



ÉCOLE  
NATIONALE  
DE THÉÂTRE  
DU CANADA

NATIONAL  
THEATRE  
SCHOOL  
OF CANADA

# 2020 PRODUCTIONS GUIDELINES

October 2020

NATIONAL THEATRE SCHOOL OF CANADA

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## Table of Contents

<b>NOTICE</b> .....	<b>2</b>
<b>INTRODUCTION</b> .....	<b>2</b>
<b>PRODUCTION</b> .....	<b>2</b>
MEETINGS.....	2
REHEARSAL.....	2
FITTINGS.....	3
COSTUME MANAGEMENT.....	4
MAKE-UP AND HAIRSTYLING/WIGS.....	4
SET DESIGN.....	5
PROPERTIES.....	6
VIDEO, LIGHTING AND SOUND DESIGN CONCEPTION PREPARATION.....	6
TRANSPORTATION/USE OF VAN.....	7
<b>WORKSHOPS</b> .....	<b>7</b>
WARDROBE MN/S52 COSTUME SHOP ST. DENIS.....	7
CARPENTRY SHOP/BOB SHOP.....	7
PAINT SHOP.....	8
PROPERTY SHOP AND STORAGE.....	8
RENTAL PROTOCOL FOR PROPS FROM THE MN.....	9
RENTAL PROTOCOLS FOR PROPS AT ST-DENIS CAMPUS (BOB SHOP).....	9
COSTUME STORAGE.....	10
REHEARSAL HALL.....	10
PRODUCTION OFFICE.....	11
GEL STORAGE ROOMS.....	11
DRESSING ROOMS.....	11
GREENROOMS.....	12
<b>IN THE THEATRE</b> .....	<b>12</b>
LOAD IN AND STRIKE.....	12
PRODUCTION TABLES AND BOOTHS.....	13
LIGHTING.....	13
SOUND.....	14
<b>MUSIC</b> .....	15
VIDEO.....	15
BACKSTAGE.....	16
NOTES SESSIONS.....	16
TECHNICAL REHEARSALS AND PERFORMANCES.....	16

**\*\*INFORMATION THAT IS HIGHLIGHTED YELLOW INDICATES AN UPDATE FROM THE PREVIOUS VERSION OF THIS DOCUMENT**



## NOTICE

Please note that this document is subject to change as it lists the different protocols and best practices that will be followed during the school year. It is everyone's responsibility to read and apply them. This document follows the current recommendations of the *Commission des normes, de l'équité de la santé et de la sécurité du travail* (CNESST), Public Health, and the *Ministère de l'Éducation et de l'Enseignement supérieur du Québec*. It will be adapted, if necessary, according to new protocols issued during the school year.

## INTRODUCTION

This document is an addition to the reopening guide and contains information specific to the productions of the School and the Monument. The current context forces us to review how we function while working on the productions as we know it. Given that we will be among the first to test the protocols related to theatrical production in the context of a pandemic, it is very difficult to predict how long the various steps will take. In light of this, we have decided to reduce the size of the productions in all departments: set design, costumes, lighting, sound and video in order to keep the same schedule while respecting the protocols below and within the Re-opening guidelines. It is important to reduce not only the size of the productions, but also the exercises, workshops, intensives and course requirements to ensure that everyone has equal access to the school's resources; prop storage, costumes. The Program Directors (PDTA, CREATION AND PRODUCTION, SCENEGRAPHY) as well as the theatre TDs will be responsible for ensuring that the protocols in this document are applied and that the artistic proposals are realistic according to this context.

It is not the specific role of the student Stage Manager, Production Manager or Technical Director to be solely responsible for these protocols or to police our behaviour in the rehearsal hall or in the theatre. Everyone shares the responsibility for their own safety as well as the safety of others and therefore we all take part in ensuring these protocols are followed.

