
LIBERTY JUNCTION THEATRE INC.

6 Step Safety Plan

Best practices for safely reopening our rehearsal space.

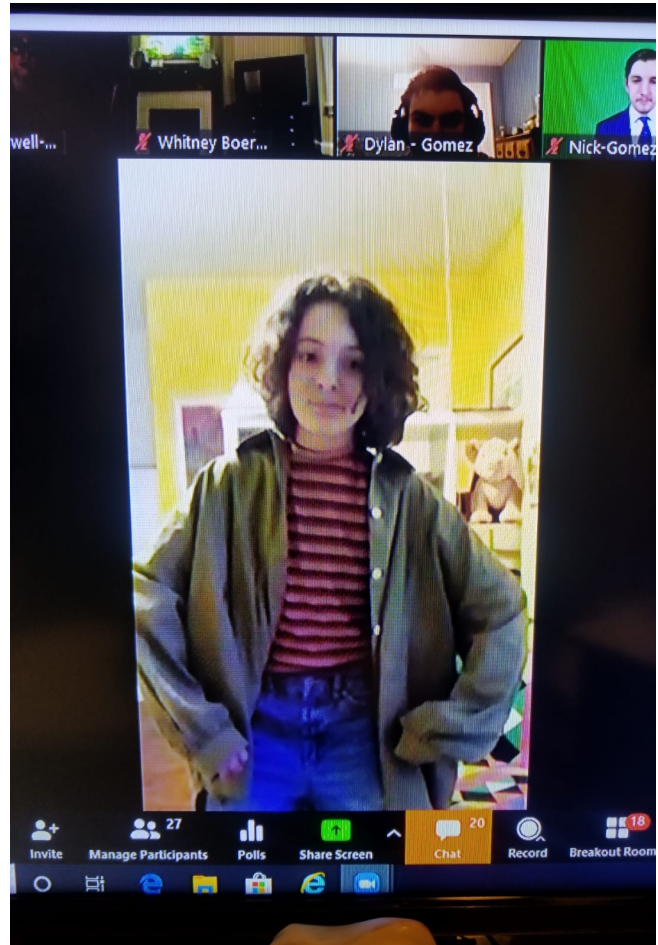


During these difficult days, while theatre doors across the country have been closed, our thoughts have been with our colleagues, our Liberty Junction Families and most importantly our students. The impacts, both emotionally and financially, of this virus have been felt by everyone - particularly the theatre world. We feel extremely fortunate to have been able to adapt our rehearsals to the online medium with incredible support from our community.



Current advice from the Public Health experts suggests that it will take quite some time for life to return to the same sense of “normalcy” that we experienced pre-COVID19. But if our students have taught us anything, it is that *we must not stop enjoying life!* So, what *can* we do?

Well, we can begin by taking what we do know about the virus and give our instructors and community the tools they need to be safe in our rehearsal space. The measures we will outline are designed to keep everyone responsible, accountable, and to create an environment that will continue to curb the spread of the virus.



Zoom Online Rehearsals for Addams Family The Musical

- Gabi as Pugsley

Our energies up to date have been focussed on creating a safe online environment to help our performers work, explore, and grow.

“Gloves as sweet as damask roses, Masks for faces and for noses.”

-WILLIAM SHAKESPEARE

We recognize that now we must begin preparations for the moment that Liberty Junction Theatre Inc. can reopen. We have been working to develop a comprehensive plan that will allow us to safely welcome you back to our studio space. Our “6 Step Safety Plan” puts your health and safety at the heart of all that we do. It will address instructor screening,

masks, cleaning processes and more!

“Liberty Junction” means a gathering place for freedom to be explored. We believe that where there is freedom, creativity will flow. We aim to create a positive and safe environment for participants in order that creativity and freedom would be expressed naturally. We believe that everyone is creative and has something to contribute.

We will still celebrate one another, continue to discover new things and find joy in the moment. But we must do so safely. Liberty Junction may not look the way it has done for the last little while, but that’s okay - in fact it’s extremely important. The Liberty Junction Theatre Inc. leadership team has created our plan moving forward to help our triple threat performers continue performing safely.

