

COVID REHEARSAL PROCEDURES

CREATED SUMMER 2020

UPDATED MAR 2021

The following rehearsal procedures have been developed based on the recommendations of Public Health Ontario and Toronto Public Health, and with reference to health & safety resources from Production Managers of Ontario (PMO).

All cast and team members will have to sign an agreement that they have read and understand all of the COVID Rehearsal Procedures outlined below before they can enter their first in-person rehearsal.

(1) BEFORE REHEARSALS

(1.1) Monitor your health. To enter rehearsal:

- NO cough or cold symptoms for at least 72 hours
- NO fever for at least 72 hours
- HAVE NOT BEEN OUT OF THE COUNTRY 14 days prior to rehearsal
- NEGATIVE COVID test if you've had persistent symptoms within 14 days of rehearsal

(1.2) Cast members are asked to fill out an online assessment form before coming to each rehearsal

- Form will be supplied by Rehearsal Manager prior to the first rehearsal

(1.2) Pack all supplies needed. We ask that supplies are not shared between cast members.

- Script
- Pencil
- Mask (required until further notice)
- Water and Snacks
 - Ask cast to refrain from going out to get food during breaks
 - All food (except water) will not be consumed in rehearsal room

(1.3) Mainstage will not be bringing masks for individuals who did not bring one of their own. A limited supply of masks are available for emergencies.

(2) IN CASE OF SICKNESS

(2.1) If cast or team member is sick

- NEGATIVE COVID TEST: follow guidelines from (1.1)
- POSITIVE COVID TEST: rehearsals completely paused during period of at least 14 days
 - all cast and team members monitor health and symptoms
 - all cast and team report any changes to health to MTC
 - further cases will extend pause of rehearsals
 - cast member(s) who have tested positive for COVID must be cleared by a health physician (and receive a negative test) before returning to rehearsal
 - Mainstage may require all cast and team members who have been in contact with cast member who tested positive with COVID to supply a negative test before returning to rehearsal

(2.2) If, outside of rehearsals, a cast or team member comes in contact with someone who tests positive for COVID (like a household member, relative, classmate, etc.)

- CANNOT ENTER REHEARSAL without proof of a negative COVID test, or 14 days.
- Follow guidelines from (1.1)

(3) ENTERING REHEARSALS

(3.1) Mainstage team members will be scheduled to arrive before cast to prepare the space and ensure it adheres to our safety guidelines.

- Mainstage team will be equipped with disposable gloves and cleaning supplies for necessary preparations
- Mainstage will inquire into cleaning and disinfection procedures from rental management to make sure they adequately meet our needs
 - Mainstage team will ensure these procedures are applied before each rehearsal

(3.2) Each rehearsal location may have differing limits on the total number of individuals allowed in the space in order to adhere to COVID health guidelines. These will be taken into consideration when building the rehearsal schedule.

- When necessary, cast will be broken in groups with different call times, even if learning the same material

(3.3) Cast members WILL NOT be allowed to enter the rehearsal room until their call time

- Please arrive ON TIME but not early to rehearsals
- Please wait outside of the building until your call time
- Cast members WILL NOT be permitted to wait in hallways outside of the rehearsal room

- (3.4) Cast members are asked to wash their hands before entering the rehearsal room.
- Allowances in time will be made between cast members' call time and start of rehearsal
 - In case hand washing is not possible, hand sanitizer will be provided
 - We also recommend that cast members carry their own supply of hand sanitizer

(3.5) Temperature checks may be taken upon entering the rehearsal room

- (3.6) Each cast member will have a designated space in the rehearsal room.
- All of the cast members' belongings must stay within this designated space when not in use for the rehearsal
 - Cast members will stay at these designated spaces while they are not being used during the rehearsal, unless otherwise instructed by the Mainstage team

(4) DURING REHEARSALS

(4.1) Physical distancing of at least 2 metres (or 6 feet) should be observed when possible during rehearsal.

- Cast members remain at designated spaces when not being used in rehearsal
- Cast members must wear a mask at all times
- Physical contact during staging and choreography will be avoided when possible
- Cast members should not handle items in the rehearsal room that are not necessary to them or the rehearsal
- In the case rehearsal props are necessary, they will only be handled by the required cast members and disinfected after use by the rehearsal manager

(4.2) Breaks will still be held, with limitations

- When possible, breaks will be staggered to avoid mass circulation in and out of the room
- We recommend that cast members do not leave the rehearsal location to pick up food during break. Instead, they should come prepared with snacks and water as per article (1.2).
- Food (other than water) cannot be consumed in the rehearsal room.
- Number of people in the washroom will be limited
 - Indications for the max number of people in washrooms will be indicated per rehearsal location
- Upon return to rehearsal, cast members are asked to once again wash their hands (or sanitize) before entering the rehearsal room
- Cast members are responsible for disposing of ALL garbage before leaving the rehearsal room and are asked not to bring in any unnecessary garbage into the room

