



Roundhouse Community Arts and Recreation Centre COVID-19 Event Policy

The COVID-19 pandemic has impacted many things that we do, how we work and how we provide space for our Partners and Rental Clients. A lot of work has gone into opening the facility and we want to make sure that it is safe for all those that need to use it. We expect that you will be as prepared for us as we are for you. Please find below the steps that the Roundhouse staff will take to make sure your event runs smoothly and then a list of items that you will be expected to accomplish.

Once you have read this document, please initial all the sections on the line provided and sign the final page of the document.

Safety Protocols in place at the Roundhouse Community Arts and Recreation Centre:

- All Roundhouse staff will have participated in a training and OH&S refresher orientation upon returning to work
- Upon arriving at work each shift, each staff member will complete a Health screening declaration
- Signs will be posted about not coming to facility sick, keeping distance and washing hands frequently
- All staff will wash their hands before transferring equipment for set up
- The Roundhouse will provide hand sanitizer, disinfecting wipes and gloves for their staff to use during their shift
- All staff will be required to socially distance where possible and wear a face mask
- The Production Manager, a Programmer or the Rental Coordinator will make themselves available for a walkthrough before your event
- During meeting with the Production Manager, a plan will be created for audience flow through the facility. RH staff will use sandwich boards and the directional signage we have to assist with audience flow
- Post occupancy limit for each space (100 in Performance Centre, 200 in Exhibition Hall)
- Facility will provide industrial fans to be turned on as needed to help with fresh air circulation
- Doors and windows to be opened when there are enough staff/volunteers Doors are not to be left open unattended.
- RH staff will use roll down wall to insure there is a private washroom for the event
- Production Manger will arrange for the entry point to be separate from exit points
- Masks must be worn at all times by staff and attendees – unless seated at a table with food and beverages
- Performers must wear masks at all times whilst not onstage or whilst interacting with staff or audience
- Vaccine passports are required for entry into all performances/event that have a capacity over 49 attendees



- ONLY events with a capped capacity of 49 attendees for the duration of the event do not have to check vaccine passports
- All attendees over the age of 12 must show proof of vaccination
- All attendees over the age of 22 must also show a valid form of government issued ID
- All indoor events guests/attendees must sit in an assigned seat or table
- Guests/Audience must stay in the assigned seat for the duration of the event, unless using the washroom or being served at a serving counter, obtain a meal or snack in a take-away container, or use a self-serve food or drink station.
- Masks must be worn when not at table or assigned seat

Safety Protocols that are expected of Partnerships/Rentals using the facilities at the Roundhouse Community Arts and Recreation Centre

General Protocols:

- Partner/Rental Clients will provide a Safety Plan to the Roundhouse Community Arts and Recreation Centre before the event
- Partner/Rental Clients are not to enter the facility without a member of staff
- Partner/Rental Clients will provide enough staff to safely run their event; these numbers will be discussed with the Production Manager
- Partner/Rental Clients are not to enter the facility without a member of staff
- Partner/Rental Clients are required to provide hand sanitizer, disinfecting wipes, gloves (if required) and masks for their staff and audience to use during their time if the facility
- Partner/Rental Clients will provide staff or volunteers to clean high touch areas while event is in progress
- Partner/Rental Clients will maintain a list of those that enter the facility with every person who enters the facilities name and contact details for Contact Tracing
- Partner/Rental Clients will provide a staff member or volunteer to check all staff and attendees COVID vaccination passport – RH recommends the Partner/Rental Client also provides wristbands or stamps to all event attendees who's vaccine passports have been checked

Rehearsal Protocols:

- 1 table per creative (director, designers) that are placed 2m apart from each other
- Sign in and out sheet managed by the client for everyone entering the room
- No sharing of equipment (i.e. microphones) by performers
- Performers onstage will be 1m apart
- Performers will sanitize their personal equipment after each rehearsal
- RH staff will sanitized technical equipment between each rehearsal
- Minimum 3 meters between performers and creatives



Box Office Protocols:

- Partner/Rental Clients arrange box office/registration table to ensure minimum work distances are met
- Partner/Rental Clients will limit the number of event staff on shift and number of staff who need to be operating the box office to ensure safe distance between staff
- Partner/Rental Clients operating a box office install a barrier between staff and customer made from plexiglass, acrylic or similar materials if physical distancing cannot be achieved
- Partner/Rental Clients will encourage the use of thin micro-shields on point of sale machines and other shared equipment
- Partner/Rental Clients will keep a record of customers/visitors entering the facility through pre-registration or onsite information gathering
- Partner/Rental Clients will place decals on the floor where they should stand at the counter and mark increments on the floor where queues form
- Partner/Rental Clients will limit the number of tickets sold to accommodate room capacities
- Partner/Rental Clients will stagger arrival/departure times if possible or allow entry to small groups separately
- Partner/Rental client to provide wrist bands to audience/attendees
- Partner/Rental Clients will make sure audience know that wearing masks while in the facility is a mandatory requirement
- Staff/volunteers must be wearing a mask whilst inside the facility

Performance Protocols for Live Band/Music and Theater:

- Partnership/Rental Client will ensure all event staff and performers on stage respect physical distancing guidelines when possible
- Partnership/Rental Client will work with the Production Manager to create a floor plan to ensure there is enough space to accommodate the 50% venue capacity, with seating in groups socially distanced
- Ensure a minimum 3m space between the performers and the first row of audience
- Roundhouse staff will ensure all technical equipment used on stage (i.e. microphones, etc.) is sanitized after performances
- Partnership/Rental Client will ensure all props and personal instruments are sanitized after each performance
- Audience load in and seating time will be extended to allow for a smooth seating arrangements. Starting in the top row and working downwards, so that audience don't have to walk in front of each other to reach their seats
- Minimum 1hr between each performance / event to allow time for cleaning and air circulation