

COVID-19 Safety Guidelines for Langham Court Theatre
Effective for all Staff, On-Site Volunteers, and Renters as of Jan 11, 2022
NEW UPDATE Guidelines for Performers and Audiences as of April 10, 2022

The PHO order requires employers to re-activate COVID-19 Safety Plans (January 7, 2022). As recommended by the PHO, we have been working with staff and volunteers to assess the major risks within the space and implement their suggestions for new procedures.

The PHO order in effect at the time of this update (March 27, 2022) advises that Individual businesses and event organizers can choose to continue requiring masks on their premises. **On April 08, 2022 at 12:01 am**, further restrictions will be lifted. Individual businesses and event organizers can choose to continue requiring proof of vaccination for entry.

PLEASE BE ADVISED.

LCTS is committed to providing a safe workplace for everyone. All staff, volunteers, artists, crew, and practitioners are asked to be rigorous in their health & safety practices to limit the risk of transmitting COVID-19 in the workplace (our shared community space). Because LCTS specifically serves members of the community deemed as more clinically vulnerable to COVID-19 and emerging variants (elders, disabled people, immunocompromised people, families with children, those unable to be vaccinated due to age and/or medical reasons) we are maintaining robust health and safety protocols to lower the risks to our community and continue to create theatre and the arts in safer ways.

Additionally, all staff, volunteers, artists, crew, and practitioners must adhere to [BC worksafe guidelines](#).

To reduce the risk of transmission of COVID-19, Langham Court Theatre has mandated that:

- Staff and practitioners have the ability to work from home and LCTS will work with staff to accommodate their access needs
- Any person entering the building is fully vaccinated, and we will continue to require proof of vaccination for entry after April 11, 2022
- Any person entering the building has done a daily health assessment and will not be permitted to enter with any symptoms of illness
- Any person entering the building will be required to wear a mask, and wherever

possible, maintain physical distance. Our recommendation is masks must be a minimum of 3 layers or Kn95/n95's. This mask mandate includes, but is not limited to:

- Audience members
- Staff
- Volunteers
- Renters
- All members of the society
- Costume Loft clients

PERFORMERS, CREW, VOLUNTEERS

- Performers on stage may remove their masks given they are:
 - Fully vaccinated
 - Have participated in a daily health assessment of symptoms
 - Have not tested positive for COVID-19 in the past 10 days prior to performance
 - Performers are also welcome to express their desire to perform in a mask and will be accommodated
- Should performers or working crew develop symptoms during a production, LCTS reserves the right to postpone or cancel any performances for the health and safety of the members of the society
- LCTS will prioritize smaller cast sizes (10 performers or under) for the 2022/23 season to limit risk of transmission
- Crew, staff and volunteers backstage will be required to wear their masks on show days, wash their hands frequently, and stage managers will be required to follow a sanitization plan for shared props, tools and surfaces
- LCTS is researching purchasing an air ventilation machine for the tech booth after recommendations from members about the safety of this space with heat and poor ventilation. LCTS will work with technical staff and volunteers to consult about more safety changes to the tech booth
- To maintain mask protocol, no eating or drinking will take place in the shared work space when working in close proximity to others. Physical distancing of 6 meters between people is required for hydration/food breaks, and frequent hydration/ food breaks should also be scheduled outdoors (every two hours at minimum).
- Should any performers, crew, or volunteer feel uncomfortable and at risk for transmission of COVID-19, they are always welcome to decline work that feels unsafe and contact our Interim GM for supports on ways to stay safe

RENTERS

In addition to the guidelines above, renters will be asked to provide their personal COVID-19 safety plans when renting LCTS spaces and:

- Groups working in person will rearrange work spaces to give each person an assigned space
- Groups working in person are to be no larger than 15 people, or in an existing school cohort/pod.
- Groups working in person are to limit the sharing of tools by expressly communicating which tools are assigned to whom
- Shared tools and surfaces will be sanitized in between uses
- Janitorial cleaning will take place after each group/rental uses the space
- To maintain mask protocol, no eating or drinking will take place in the shared work space when working in close proximity to others. Physical distancing of 6 meters between people is required for hydration/food breaks, and frequent hydration/ food breaks should also be scheduled outdoors (every two hours at minimum).

AUDIENCE

- Audience capacity will be limited to 50% as of April 11, 2022 and will be reevaluated in advance of our 2022/2023 season.
- Audiences are required to show proof of vaccination and wear a mask to enter the building
- Audiences are asked to stay home if they develop COVID-19 symptoms or feel ill, and LCTS will do their best to accommodate finding an alternative date to attend, or issue a refund

PLEASE NOTE: In circumstances such as the emergence of new COVID-19 variants, emergence of new data, and/or changes to public health orders, LCTS reserves the right to postpone or cancel performances. Tickets will be refunded in the event of cancellation.

COSTUME LOFT

The Costume Loft will be open for one-on-one appointments only (max 2 patrons). The Loft will also be open to the public, maximum 5 people at a time, for one weekend day beginning soon. Please watch for updates on the website for the Loft's public opening dates.

DO NOT COME TO LANGHAM COURT IF YOU FEEL ILL

Should illness prevent you from attending work or a volunteer shift in person, the society will work with you to pivot and re-plan, without penalty or loss of pay or participation.

IN THE EVENT OF A COVID-19 POSITIVE CASE

Should any of your team test positive for COVID-19, please inform the interim GM in writing and by phone message immediately (email and phone). Please ensure you are contact tracing with your entire group, and LCT will contact trace with staff to inform any affected parties about potential exposures. COVID positive cases will result in cancellations and/or postponement of rentals, events, or gatherings.

COVID-19 Testing

While it is not mandatory, we encourage any team preparing to work together in person to get tested. In BC, a kit containing 5 individual rapid tests is available for free for adults aged 18+ at pharmacies across the province, every 28 days. Getting a negative result may reduce your stress levels, as well as the stress of your colleagues. Testing is recommended 1-3 days in advance of entering the workplace. It should be noted that testing negative does not always indicate if you are carrying COVID-19 and a negative test is not a replacement for mask requirements, vaccine requirements, or any other COVID-19 guideline we require. If you are experiencing even one symptom, please stay home.

VOLUNTEERS OR STAFF ON SITE

Volunteers or staff who make requests to work on site will be accommodated on a case-by-case basis (for example, gardeners, tech or building maintenance, or board members volunteering in the box office). Please check in with the Board of Directors at operations@langhamtheatre.ca

FOR THOSE WORKING ON-SITE or TOGETHER (including rental groups)

- Proof of vaccination is to be checked and documented
- Masks are to be worn at all times
- Physical distancing of 2 meters will be maintained, when possible
- Increase air flow + ventilation by opening windows, when possible
- Increase how often you wash your hands
- To maintain mask protocol, no eating or drinking will take place in the shared work space when working in close proximity to others. Physical distancing of 6 meters between people is required for hydration/food breaks, and frequent hydration/ food breaks should also be scheduled outdoors (every two hours at minimum).
- No use of the kitchen until further notice

- Sanitize in and out of the space
- Do not invite guests into the space

Langham Court Theatre cares about your workplace safety needs. Please notify us of any concerns or addendums to these safety guidelines that will help you feel safe in the workplace. Also please consider, if there is anything you'd like to personally disclose to us before any on-site projects begin. We truly aspire to keep this a low-stress work environment for you - and we're in it together.

Board of Directors may be reached at:

operations@langhamtheatre.ca

COVID Representative:

Chad Laidlaw

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Updated April 10, 2022 by the LCTS BOD's for official use and guideline purposes of the Langham Court Theatre Society