## PRODUCTION

### MEETINGS

#### **DESIGN CONCEPTION**

- You can book a meeting room for design concept meetings if you do not exceed the capacity of the room

#### **PRODUCTION MEETINGS**

- Hold production meetings online whenever possible
- You can book a meeting room for production meetings if you do not exceed the capacity of the room
- Production meetings will not happen in rehearsal halls to avoid having to clean the room between the meeting and the rehearsal day

### REHEARSAL

Until Further Notice, the following protocols will be in place for all rehearsals

- A performance area must be established in the rehearsal room that will serve as the actors' work area. This zone must be established so that there is a minimum distance of 2m between each person



who will work within it at the same time. All other people entering this zone must wear a mask and eye protection.

- **Masks must be worn in the rehearsal hall at all times except for when there is a **single** actor in the established zone**
- **Any actor can request the use of a visor or mask at any time and the Director and Costume Designer will work with that request respectfully without hindering the student actors' pedagogical experience**
- No sharing of food, beverages, scripts, equipment or resources...
- Props shall not be shared without being cleaned between use
- Use of rehearsal costumes must be approved by Set and Costume Design Program Director as well as the Head of the costume shop
- Costumes and wigs are not to be shared
- Use of microphones in rehearsal must be approved by the Director of PDTA or CP.
- Actors will be scheduled to arrive for rehearsal with strict guidelines and strategy to avoid having people waiting for their rehearsal time
- Actors will arrive to the rehearsal hall in their personal rehearsal clothes (this does not include costume pieces used in rehearsal, which stay in the rehearsal hall)
- All company members will pack out everything they brought to the rehearsal that day. Anything left behind will be thrown out.
- See section: Rehearsal Hall for the protocol concerning the presence of the design, production and pedagogical teams at rehearsals and runthroughs
- **Until further notice, in an effort to minimize exposure, Actors will not be allowed to touch each other while rehearsing or performing. There are no exceptions to this interpretation of the protocols.**

## FITTINGS

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### **FOR ACTORS**

- Wearing a mask is mandatory (except for where noted below)
- Clean your hands before putting on and after taking off the costume
- The mask can be removed for the photo

### **FOR COSTUME TEAM**

- All participants will clean their hands upon entering the fitting room
- **News, used and rented costumes should be washed or isolated for 3 hours or steamed before a fitting**
- A maximum of four people will be allowed in the fitting room at the same time: actor, designer, cutter and head of wardrobe. There is a possibility to alternate if more people need to be present. Everyone must wear a mask and a protective visor/glasses
- Clothes or costumes that have been tried on will be washed, steamed or isolated for 3 hours before being tried on by another artist or, made available to the production or to be worked on
- During the waiting period, costumes should be covered with a garment bag
- Fittings should not be scheduled back to back to avoid waiting line outside of the shop. 10-15 minutes will be planned between sessions

### **FOR STAGE MANAGERS**

#### Rehearsals at the Monument

- Fitting requests will be made 2 days before the fitting. Due to the additional waiting time for costume management, we will need the collaboration of the stage manager on this matter. In addition, fitting times may be slightly longer to accommodate security measures
- Last-minute requests for rehearsals will not be possible due to the necessary wait times.

#### Rehearsals at the School

- A specific day must be determined at least 2 days in advance for fittings to allow the actors to plan the trip to the Monument

## **COSTUME MANAGEMENT**

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### **FOR ACTORS**

- Actors will be responsible for putting on their costumes without assistance
- Actors must sort their costumes for washing in the baskets indicated: dark, light etc
- The actors must put their show nylons/socks/underwear in the provided washing bags and then in the indicated baskets
- Actors will be expected to ensure that all pockets have been emptied and are expected to dispose of used tissues, lozenges, etc. in trash receptacles.

