



HONORARY PATRONS  
The Rt. Hon. Michaëlle Jean & M. Jean-Daniel Lafond  
ARTISTIC EXECUTIVE DIRECTOR  
ASH KNIGHT

## **PLEIADES THEATRE COVID SAFETY PLAN**

Updated July 1, 2023

Pleiades Theatre (PT) is committed to the health and safety of all Employees, Contractors, Artists, Partners, Volunteers, and Patrons, as well as that of the broader community.

This safety plan is designed to reduce the risk of potential exposure and transmission of COVID-19 in the workplace.

This plan will be stewarded by Pleiades Theatre's designated Covid Safety Officer. It will be distributed to:

- Existing and Incoming Employees
- Existing and Incoming Contract Workers
- Contracted Artists and their agents
- Companies who partner with us
- PT's Board of Directors and Volunteers.

A copy of this plan will also be made available to any guests (i.e. auditions) who wish to receive it.

Revisions to this plan should be expected, as public health scenarios evolve. Revisions will be communicated by our Covid Safety Officer and changes in the plan will be highlighted.

All individuals involved in Pleiades Theatre activities and productions must read this plan thoroughly as **the first step in Covid Safety Training**. Any questions, concerns, or suggestions, can be directed at any time to:

**Ash Knight, Covid Response Team** (Artistic Executive Director)  
[ash@pleiadestheatre.org](mailto:ash@pleiadestheatre.org), 416-203-1227

**The second step in Covid Safety Training** is participation in a dedicated session, scheduled to take place on the first day of rehearsals to review this plan and reinforce its safety protocols. Again, please don't hesitate to ask questions, express concerns or make suggestions.

Pleiades Theatre typically performs in Host Venues that have Covid Safety Plans of their own. **The third step in Safety Training** is attendance at an orientation to acquaint PT workers with the policies and protocols of the Host Venue. This will be scheduled prior to the first load-in.

# COVID POLICIES AND PROTOCOLS

## 1. MANDATORY VACCINATION POLICY

Please remember that, in your time with us, you will be working with people who are immunocompromised, caretakers to elderly or ill family members, and/or parents of young and yet-unvaccinated children. It is important that we respect all experiences in our shared spaces.

We strongly recommend that everyone stay up-to-date with COVID-19 vaccine doses, including any booster dose(s).

Pleiades Theatre is committed to taking reasonable steps to encourage COVID-19 vaccination among workers in order to protect them from the risk of COVID-19 and long COVID.

This policy is designed to maximize COVID-19 vaccination rates among workers as an important layer of protection against COVID-19 and long COVID.

## 2. MASKING

Approved face coverings should be securely worn at all times inside all work spaces. These can be non-medical masks, as long as the masks have multiple layers as recommended by public health. Gaiters, scarves, bandannas, and clear partial shields etc. are not permitted as a substitute.

Pleiades Theatre will provide standard and N95 masks for use in our workspaces, subject to market availability.

According to Ontario regulations:

When your symptoms are improving and you are no longer isolating at home, doing the following can provide extra protection against the spread of COVID-19 and other respiratory viruses circulating in the community.

For 10 days after your symptoms started:

- wear a tight-fitting, well-constructed mask in all public settings
- avoid non-essential activities where you need to take off your mask (for example, dining out)
- avoid non-essential visits to anyone immunocompromised or at higher risk of illness (for example, seniors)
- avoid non-essential visits to highest risk settings such as hospitals and long-term care homes

### Removal of Mask

Masks may be temporarily removed by performers who are actively rehearsing or performing a scene. Masks should remain on until removal is strictly necessary. Once the scene has paused or stopped, performers should put on their masks immediately.

Face masks should be worn backstage at all times by all people.

Any worker temporarily removing their mask to consume food or drink should be separated from any other person by a distance of at least two metres or by a plexiglass barrier. To this purpose, specific eating and drinking locations might be designated for each workplace site by the Pleiades Theatre Covid Response Team.

Individuals working in an isolated space by themselves, such as an office with a closed door, may remove their masks for the purpose of eating, drinking, or videoconferencing.

## 3. PHYSICAL DISTANCING

Physical distancing of two metres should be practiced by everyone in all spaces whenever possible.

