

1. Stage Management will communicate all protocols and expectations to the Company¹ before the start of rehearsals.
2. Travel restrictions and advisories may be issued by the Provincial Health Officer and the Theatre may require artists who are travelling to self isolate for a period specified under current guidelines.
3. Where a member does not have their own, the Theatre will provide PPE for each member of Company including face shields and or masks, gloves, and any other PPE that may be required to comply with provincial health guidelines.
4. During rehearsals where physical distancing of 6 feet can't be constantly maintained, masks are required. All workers are encouraged to wear masks at anytime even when distancing can be maintained. No worker may be required to work without PPE.
5. On-Stage rehearsal and performance PPE requirements will be mutually determined by the company and Theatre. No Artist may be required to forego the use of PPE.
6. Should the Theatre or Artist determine that they will continue the use of PPE during performance, the Theatre may determine and will provide the style of the PPE (mask or face-shield, gloves etc).
7. Notwithstanding any of the provisions above the Theatre may solely determine that the continued use of PPE is required at all times while in the facility or on Belfry business.
8. Any Company member showing symptoms either during rehearsal or performance, must isolate at home (for out of town artists in their provided accommodation) until testing and a return to work plan is determined.
9. Artists should always feel comfortable speaking up when any spacing/blocking issues feel too close. Artists have the right to refuse any action they feel is unsafe.
10. Artists must be made to feel comfortable to NOT come into work, either for rehearsal or performance, if they are feeling ill. Theatre acknowledges that this may mean loss of rehearsal time or a cancelled performance.
11. Designated workstations outside of the BMO Studio will be provided to each Designer as needed.
12. Artists will bring their own water bottles (to be refilled at touchless water tap in concession), coffee/tea, all food and utensils needed. Artists will take these items home each day to clean.

13. Each Artist in the rehearsal hall will have their own workstation to keep belongings. These areas will be distanced using the raised seating section of the room.
14. The Green Room washrooms (x2) will be assigned to the Company for use during rehearsals to minimize contact with Belfry staff.
15. Production team tables (school desks) in the rehearsal hall will be spaced at safe distances.
16. Each Artist in rehearsal will be provided with their own set of pencils, highlighters, Kleenex, etc.
17. Stage Manager will ensure the company is cleaning hands every hour.
18. Windows and doors will be opened as much as possible for air flow
19. Production and/or Stage Management will be responsible for cleaning common touch surfaces in the rehearsal hall before and after rehearsal and at meal breaks. Stage Management, at their discretion, can add an additional 5 minutes during the meal break for cleaning.
20. Artists will eat meals either in the rehearsal hall at their designated workstations, at home, or outside. No meals should be taken in the lobby.
21. Rehearsal hall capacity will be limited to essential personnel as called upon by Stage Management in the daily rehearsal schedules.
22. Stage Management will meet with the Director daily to discuss potential issues with blocking, staging, etc. Call times for specific Company members maybe on an "as needed" basis to reduce the number of people in the rehearsal hall at any given time.
23. All props and set pieces will be disinfected before coming into rehearsal.
24. Hand props will be duplicated whenever possible to prevent handling by multiple people.
25. Theatre staff will wipe down all props and furniture at the beginning and end of each rehearsal/ performance day.
26. Production and/or Stage Management will sanitize all props and stage furniture prior to the start of all on-stage rehearsals or performances.
27. Costume fittings will be conducted in the Green Room Extension area and scheduled separately for each individual Artist.
28. Costume fittings will include the Artist, Costume Designer, Head of Wardrobe, and the Director as needed; all will wear masks. Head of Wardrobe will be responsible for sanitizing surfaces before and after each scheduled fitting and oversee the safe handling and storage of each costume piece.
29. Use of microphones for live streaming. Each artist will be assigned an RF lapel microphone and transmitter pack. The Audio Technician will oversee fitting the packs on each Artist and will sanitize and store each pack accordingly.

30. Microphone fittings will be conducted by the Audio Technician with Artists individually in the stage right alcove; all must wear masks. The Audio Technician will sanitize hands and surfaces used before and after each fitting.
31. Handheld microphones, if required for the production, will be assigned for individual use. The Audio Technician will sanitize before and after each use and store accordingly.
32. Stage Management office will have 2 workstations distanced accordingly and with a plastic curtain dividing the space.
33. Production tables in the theatre during the tech period will be individually assigned as needed and distanced accordingly.
34. A Plexi barrier or a plastic curtain divider will be placed in the booth separating the Stage Manager and Venue Technician positions.
35. The capacity for the downstairs Artist common area is 8 people maximum; to allow access for a cast of 6 and 2 Stage Managers.
36. Artists will be encouraged to stay in the dressing rooms during preshow. Stage Management will stay in wardrobe, greenroom extension, or backstage. Running Crew will remain in their operating positions and maintain safe distance from Artists accordingly.
37. Any artist who becomes ill while on contract and is required by provincial authority to self-isolate, will remain on contract until the end of the self-isolation period or the end of their contract, whichever is later.
38. All of the Theatre's current COVID-19 protocols will be posted in the rehearsal hall and green room.

ⁱ Where Company is used in this document it refers to all cast, creative and other required staff present on a regular or occasional basis in the rehearsal hall, on-stage or back-stage areas.