### **FOR THE DIRECTOR AND THE COSTUME DESIGNER**

- There will be dressers who be in charge of the dressing room and laundry only. They will be on duty before and after the performances
- Costumes will be limited to one costume per actor as much as possible
- Quick changes should be avoided. If this is not possible, the actor should be able to make the change without outside help

### **FOR THE COSTUME TEAM**

- A member of the dressing team will be available at the theatre for emergency repairs.
- A person in charge will take care of maintenance on shows in the Ludger;
- Dressers, costume designers and performers who must handle clothing or costumes must wash their hands frequently;
- Those in charge of dressing rooms must wear a mask and put the costumes in the dressing rooms 3 hours before the actors arrive;
- Clothes or costumes will be laundered accordingly

## **MAKE-UP AND HAIRSTYLING/WIGS**

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### **FOR ACTORS**

- Artists must wash their faces before applying make-up
- Actors will be responsible for doing their own make-up for the show;
- Actors are responsible for providing their own basic kits and brushes.

- The mask and visor can be removed for the application of makeup.
- The mask will have to be put back on after the make-up, allow time for touch-ups before the show.

### **FOR THE HAIR AND MAKEUP TEAM**

#### Session coaching

- Wearing a mask and eye protection is mandatory for the members of the wig/hair/makeup team.
- Wash hands before and after working with each artist
- If brushes and other applicators are to be used for more than one actor, they must be disinfected between uses. (water and soap or alcohol)
- The make-up artist uses an individual make-up kit for each person (artist, singer, musician, dancer, etc.).
- For specific products, distribute the product in small containers with the name of each artist clearly labelled
- For specific powder products, the use of an alcohol spray (which meets standards) can be used on make-up products.
- Try to limit the time with each actor to 15 minutes or less.
- Brushes, combs and applicators
  - Use disposable single-use brushes and applicators if proper disinfection of these cannot be guaranteed
  - Multiples of tools, brushes and equipment may be needed to assure that these items are dedicated to single actors.
  - Washable sponges and puffs can be used on a single actor only. These items should be cleaned and disinfected each day or before being use on another actor.
- Mix foundation, powders, lipstick, etc on a separate clean palette for each individual

#### Cleaning

- All clean tools, combs/brushes should be kept in covered clean containers.
- Clean hairbrushes and combs with appropriate disinfectant solution. Some equipment may need to be provided when wet disinfectants are incompatible, for example: UVC sterilizing lamps,
- Clean and disinfect chairs if possible, after each use.

## **SET DESIGN**

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- The set must be designed to minimize the number of set changes requiring the handling of stagehands on stage.
  - Exceptions will be made for the use of flies in the Ludger
- In the event of onstage set changes, stagehands must wear eye protection as well as their mask.
- Stagehands must wash their hands immediately after and before handling.
- Performers are allowed to handle sets if they have the opportunity to wash their hands immediately before and after handling.
- Sets that have been handled should be cleaned before and after the rehearsal or performance



## PROPERTIES

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### **FOR THE DESIGNER**

- Follow the borrowing protocols of the Bob shop and Prop shop

### **FOR THE STAGE MANAGER**

- Accessories must be cleaned at the beginning and the end of each day.
- Allow time to teach actors the procedure for cleaning props;
- Props that cannot be cleaned (e.g. pen, paper) should be handled by one actor only
- Special protocols will need to be developed for real food or liquids consumed onstage. These protocols will be discussed and developed on a case by case basis

### **FOR THE ACTORS**

- *Actors are responsible for cleaning their personal props after use during rehearsals and performances*

## VIDEO, LIGHTING AND SOUND DESIGN CONCEPTION PREPARATION

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### **USE OF VIDEO LAB FOR PRODUCTION WORK**

- Wearing a mask is mandatory at all times
- Wear a visor or goggles in addition to the mask when the 2m distance cannot be respected
- Students must ask for the room at least 2 days in advance so that the proper cleaning protocol can be scheduled
- Wash hands before and after using the space
- Wipe down all equipment before and after use (using the cleaning guidelines under **VIDEO**)
- You are not allowed to use the room without prior booking

### **ACCESS TO LIGHTING LAB FOR EXPERIMENTATION**

- Wearing a mask is mandatory at all times
- Wear a visor or goggles in addition to the mask when the 2m distance cannot be respected
- Students must ask for the room at least 2 days in advance so that the proper cleaning protocol can be scheduled
- Wash hands before and after using the space
- Wipe down all equipment before and after use (using the cleaning guidelines under **LIGHTING**)
- You are not allowed to use the room without prior booking