Pleiades Theatre will make efforts to reduce employees present in its workspaces at the same time, by:

- Staggering work shifts and breaks
- Holding Virtual meetings
- Encouraging the use of outdoor space whenever possible (lunch breaks, meetings, etc).

Extended periods of time in closer proximity, resulting from stage blocking or choreography, should be balanced with time apart when direction and notes are given.

Please note that any individual who comes within a two-metre distance of an unmasked performer should wear appropriate PPE-grade equipment that protects their nose and mouth (i.e. both a mask).

Where possible, single dressing rooms will be assigned.

If necessary, Stage Management will indicate visual markers spaced two metres apart (e.g. tape on the floor, pylons, signs).

Production tables will be arranged to provide greater distance between them, as space permits.

Attendance in rehearsals will be limited to those whose presence is absolutely necessary for the work being done.

No visitors will be permitted backstage at any time. "Backstage", for these purposes, is defined as on the stage, backstage, in the booths, greenroom, dressing rooms, or rehearsal space.

All PT workers and volunteers should maintain masked and distanced interactions with audience members in all shared areas, such as lobby, stairs, washrooms, and hallways, and must abide by any and all protocols required by the Host Venue.

#### **4. ACTIVE SCREENING**

We ask that everyone adopt a practice of self-monitoring. If you develop symptoms or feel ill, please let the Stage Manager, the Covid Safety Officer and the Covid Response Team know immediately. We will attempt to equip you for remote work-from-home and/or determine alternate best courses of action.

This process also provides important attendance logs for contact tracing in the event of an outbreak.

#### **5. REGULAR TESTING**

Rapid Antigen Testing may be required of staff, contractors and artists.

Testing will be dependent on, but not exclusive to:

- Current local and provincial public health guidelines
- Number of available rapid antigen tests
- Number of individuals in the workplace and their risk of exposure.

If rehearsals and performances include close contact scenes such as fighting or intimacy, more frequent Rapid Antigen Testing may be required for those specific performers. This will be assessed on a case-by-case basis.

#### **6. HYGIENE AND SANITATION**

All Individuals should sanitize their hands upon entry to Pleiades Theatre workspaces. Sanitization stations will be set up at each entrance.

PT will work to ensure that all spaces are cleaned regularly to standards and recommendations issued by public health units. These cleaning procedures must be completed in compliance with this safety plan.

Anyone cleaning must put on appropriate personal protective equipment (PPE).

Table tops in the rehearsal hall should be cleared to ensure that proper cleaning can take place between rehearsals. For this purpose, PT will provide individual containers/bins. Workers are asked to ensure their personal areas are uncluttered and that their personal effects have been cleared into their bins at the end of each workday.

In addition to regular facility cleaning, common touch points, such as door knobs and microwave buttons, should be sanitized after each use. Disinfectant materials will be made available. We ask that you adopt a habit of sanitizing shared touch points after use.

#### **Hair/Makeup, Wardrobe and Props**

The area of Hair/Makeup/Wardrobe requires close contact and is therefore considered a high-risk area.

- Only personnel who are absolutely necessary may be present for wardrobe fittings.
- If performers must be unmasked during fittings, personnel should wear the appropriate PPE i.e. face mask.
- Food and drink is not permitted in wardrobe zones while fittings are in process.
- Wardrobe personnel must wash their hands and sanitize the change station before and after fittings.

When collecting and laundering costumes Wardrobe or stage management should wear appropriate PPE.

During the course of a rehearsal call, everyone is responsible for cleaning their own items and props.

When possible, duplicate items will be used to limit the need for constant cleaning.

For items that must be shared between individuals or that receive a lot of handling, responsibility for cleaning will be assigned on a situation-specific basis.

All prop dishes must be washed in the dishwasher or with hot soapy water and air dried or dried with disposable paper towels after each use.

The inner and outer rims of all drinking glasses, bottles, cans, and straws must be cleaned before each use, or replaced with clean duplicates.

Handoffs with stage management should be reduced as much as possible. When possible, actors should pick up their own prop(s) from the boxes/tables.

Soft props should be laundered as often as possible.