There is no award-winning script for the current challenges our province, and our company, face. However, you have our commitment that we will continue to be driven and advised by data, science, and public health guidelines as we carry out, amend, and evolve our safety protocols and procedures. We are confident in the integrity of our leadership team, and our longevity in this business, to provide safe operating spaces for our students and families to enrich their love of the theatre. And we have an incredible amount of confidence in the the men and women on the frontlines, who have paved the way for us to be reopening and in a position to even create these policies in the first place. Finally, we have tremendous confidence in our students and families at Liberty Junction Theatre Inc. to rise to these new challenges, accept them intelligently, and be ready and present to create new experiences from a place of trust and love.

On behalf of Liberty Junction Theatre Inc. we look forward to seeing you in person again soon!

Until then, please stay safe.

Throughout this pandemic our focus at Liberty Junction has been on the health and safety of our employees, families, and students. We have focussed on “pivoting” and maintaining consistency and routine for our current production(s) as best as possible. As we prepare for the future, our priority is reopening in a manner that puts health and safety at the centre of our operations, and functions with as much consistency and routine as is safely possible. We believe we can balance the community our students have come to expect from Liberty Junction, with the urgent need to apply the knowledge we have about the virus that causes COVID-19 and adapt our environment accordingly.

In accordance with guidance and directives from the World Health Organization, Centres for Disease Control and Prevention (CDC), Canadian and Ontario Health Departments where we operate – we have outlined our “Six Step Safety Plan.”

As our knowledge of the virus and how it is transmitted evolves, so will our protocols. Our instructors and assistants will undergo detailed training and briefings on these new protocols before welcoming students and again as they evolve, so we can provide the safest environment possible.

SIX STEP SAFETY PLAN

Since ending physical rehearsals and classes as we knew them in March, we have certainly missed the vibrant and charismatic bodies in our studio rehearsal spaces. We know you’ve missed being in person with us too. We constantly reassured our students that we would be open with information as and when it was available to us. We have done our best to uphold that promise. And resolved to only open our doors when, in accordance with Canadian, Ontario, and local directives it was safe to do so.

Moving forward we have developed a multi-layered plan, designed to slow (and hopefully deter) the spread of the virus, to protect our instructors and students, and to create an effective reaction and response if a guest, instructor, or student should test positive for the virus in the coming weeks. Using our approach, we seek to create an environment that puts all members of the Liberty Junction Family in a safe and healthy space.

1. SCREENING, TEMPERATURE CHECKS, & EMPLOYEE TRAINING

We will be implementing strict screening measures to assess signs and symptoms of infection and the possibility of recent exposure to someone infected with the virus. Instructors at Liberty Junction are currently and will continue to go through temperature checks before entering the studios. Instructors are also asked to answer a series of screening questions about any current symptoms and recent exposure to COVID-19-infected individuals. Instructors that are not well or who reside with an infected individual will not be permitted to work.

We ask that students abide by a similar self-screening protocol prior to arriving and during your rehearsals. If you have any reason to believe you may have been exposed to the virus, we strongly urge you to follow Canadian guidelines for self-quarantine and not travel to our studio. We will look forward to welcoming you once the self-quarantine period is complete.

If you develop symptoms during your stay, we have protocols in place to assist. Instructors will receive comprehensive training on new health and safety

protocols, on proper wearing of personal protective equipment (PPE) and reinforced training on the importance of handwashing, cleaning and physical distancing guidelines. We will install physical signage to both train and remind our students and instructors of the proper protocols, and personal hygiene breaks will be worked into our schedules.

We have re-written our general liability waivers families sign before participation in a course, and will require families to sign our amended agreements. If you have newly registered for camp, or a course, since June you have signed the current amended agreement.

2. MASK USAGE & PERSONAL PROTECTIVE EQUIPMENT (PPE)

Instructors will be required to wear an approved mask and/or face shields when in the studios. Liberty Junction Theatre Inc. also **strongly encourages** our students to wear masks in public areas and will offer disposable masks or sanitized & reusable face shields to any guests who need one, free of charge. **Students may be required to wear masks when appropriate physical distancing or barriers cannot be maintained.** Gloves will continue to be worn by instructors and assistants who require them to do their jobs, such as those who administer temperature checks and/or clean public areas. Additional categories of instructors required to wear PPE will be identified by experts as the case may change.

DRINKS : We ask that everyone bring their own bottled water or beverage. We ask that when students are drinking to minimize the amount of time masks are removed, and subsequent risk of exposure. Your water bottle is permitted to travel with you throughout rehearsal, and must stay within your social distancing block, or in a designated location in the space.