### **USE OF SOUND LAB FOR PRODUCTION WORK**

- Wearing a mask is mandatory at all times
- Wear a visor or goggles in addition to the mask when the 2m distance cannot be respected
- Students must ask for the room at least 2 days in advance so that the proper cleaning protocol can be scheduled
- Wash hands before and after using the space
- Wipe down all equipment before and after use (using the cleaning guidelines under **SOUND**)
- You are not allowed to use the room without prior booking



## TRANSPORTATION/USE OF VAN

- Wearing a mask and eye protection is mandatory in the van when more than one person is inside.
- If possible, we suggest leaving the windows open when more than one person is inside.
- When loading or unloading the van with more than one person, you must wear a mask and eye protection.
- If you are using the van for the first time, schedule an appointment with Caroline Turcot before using it

## WORKSHOPS

### WARDROBE MN/S52 COSTUME SHOP ST. DENIS

- Entrance and exit through the main wardrobe doors only
- Wearing a mask is mandatory at all times
- A mask and eye protection (goggles or visor covering the face up to the chin) are provided to staff assigned to sewing of costumes and to artists performing a task that requires being within 2 metres of another person
- Clothing or costumes must be kept in garment bags
- Cutters, seamstress, and performers who must handle clothing or costumes must wash their hands frequently
- Each student and teacher is responsible for cleaning common tools after each use (iron, sewing machine)
- The cutters, seamstress, and artists who have to handle the tools must wash their hands before and after each use
- Each student and teacher is responsible for providing their personal tool kit (scissors, seam ripper, rulers, pencil)
- Safety pins and pins will be cleaned in a small container of alcohol
- Room Capacity
  - Wardrobe MN: A maximum of 12 people
  - Laundry Room MN: A maximum of 2 people
  - Dye Room MN: A maximum of 3 people
  - Fabric Room MN: A maximum of 2 people

### CARPENTRY SHOP/BOB SHOP

- Wearing a mask is mandatory at all times
- Wear a visor or goggles in addition to the mask when the 2m distance cannot be respected
- When working at the tables, keep a distance of 2m as much as possible
- Workers who handle tools and materials must wash their hands frequently
- Each student and teacher is responsible for cleaning common tools after each use
- Use personal tools as much as possible





- Common tools will not be used by more than one person at a time without prior cleaning – it is preferable that tools are dedicated to the same person for as long as they need the tool for the assigned task
- Room capacity
  - Carpentry Shop MN - A maximum of 10 people
  - BOB SHOP St. Denis – A maximum of 7 people
  - Guillaume’s office - Maximum of 3 people (including Guillaume) - By appointment only
- New materials should be washed or left for 3 hours before use.
- Work in the workshop during a load-in must be planned in advance with Guillaume Simard; no unplanned work will be allowed
- Tools should be booked out for the duration of the load in to limit the need to come to the shop for tools
- The shop is NOT open before 9am Monday to Friday and will be closed as of 5pm. No access outside these hours will be allowed.
- Entrance and exit to and from the carpentry shop must be through the stairwell door unless you are moving materials through the garage door
- The garage door must only be used for moving materials

## PAINT SHOP

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- Wearing a mask is mandatory at all times
- Wear a visor or goggles in addition to the mask when the 2m distance cannot be respected
- When students are required to wear a chemical mask, they must use their own personal mask
- Each student and teacher is responsible for cleaning common tools after each use
- Stagger use of workspaces to allow for distanced work
- Workers who must handle tools must wash their hands before and after each use
- Use personal tools as much as possible
- Surfaces, countertops, tables must be cleaned at the end of each work shift
- Only one person should handle the dye bottles, etc
- Room capacity
  - A maximum of 4 students will be allowed to work in the paint shop simultaneously
- Avoid setting up material in the marked corridor designated as access to the elevator and to the costume shop