Pleiades Theatre will provide appropriate **air purification unit(s)** for the rehearsal space, if requested.

## **7. REDUCING SPREAD**

The sharing of food and drink is prohibited in all of PT's workspaces. Food distribution is only permitted if the food is distributed in individual sealed packages.

Workers should bring their own food, drink vessels, and utensils.

Basic rehearsal supplies will be made available, but cannot be shared once used. Please label your items to avoid increasing the risk of transmission.

As usual, microphones and packs will not be shared between performers. Whenever possible, performers should put on and adjust their own microphones.

In the event of coughing or sneezing while unmasked, please remember to cover your face with a tissue, then immediately dispose of the tissue and wash your hands.

## **8. AUDIENCE SAFETY**

Audience Safety is overseen by the Host Venue and must be implemented in compliance with current Ontario regulations and the Host Venue's Covid Safety Plan.

Current Ontario regulations state: Businesses and organizations may implement their own rules and policies related to masking within their settings and Ontarians should respect and follow these rules.

As current Ontario regulations state:

Stay home and self-isolate until all of the following apply:

- your symptoms have been improving for at least 24 hrs (48 hrs if nausea, vomiting and/or diarrhea)
- you do not have a fever
- you have not developed additional symptoms

to encourage patrons to stay home if they are feeling ill, Pleiades Theatre will offer full refunds or account credit to any ticketholder who is not able or comfortable in attending the performance.

Patrons will be encouraged to be masked at all times during the performance unless entitled to a regulatory exemption as outlined by the Government of Ontario.

## **9. NON-COMPLIANCE**

Any individual who does not comply with any portion of this Safety Policy will be given:

1. Verbal Warning on first offence
2. Verbal and Written Warning on second offence
3. In the event of a third offence, Verbal and Written Notice will be given, the individual's participation in PT's activities will come under review and PT may decide to terminate their contract.

# COVID SYMPTOMS AND ILLNESS PROCEDURES

## 1. Symptoms

If any Pleiades Theatre worker or volunteer develops symptoms similar to those of COVID-19 that are not explained by a pre-existing condition, they are to immediately notify the Stage Manager, Covid Safety Officer and Covid Response Team.

If the worker is in the workplace, they will be presumed COVID-19 positive and will be instructed to return home and isolate according to current public health guidelines. If leaving immediately is not possible (e.g. due to transportation issues) they will be isolated until they are able to leave the workplace.

If you have the symptoms of COVID-19 listed below, assume that you may have the virus and may be contagious. Any one or more of:

- fever or chills
- cough
- shortness of breath
- decreased or loss of taste or smell

Any two or more of:

- runny nose or nasal congestion
- headache
- extreme fatigue
- sore throat
- muscle aches or joint pain
- gastrointestinal symptoms (such as vomiting or diarrhea)

## 2. Testing & Tracing

PT will provide the worker with Rapid Antigen Test(s) to confirm whether the individual is positive or not. The individual may also be sent for PCR testing.

The Covid Safety Officer or a member of the Response Team will obtain information from the worker, including all recent interactions with other individuals with prolonged and direct contact. Prolonged and Direct Contact is defined as interactions at a distance of less than 2 metres for more than 15 minutes.

The Safety Officer and Response Team will make the employee aware of their right to privacy and that they are not required to disclose any medical or personal information that is not relevant to determining possible exposure to others.

## 3. Negative Test Result

If you have received a negative result from a Rapid Antigen Test and you have symptoms of COVID-19, it is still possible you have COVID-19 and you must continue to self-isolate. Another rapid antigen test should be repeated in 24 to 48 hours.

If the second RAT is also negative, or if you have received a negative result from a PCR test, you may return to work after a 5-day isolation period, subject to approval by the Covid Safety Officer and Covid Response Team, or as mandated by the government, and provided your symptoms have been improving for 24 hours (48 hours for nausea, diarrhea, or stomach pain).

Pleiades Theatre may opt to extend the isolation period beyond 5 days.

## 4. Positive Test Result

If you have received a positive result from a Rapid Antigen or PCR Test, you have COVID 19. A positive rapid antigen test does not need to be confirmed by a PCR test.

