

REHEARSALS

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OVERVIEW

This document is to assist with safe rehearsals regardless of location or organization. It is the responsibility of every organization to identify the hazards specific to their facility and activities.

This document is designed to serve two purposes:

- As a resource for information and direction to create your own procedure.
- As a template that you can edit for your own use.

Purpose

To provide instruction on how workers can protect themselves during rehearsal in consideration of a viral outbreak or pandemic.

Scope

Applies to anyone required to be at a rehearsal anytime, whether employee or contractor.

RESPONSIBILITIES

For the Employer

Information

The Employer will ensure that everyone will have access to a copy of this document.

The Employer will post warning signs outside common areas or in prominent locations when this procedure applies. An example of which, regarding health checks, is [here](#).

Planning

The Employer/venue owner will:

- arrange training prior to commencing work.
- provide advance communication of policies and procedures related to the prevention of spread of COVID-19 to attendees. Check out our 'Reporting and Communication' guideline for ideas.
- measure spaces to determine maximum occupancy, which will be posted, in accordance with the most current public health information.
- confirm with artistic groups or individuals that they have considered and are actively taking steps to meet safety protocols, whether or not they have assigned prime contractor status in writing to those groups.
- ensure that anyone using a protective mask or shield is trained to use and dispose of the PPE properly.

Review

This procedure should be reviewed annually, or as necessary due to updates provided by public health or other interested parties, by the Employer with the workers to ensure that it continues to protect the workers.

The Employer will keep informed regarding public health best practices and orders when a pandemic has been declared and will modify this procedure as necessary.

For the Worker

Reporting

The Worker, regardless of whom they work with, will stay home when sick.

The Worker will complete a 'Health Declaration'.

The Worker will report any illness or symptoms to their supervisor immediately.

Any suggestions or comments regarding the procedure should be directed to the COVID-19 representatives who have been identified, or through your usual reporting channels.

RISK ASSESSMENT

Factors to consider when conducting rehearsals during an outbreak or pandemic:

- Are there multiple users or groups expected to use the same space one after another?
- Has a cleaning and sanitizing regime been incorporated that considers unique circumstances? Some examples would be:
 - Dance floor
 - Vocal microphones
 - Instruments and spit-valves
- Is the venue public or private? Responsibilities are often shared between parties.
- Public spaces may be subject to additional guidelines as established by recreation centres, civic-owned facilities, and more.
- Private spaces will be responsible for creating their own protocols based on the regional health and governing agencies.

Follow the guidance in Actsafe's [risk assessment](#) COVID-19 document and apply it to your Pandemic Operating Procedure. Once the level of risk is determined, rate your risk as high, medium, or low, as per the guideline.

Risks associated with the hazard: Activities within a rehearsal space or studio	Probability (Rare, Unlikely, Moderate, Likely, Very Likely)	Impact (Minor, Moderate, Major, Extreme)	Risk Rating (Before controls)
Close contact with others	Moderate	Moderate	Medium
Frequent or shared contact equipment (floors, barres, audio equipment)	Moderate	Moderate	Medium

Confused? See our [risk assessment](#) document for more guidance.

Close contact with others

Controls

- Elimination:
 - Provide an appropriate 'non-use' time between multiple users of the space.
- Substitution:
 - Not possible.
- Engineering:
 - Physical distancing in place where possible.
 - Barriers between people in attendance where possible.
 - Limits on occupancy of the rehearsal space, adjoining hallways, washrooms, changing facilities, and/or break rooms.
- Admin:
 - Post signage in prominent places regarding occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared and personal equipment.
 - Stagger breaks and eating opportunities.
 - Promote passive ventilation (open doors and windows policy) to reduce contact on those areas and better air exchange - closer to outdoor environment.
 - Request all attendees wear freshly laundered clothes at each rehearsal.
 - Request artist groups consider health and safety protocols when creating and rehearsing their vision as well as:
 - Request artists not work for multiple companies at the same time to prevent cross-contamination
 - ◆ consider advantageous rates for groups that can - this may require scheduling changes.
 - Where possible, ensure persons using transit, car-sharing, or ridesharing adhere to all protocols in place.
- PPE:
 - Procedural or surgical masks to be worn by wardrobe workers and cast.
 - Use of gloves (non-allergenic where possible).