## PROPERTY SHOP and STORAGE

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- Wearing a mask is mandatory at all times
- Wear a visor or goggles in addition to the mask when the 2m distance cannot be respected
- When working at the tables, keep a distance of 2m as far as possible
- Workers who must handle materials and accessories must wash their hands frequently
- Each student and teacher is responsible for cleaning common tools after each use
- Workers who must handle tools must wash their hands before and after each use



- Prop Shop Access
  - entrance located in front of the costume storage
  - exit located next to the dyeing room
- Room Capacity
  - MN - A maximum of **8** people will be allowed simultaneously in the prop shop
  - MN – A maximum of **2** people will be allowed to sort props in the prop warehouse
  - MN - A maximum of **1** person in the spray booth. Each student must wear their personal mask when using chemicals
  - St. Denis – A maximum of **1** person will be allowed to sort prop in the prop warehouse
- When you borrow items, you must follow the posted protocols in the Bob shop and the following protocols for the prop shop

## RENTAL PROTOCOL FOR PROPS FROM THE MN

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- Please wash your hands and/or wear gloves when shopping for props
- Wearing a mask is mandatory at all times. Wear a visor or goggles in addition to the mask when the 2m distance cannot be respected
- MN - A maximum of 2 people will be allowed simultaneously in the prop warehouse

### Rentals

- Make an appointment by phone or email to look for props at the monument prop storage
- Organize your transport ahead of time for items destined for the school or for the rehearsal hall/stage at the monument
- Choose your items
- Take clear photos of each item
- Pack the items in boxes or bags, properly packing fragile items
- Determine the return date with Angela Rassenti
- Send your photos to Angela Rassenti
- Angela will send you your rental items list by email
- Be sure to consider that the process will take longer than usual.

### Returns

- Make an appointment by phone or by email to return items
- Return items to the monument
- Disinfect the objects with the disinfectant available on site, those that are not washable must be identified with the return date and left at the designated place in the props shop for their quarantine

### CONTACT:

**Angela Rassenti**

**[accessoires@monumentnational.com](mailto:accessoires@monumentnational.com) or [angelarassenti@gmail.com](mailto:angelarassenti@gmail.com)**

## RENTAL PROTOCOLS FOR PROPS AT ST-DENIS CAMPUS (BOB SHOP)

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- Please wash your hands and/or wear gloves when shopping for props
- Wearing a mask is mandatory at all times.
- A maximum of 1 person will be allowed in the prop storage



## Rentals

- Look at objects without touching them whenever possible.
- If you touch the objects, disinfect them afterwards.
- Choose your objects
- Clean the selected objects with the disinfectant available on site (before leaving with them)
- Take clear photos of each object and Make a list of the items you borrowed to be sure to return everything

## Returns

- Bring the items back to the props storage
- Disinfect objects with the disinfectant available on site.

## COSTUME STORAGE

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- Wash your hands when entering and leaving the wardrobe shop
- Wear a visor or goggles in addition to the mask when the 2m distance cannot be respected
- Mask is mandatory inside the wardrobe shop
- A maximum of 2 people at a time in the costume storage
- Costumes that come out of the costume storage should be put in garment bags before being transported
- The costume designer will only be open to external partners with whom we have agreements, including other schools
- Sufficient time must be allowed for documentation and packing of costumes when costumes are requested / rented from the costume storage
- Cutters, seamstress, costume designers and performers who must handle clothing or costumes must wash their hands frequently

## REHEARSAL HALL

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- Room Capacity
  - You must respect the posted occupancy of the room for the whole rehearsal period.
  - Any derogation to the occupancy posted must be approved by the TD of the venue and the Directors of PDTA and CP.
- Masks must be worn in the rehearsal hall at all times except for actors when there are two actors or less in the designated acting zone
- Production teams will arrange to have a camera, computer and projector setup to allow for virtual participation during the rehearsal weeks
- Production tables will be set up with distancing in mind, and no more than 2 people will be assigned to a table for the whole rehearsal process
- When a member of the design, pedagogical or production team wish to come to rehearsal, they must notify the rehearsal hall (SM) in advance and plan their visit in order to maintain the protocols and occupancy limits in space
- All company members must use personal items such as water bottles, utensils etc
- Disinfect commonly touched tools and surfaces on a regular basis throughout the day
  - Door knobs, handrails, elevator buttons, keypads, keys, chairs, tables etc.

