible Washroom by street doors

- Priority is for accessible access
- When possible and appropriate, men may use this washroom
- “Family” washroom if needed

Café

- We plan to provide a concession serving a very limited selection of beer, wine, pop, juice and bottled water; no food, no hot beverages
- Café staff will wear a mask and supplied plastic gloves during the service; plastic face shields are available for any crew that wants to wear one
- Service will be available from doors open until house lights down/start of show; no service during or after the one hour show
- Usual concession practices are appropriate but adapted and modified as per Covid-19 considerations re: physical distancing, masks, gloves etc.
- FOH staff will set up and monitor a purchase line for patrons physically distanced along the south wall leading to a station where patrons can purchase via our portable Tap machine or cash if necessary. Floor signs will indicate proper spacing.
- Once the purchase has been completed, patron will move to the Café, confirm their selections. Café staff will serve and patron will carry their purchases directly back to their table

Cleaning

- The facility and all high-touch surfaces are cleaned by Civic Centre professional cleaning staff prior to show day
- Between shows a Live Kicks Crew member will use the Vital Oxide spray fogger to sanitize all touch surfaces, the lobby, washrooms, hallways and the Hall area including audience tables and chairs - See *Health Canada* information attached.
- Stage and FOH crew will wear gloves when removing any dish ware, garbage, or personal items left behind backstage or in other FOH common areas
- Surface disinfectant supplies will be provided at all crew positions for use during the event.
- A cleaning kit with general-purpose cleaner, disinfectant, and instructions and supplies for use will be provided by the venue to the stage crew for cleaning of shared spaces and high-touch surfaces during the event.

- Equipment used during the event will be cleaned and disinfected according to the manufacturer's recommendations at the end of each event and/or before use by another artist.
- The stage floor will be mopped with hot water and general cleaner by stage crew prior to the arrival of the artist

Advance promotional Messaging

- Art Gallery of Golden sales staff will Inform patrons when they purchase tickets of our policies restricting people exhibiting symptoms of COVID-19 and people who have come into contact with a person who has tested positive for COVID-19 from the event.
- Patrons should be advised that they will not be allowed access to the facility if they develop symptoms before the event. Our list of protocols are printed at the box office for reading and are also included on the back of each ticket along with required Contact Tracing info
- patrons may not enter the Lobby if they are not wearing a mask and have not confirmed their health on the back of their ticket
- patrons may cancel without penalty and given a full refund should they develop symptoms
- our Covid-19 messaging on event policies and procedures at the venue or event, are available on our website at kickinghorseculture.ca and promoted through social medial channels, emails and signage

Further Resources

- [BC Public Health Orders](#), [BC Centre for Disease Control](#), [Interior Health Authority](#), [WorkSafeBC](#), [Actsafes Safety Association](#)

For further information please contact Executive & Artistic Director Bill Usher at info@kickinghorseculture.ca