Frequent or shared contact equipment

Controls

- Elimination:
 - Make fridges, microwaves, coffee machines, and kettles unavailable where possible.
 - Remove any unnecessary furniture or fixtures that could be contact surfaces (tables chairs, clothing racks, etc.)
- Substitution:
 - Ask user groups if they can supply some or all of the equipment they plan on using, especially personal use items such as water bottles, utensils, Tupperware (nothing left behind).
 - In-house gear used by in-house crew and outside gear used by outside users.
- Engineering:

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

Pandemic Operating Procedure

- Physical distancing in place where possible.
- Barriers between people in attendance where possible.
- Admin:
 - Post signage in prominent places regarding occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared and personal equipment.
 - Stagger breaks and eating opportunities.
 - Consider requesting all utensils, packaging, Tupperware are to be brought in and taken out by the user (nothing left behind).
 - Restrict contact of certain equipment to a few necessary people (such as iPods, iPads, stereo equipment, props, light switches, temperature controls, doorknobs, elevator buttons, etc.).
- PPE:
 - Procedural or surgical masks to be worn by wardrobe workers and cast.
 - Use of gloves (non-allergenic where possible).

EQUIPMENT

This section does not include a list of tools that a worker may require to perform the required tasks during their workday. The Supervisor and Worker shall determine what tools are required.

Suggested

- Dance floor
- Vocal microphones
- Instruments and spit-valves
- Props/costumes

See controls for frequent or shared contact equipment (above) for suggested controls.

SAFE WORK PROCEDURE

- Follow instructions from your supervisor
- Implement the following controls to reduce or eliminate the risk:

Hazard Identified:	Risks Associated (from Risk Assessment)	Risk Rating (with controls in place)	Controls (summary from Risk Assessment)
Rehearsal Activities	Close contact with others	Low	<p>Elimination: Non-use time between users</p> <p>Substitution: Not possible</p> <p>Engineering: Physical distancing, barriers, occupancy limits</p> <p>Administrative: Safe Work Procedure and signage, training</p> <p>Personal Protective Equipment: face masks, gloves</p>
Rehearsal Activities	Frequent or shared contact equipment	Low	<p>Elimination: Not possible</p> <p>Substitution: Personal equipment as able</p> <p>Engineering: Physical distancing, barriers</p> <p>Administrative: Safe Work Procedure & signage, training</p> <p>Personal Protective Equipment: face masks, gloves</p>

Review health and safety protocols for the rehearsal at the beginning of the session with everyone in attendance.

Before arriving at the rehearsal space:

- Where possible ensure persons using transit, shuttles, car-sharing, or ridesharing adhere to all protocols in place.
- Complete a 'Health Declaration' if you are a performer, technical crew, or someone who participates in a hands-on physical sector such as acting or dancing.

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

While at the rehearsal facility, all persons present are expected to:

- Respect occupancy limits (only show up when you are healthy, and leave when finished cleaning and disinfecting, as needed).
- Maintain a physical distance whenever possible. It is recommended to stay two metres (2m) apart where possible.
- Disinfect commonly touched tools and surfaces, with which they interact (special considerations: dance barres, floors, audio equipment).
- Performers arrive already wearing required gear, so reduced need to use dressing rooms.
- Follow general hygiene practices such as frequent handwashing and coughing/sneezing into your elbow.
- Pack out everything that you brought into the rehearsal space, except properly recycled or disposed of products.
- Stagger breaks and eating opportunities.
- Only authorized persons to adjust lights, temperature control, windows, doors, audio/video equipment, etc. If you don't know then you are not authorized.
- Consider changes to artistic vision as needed to comply with health and safety protocols of various agencies and facility requirements.

SUPERVISION

What level of compliance and enforcement (including authority levels for supervisors) is going to be needed to promote and enforce (if needed) venue protocols? Remember to consider areas where an expectation of privacy is present such as dressing rooms.

REPORTING

Any COVID-19 issues should be reported to the designated COVID-19 representative or pushed through the employer's reporting procedure that is part of their safety program.

- A COVID-19 representative role can be performed by multiple supervisors in an organization, such as:
 - Crew Chief
 - Department Head
 - Stage Manager
 - Technical Director

SUGGESTIONS

- Ensure you are communicating changes as you adapt your procedures to the reality of your work.
- You *WILL* be adapting your procedures as you start rehearsing. That's ok! Just write down your changes.
- Expect to have to adapt your plans to the changing requirements of the regulators!