- Stage Management should establish and use a daily checklist of repeated protocols for the rehearsal hall (and the stage) in order to ensure the clarity of protocol needs and tasks.

Monument-National Rehearsal hall:

- Access
  - The entrance is by the stairs leading to the artists' entrance
  - The exit is via the staircase in the entrance hall
- The following will not be available for use in the rehearsal hall
  - Fridge, microwave, coffee machine, kettle
  - Water glasses and shared water jugs
  - Shared pencils and other stationary items
  - SM kit will no longer be stocked with shareable items
  - All unnecessary furniture will be removed

## PRODUCTION OFFICE

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- Wearing a mask is mandatory at all times
- The main production office at the MN will be setup to allow a maximum of 6 members of the production team to use as their office while they are in production at the Monument
- Use of the production office must be shared between French and English sections throughout the year and will therefore be limited to the Technical Director and Production Manager plus one other member of the technical team of the current production for both sections
- A production office will be set up in the green lounge of the rehearsal room at the Monument-National and will be dedicated to the production in progress in the rehearsal room.

## GEL STORAGE ROOMS

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- Wearing a mask is mandatory at all times
- A maximum of 1 person is allowed in the gel room at the MN and at St. Denis with the sole purpose of picking and cutting gel for their lighting needs
- Worker must wash their hands before and after working in the gel room
- Surfaces used must be cleaned before and after use
- All tools used to sort and cut gel must be cleaned before and after use

## DRESSING ROOMS

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- Masks must be worn at all times, except for actors when applying make-up
- The dressing rooms for productions taking place at the School will be set up in the classroom of the students involved
- The distribution of actors in the dressing rooms must respect the 2-metre distance and must be approved by the Technical Director of the MN or of the School
- Limit access to dressing rooms – only those assigned to the dressing room may use it
- Actors may not use the dressing rooms for vocal warm-up



## GREENROOMS

- No gatherings will be allowed in the green room
- The use of these rooms can be adapted to the needs of the productions but will have to be approved by the Technical Director of the MN

## IN THE THEATRE

### LOAD IN AND STRIKE

- Wearing a mask is mandatory at all times
- Hand washing must be done regularly throughout the shift. Stations will be made available on the work site
- Wear a visor or goggles in addition to the mask when the 2m distance cannot be respected
- Establish a one-way traffic flow to prevent people from passing each other while working and accessing the room
- A maximum number of people can be present at the same time on an load in or strike in the same shift
  - André-Pagé Studio: 16 people
  - Pauline McGibbon Studio: 12 people
  - LX Lab: 12 people
  - Hydro-Québec Studio: 24 people
  - Ludger-Duvernay Theatre (onstage): 24 people
- The schedule and the technical teams must therefore be thought out according to this number
- For this year, actors are not allowed to participate in the strike
- Create separate teams for each department and encourage shift rotation
- As much as possible, keep the same teams for the duration of the load in
- Go over safety instructions at the beginning of the day and after breaks
- Use of the Genie
  - As much as possible have the same team using the genie lift during a full work call
  - Clean the genie after use and between users
- Plan separate rest areas based on respecting distance for breaks and lunch and dinner times when necessary
- Plan workflow in order to avoid overlapping workspaces between teams
- Create adequate material storage areas for each department
- If you need to share common equipment (e.g.: ladder, stepladder, rigging, console, tools...),
  - they will have to be disinfected between each user
  - Users' hands must be washed or disinfected before use
  - In order to facilitate this process, hydro-alcoholic gel dispensers have been added at the appropriate places
- Fly system
  - Loading and unloading
    - Heavy work gloves to be worn at all times
    - **Maximum 2 people allowed on the loading floor**