For guidance on what to do if you have COVID 19, please visit <https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-what-to-do-if-you-have-covid-19/>

In the case of a presumptive positive result from a Rapid Antigen Test and/or PCR test, or a confirmed COVID-19 diagnosis, close contacts will be notified.

The Safety Officer and Response Team will immediately coordinate the deployment of Rapid Tests and/or remote work for any workers who were in prolonged and direct contact with the Presumptive Positive worker.

PT will inform the Toronto Public Health Department, which may direct us to take further precautions and implement further restrictions.

In the case of a confirmed positive test, Pleiades Theatre may opt to cancel rehearsals/performances, or, in accordance the worker's union and labour regulations, release the worker from their contact with appropriate notice and pay.

## 5. Close Contacts

Close contacts are categorized by Toronto Public Health as either low or high-risk.

A high-risk contact is an individual who:

- has worked physically near (less than 2 metres of distance) a person who is considered infectious\*
- has had close, physical contact with a person diagnosed with COVID-19, such as a hug, hand shake or massage
- lives in the same home as someone diagnosed with COVID-19.

A low-risk contact is an individual who:

- has consistently maintained a distance of at least 2 metres away from the person diagnosed with COVID-19
- has had a very brief, close contact while wearing a mask and/or with a barrier in place
- passed by someone quickly or attended the same store as someone diagnosed with COVID-19 but had no direct contact with them (i.e., never came within 2 metres of them).

*\* The period of infectious communicability is defined as the period of 48 hours prior to the onset of the case's symptoms. If the COVID Positive person did not display any symptoms, the infectious period is measured as within 48 hours of the date of the person's positive test. A person is considered infectious until cleared from isolation.*

In the event of a positive test result, contacts in both high-risk and low-risk categories will be asked to complete a self-assessment and to follow any recommendations given by the tool, including testing and self-isolation.

If the contact is high-risk, PT will immediately suspend that individual's access to our workplace.

Low-risk contacts do not require isolation but must monitor their symptoms closely and follow all other public health measures including wearing a mask, physical distancing and frequent handwashing.

## 6. Notification & Reporting

Based on available contact tracing information, individuals who may have been exposed in the workplace will be directly contacted. PT will also provide general notification to the workplace regarding the exposure.

This notification will include the date and time of the potential exposure but not information that might identify the infectious person.

If an individual is identified as a close contact or a confirmed case, PT may be required to inform the Toronto Public Health Department (TPH).

To support TPH contact tracing, we will provide information (if requested) about which people had close contact with the affected person. This may include information such as:

- Dates and times of interactions
- Approximate length and frequency of interactions
- Full Names
- Contact phone numbers
- Addresses for workers (or the name of the visitor's business)
- Type of personal protective equipment (i.e. masks, eye protection) worn by the diagnosed individual and their contacts
- Location of the interaction (i.e. small room, large well-ventilated space).

Both high and low risk contacts may need to self-isolate for 5-10 days, depending on the circumstances, nature of exposure, degree of symptoms and confirmed diagnosis.

Some symptomatic individuals may need to self-isolate longer based on Toronto Public Health's recommendations or the individual's health care provider.

**Pleiades Theatre will require that the contact TEST NEGATIVE in order to return to work.**

## RELATED RESOURCES

1. [COVID-19: Stop the spread | ontario.ca](#)
2. [COVID-19: How to Self-Isolate](#)
3. [You were tested for COVID-19: What you should do](#)
4. [COVID-19: How to Self-Monitor](#)
5. [COVID-19 testing locations](#)
6. [When to Self-isolate for Household Members and Close Contacts](#)
7. [COVID-19: Self-isolation: Guide for caregivers, household members and close contacts](#)
8. [Recommended Steps: Putting On And Taking Off Personal Protective Equipment \(PPE\)](#)
9. [Coronavirus Disease 2019 \(COVID-19\): Cleaning and Disinfection for Public Settings \(publichealthontario.ca\)](#)
10. [Coronavirus Disease 2019 \(COVID-19\) - How to Wash Your Hands](#)
11. [Updated Eligibility Contact Management Guidance in Ontario | Ontario Newsroom](#)