(4.3) Vocal Rehearsals

- Cast members will be spaced out across the room to respect maximum physical distancing from each other and from the piano (minimum of 10ft apart)
- Vocal rehearsals will be broken down into small groups to limit individuals in the room
- Cast members should avoid facing each other during vocal rehearsal
- Cast members will be asked to bring script, pencil and water (and all other necessary supplies) with them to their spots and cannot circulate during a vocal rehearsal
- Cast members must wear a mask while singing and learning vocals
- We recommend bringing an extra mask to change into after vocal rehearsals
- When possible, vocal rehearsals will be held virtually

(4.4) Dance Rehearsals

- Cast members will be spaced out across the room to respect physical distancing from each other while learning choreography
- Mainstage team will be mindful of spacing dance numbers to avoid unnecessary closeness
- If partnered dance is necessary, cast members will be asked to wear a mask for that portion of the rehearsal and be asked to wash or sanitize their hands before and after contact
- Continuous short breaks, will be provided for respiratory safety while dancing
- We recommend bringing an extra mask to change into after dance rehearsals

(4.5) Staging Rehearsals

- Cast members will be spaced out across the room to respect physical distancing from each other while learning staging
- Cast members will be asked to wear a mask when physical distancing cannot be respected
- Mainstage team will be mindful of spacing scenes to avoid unnecessary closeness
- Cast members will be asked to wash or sanitize their hands before and after any necessary contact during staging
- When possible, script and character development rehearsals will be held virtually

(4.6) First Aid

- First aid items can be touched and accessed by the rehearsal manager only
- The rehearsal manager will be required to wear gloves before administering any first aid and will be required to wash their hands afterwards
- For any simple first aid (ex. Needing a small band-aid), the rehearsal manager will retrieve the item necessary while wearing gloves and leave it out for the cast member to pick up and administer themselves
- The cast members, when possible, will be asked to sanitize or wash their hands before and after applying any first aid

(4.7) If a cast member begins FEELING ILL with COVID symptoms during a rehearsal

- A parent/ guardian will be notified
- Cast members will be asked to step out of rehearsal to be picked up by parent/ guardian
- Mainstage will follow up on wellbeing and symptoms of cast member before they can return to a following rehearsal
- Remainder of rehearsal may be cancelled for the wellbeing of the remaining cast and team members

(5) LEAVING REHEARSALS

(5.1) Cast members will be released from rehearsals in staggered times to avoid mass circulations out of room

- Cast is expected to clean up after themselves before they leave the rehearsal room.
 - Ensure they have all of their belongings
 - Ensure they have picked up and thrown out all garbage
- Cast members may be asked to sanitize their area or any rehearsal items they manipulated that do not belong to them
 - In this case, cleaning supplies will be provided
- Mainstage team will not be taking ANY items that are left behind by cast members, including scripts or other personal belongings.



**AGREEMENT AND WAIVER BETWEEN
CAST MEMBER AND MAINSTAGE THEATRE COMPANY**

PLEASE READ THIS DOCUMENT CAREFULLY

By signing this document, I acknowledge that I am aware of certain risks of participating in rehearsal due to the COVID-19 pandemic, and that I am choosing to enter the rehearsal venues.

MY UNDERSTANDING. I understand that by leaving my home, I am exposing myself to a greater risk of becoming infected with coronavirus, or of infecting other people. I understand that Mainstage is making best efforts to comply with Ministry of Health COVID-19 guidance for the protection and safety of Mainstage cast, staff and venue staff. However, I understand that Mainstage cannot eliminate the risk of contracting COVID-19, which a) is in part dependent upon honest and accurate reporting of symptoms by cast members and b) may be spread by asymptomatic individuals.

MY PROMISE. In order to do my part to not spread this deadly virus, I agree to not enter the venue and to return home if (a) I have a temperature of 100.4 F or 38 C degrees or above, (b) a Mainstage Theatre Company staff member determines that I may not safely enter the venue, or (c) there is reason to believe I carry the coronavirus or have come in close contact with someone who has the virus, despite the current absence of symptoms. If I enter the venue, I agree to strictly follow all health and safety rules, which are designed to protect other cast members, the Mainstage Team members, and venue staff.

MY EXPECTATION. I am choosing to enter the venue with the expectation that the venue staff and the Mainstage team are taking reasonable measures to protect the health and safety of all cast members, Mainstage team members, and venue staff. I understand that by signing this agreement I am giving up the legal right to any and all future claims against Mainstage Theatre Company (including its staff, directors and officers), the venue and venue staff in respect of the risks posed by COVID-19, including claims related to the negligence of any of these organizations and individuals.

Cast Member’s Signature Date

Guardian’s Signature Date

Cast Member’s Printed Name

Guardian’s Printed Name