- Operating linesets
  - Only one person operating a **single** lineset (or adjacent linesets) on the same floor at the same time
  - **Maximum 2 people allowed on the fly floor**
  - Heavy work gloves to be worn at all time
- Freight elevator
  - Maximum **6** people allowed in the freight elevator at one time
  - Wash your hands before and after handling the elevator doors

## PRODUCTION TABLES AND BOOTHS

- Production tables should be setup so that distancing measures are respected between each person
  - Table setup needs to allow for safe flow of traffic to and from the tables
- Ludger
  - **in house** - consoles may be setup in the house for the duration of setup and technical rehearsals if desired. Only the head of the department will be seated at each console
  - **In booth** – maximum 3 people
- Hydro Quebec Studio/André Pagé Studio
  - for setup and technical rehearsals, the consoles may be setup in the house if distancing can be maintained
  - Only the head of the department will be seated at each console
  - **In booth** - maximum 2 people allowed
- McGibbon/LX Lab
  - Booth setup is according to the needs of each production but should respect distancing
  - Only the head of the department will be seated at each console
- Assign a separate place for visitors other than the production team (supervisors, managers, voice coaches, etc.)

## LIGHTING

### Lighting instruments

- Wash hands before and after handling instruments
- Whenever possible instruments should be quarantined for 3 days after a strike

### Lineset pipes

- Lineset pipes used during the production will be cleaned at the beginning of the load in and at the end of strike

### Cabling

- Whenever possible cabling will be permanently installed in order to limit handling
- Whenever possible cable will be quarantined for a period of three days after use
- Wash hands before and after handling cable
- Wear protective work gloves when possible



### **Lighting consoles**

- use of the console strictly for the Head of Lighting. No other person will have access to the console
- Exceptions to the above could be made if necessary for pedagogical reasons and troubleshooting – cleaning protocols apply
- Wash hands before and after use
- Disinfect the console after using with a soft cloth and 70% isopropyl alcohol solution. Do not use too much liquid and gently wipe the keys to disinfect

**DO NOT SPRAY DISINFECTANT DIRECTLY ON THE CONSOLE**

## **SOUND**

### **Sound consoles**

- use of the console strictly for the Head of Sound. No other person will have access to the console.
- Exceptions to the above could be made if necessary for pedagogical reasons and troubleshooting – cleaning protocols apply
- Wash hands before and after use
- Disinfect the console before and after use using a soft cloth and 70% isopropyl alcohol solution. Do not use too much liquid and gently wipe the keys to disinfect

**DO NOT SPRAY DISINFECTANT DIRECTLY ON THE CONSOLE**

### **Backstage sound/monitor mix**

- All backstage sound gear can only be used by the Assistant to the Head of sound
- Exceptions to the above could be made if necessary for pedagogical reasons and troubleshooting – cleaning protocols apply
- Wash hands before and after using gear
- Clean gear according to an agreed upon frequency according to the manufacturer's instructions or as you would clean a sound console

### **Sound Patch and Danté**

- Only the Head of Sound and the Sound Coach will be allowed to touch the sound patch and Danté system
- Wash hands before and after this activity
- Refer to MN TD requirements for keep patch panel, cables and Dante system clean

### **Headsets and belpacks**

- Will be assigned to individuals, cleaned at the beginning and end of each day and NOT shared
- Everyone is responsible for their own headset cleaning
- Headsets and belpacks will be clearly labelled as to who has the right to use the equipment
- Main Headset station – will only be used by the Stage Manager at their position in the house and in the booth
- Keep main station clean as per other equipment

### **Microphones**

- Handheld
  - Will be assigned to specific individuals and NOT shared
  - must be cleaned before and after use as per the manufacturer's instructions by the head of sound, or their assigned representative

- Limit the number of people handling microphones
- Wash hands before and after handling microphone and stand
- Wireless
  - Will be assigned to specific individuals and NOT shared
  - must be cleaned before and after use as per the manufacturer's instructions by the head of sound, or their assigned representative
  - The actor will be responsible for putting the wireless mic and beltack on themselves
  - Limit the number of people handling microphones
  - Wash hands before and after handling microphone, cable and beltack

### **Cabling**

- Whenever possible cabling will be permanently installed in order to limit handling
- When cable is struck it will be quarantined for a period of three days before re-using
- Wash hands before and after handling cable
- Wear protective work gloves when possible

### **Centre speaker cluster**

- No one is allowed to lower and adjust the Ludger centre cluster

## **MUSIC**

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### **Singing**

- Additional Safety considerations will be in place for performances that involved singing. Some considerations will include:
  - Use of singing masks (currently provide to acting students) for singing rehearsals
  - Extra distancing to allow for a safe working environment
  - A physical barrier is suggested between singers whenever possible
  - The area around the singer will be cleaned more often

### **Wind Instruments**

- At this time NTS does not recommend the use of wind instruments for rehearsals or performance due to a larger risk of exposure from this activity.

## **VIDEO**

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### **Video Equipment**

- Use of the Video computer and system strictly for the Head of Video. No other person will have access to the equipment.
- Exceptions to the above could be made if necessary for pedagogical reasons and troubleshooting – cleaning protocols apply
- Wash hands before and after use
- Disinfect the station before and after use using a soft cloth and 70% isopropyl alcohol solution. Do not use too much liquid and gently wipe the keys to disinfect

**DO NOT SPRAY DISINFECTANT DIRECTLY ON THE EQUIPMENT**





## BACKSTAGE

- At least 2 sanitizing stations will be setup backstage on either side of the stage. Ideally there is a station at every exit from the stage
- A performance zone will have to be established on stage. This zone must be established so that there is a minimum distance of 2m **between the performers and the rest of the company**
- Everyone entering this zone, except for actors, must wear a mask and eye protection
- Anything that is not included in the performance area is considered backstage.
- Sanitize all set and prop, lighting and sound elements before and after use
- Whenever possible, the only actors will touch, move and clean their personal props
- Whenever possible, anything that moves or is manipulated throughout the performance will be manned by the same person
- Limit backstage access to required persons only
- **The technical crews are reduced whenever possible, and the work schedule is adapted to allow the fewest possible personnel on the stage at the same time to facilitate compliance with the minimum 2-metre distancing**
- Every actor will be assigned a box for personal items (primarily for masks and goggles etc)
- A traffic corridor shall be determined for behind-the-scenes movement to avoid crossings between team members

## NOTES SESSIONS

- Notes with actors will only take place in the theatre before the end of the day, or at the beginning of the next day, maintaining distance rules
- Directors are encouraged to hold actors' notes sessions online
- Everyone must wear a mask during note sessions
- Technical note sessions will also happen in the theatre either before or after the actors' notes
- Special care will be given to the traffic flow in the theatre moving from backstage to the stage, from backstage to the house, from the stage to the house
- Until further notice, consumption of alcohol in the theatre will not be allowed during or after note sessions

## TECHNICAL REHEARSALS AND PERFORMANCES

### **(SUBJECT TO CHANGE AND DISCUSSION ACCORDING TO MINISTRY REGULATIONS AT THE TIME OF THE PERFORMANCES)**

- Actors may work without a mask or visor during a technical runthrough and performance if the following conditions are adhered to
  - At least 2m distance between actors and audience is maintained at all times
  - In the traffic flow onstage, actors can maintain 2m while passing each other
  - More than 2m metres is maintained while singing, or loudly speaking/shouting
- Actors must put on a mask when waiting backstage
- If the 2m or more cannot be respected in the performance of a scene the following will be implemented

- The actors will wear a mask as part of their costume unless there is a physical barrier (plexiglass, panel or wall) between them
- As necessary the use of microphones to amplify the voice will be seriously considered
- **Until further notice, in an effort to minimize exposure, Actors will not be allowed to touch each other while rehearsing or performing. There are no exceptions to this interpretation of the protocols.**
- Any actor can request the use of a visor or mask at any time and the Director and Costume Designer will work with that request respectfully without hindering the student actors' pedagogical experience.