PERSONAL EFFECTS : We ask that shoes, coats, or articles of clothing removed for rehearsal purposes be securely placed inside your rehearsal bag, or a secondary bag, and closed off entirely. These can then be placed in the cubbies provided, at your own risk. Cubbies will be sanitized after use. Please refrain from repeatedly touching or disturbing the cubby and its contents.

3. PHYSICAL DISTANCING

A 6-foot physical distancing policy will be in place, with floor guides serving as reminders throughout our studios. From time-to-time, 6-foot distancing will be challenging—in those cases, reasonable mitigating protocols will be implemented, such as face shields and other PPE for our instructors and students. Please consider purchasing your own cloth face mask for rehearsals. Masks with an extra pocket for a carbon filter are recommended.

Plexiglass barriers may be installed in areas throughout the communal entryway, where appropriate, for the safety of our students and instructors. Certain furniture that we have grown accustomed to using in the communal spaces may be removed and stored to help facilitate distancing measures.

Signage will be installed throughout our studios to help guide instructors and students on how to safely practice physical distancing.

4. HAND WASHING & ENHANCED SANITATION

Following Canadian guidelines we will be increasing the amount of routine cleaning, with a focus on high-touch surfaces in common-areas (ex. lightswitches, doorknobs, etc). We will continue using proven cleaning products in accordance with Ontario guidelines for coronaviruses, bacteria and other infectious pathogens. Hand sanitizing station's will be readily available with a visible presence maintained throughout the studios. Hygiene breaks will be worked into all rehearsal processes moving forward. Signage will be installed throughout the studios to guide and remind instructors and students of the importance of proper handwashing protocols.

We have detailed sanitation protocols for our Restrooms. Studio entrance doors and bathroom doors will remain propped open where able to do so.

5. INCIDENT RESPONSE PROTOCOLS

We now have protocols in place that are aimed at reducing the chance that infection will spread on our properties. In the unfortunate event a student or instructor tests positive for the virus, we will activate our incident response protocols to ensure:

- the infected individual has access to medical treatment
- exposed areas are thoroughly sanitized
- we notify those who may have come in close, prolonged contact with the infected individual

Liberty Junction Theatre Inc. has knowledgeable and capable instructors to respond quickly in the event of an incident.

6. DIGITAL INNOVATIONS

We have already begun to pivot our focus, and re-imagine our courses, how we run rehearsals, and what we can do to facilitate “normalcy” for our students. We will continue to expand several aspects of the student experience through technology in order to transition current processes into contactless options for students.

For example you will notice currently (as of June 22, 2020) we have a number of virtual summer camp options, and course intensives to provide training to our student-base without the risk of contact and potential exposure.

We are inquiring with our contacts at Music Theatre International (MTI), where our musical licensing agreements come from, whether shifts to online can be made within the bounds of our contracts. This may mean that we begin film courses for our movie musicals where there may not be an option to perform live in a theatre. We are seeking out alternate methods to develop our students’ techniques, while maintaining our scholastic and spiritual integrity as a triple threat training program.

We are seeking advice on live-streaming certain rehearsal processes, camps, or courses in order to allow students who are unable to visit the studio in person to still be a participating member of their community.

We are open to any feedback or suggestions our Liberty Junction Families may have with continuing our work in digital innovation for LJT.

INSTRUCTOR CONSIDERATIONS

Personal Protective Equipment (PPE) : All instructors will provide approved, appropriate PPE for use during classes/rehearsals

- A. Masks and/or face shields will continue to be worn in accordance with LJT policy, which is consistent with Ontario Health Guidelines, and with any provincial or local directives
- B. Instructors will be allowed to use restrooms and hand washing stations in order to wash their hands more frequently (ex. between classes)
- C. Instructors who need or wish to wear gloves; after finishing lessons and before entering the next lesson, will remove gloves and wash hands with soap and water for at least 20 seconds. If soap and water is unavailable an alcohol-based hand sanitizer that contains at least 70% alcohol is permitted
- D. Instructors using gloves must avoid touching their face, and will wash their hands frequently

SANITIZING AND DISINFECTING : Instructors will wash their hands with soap and water for at least 20 seconds at the start and end of lessons, during breaks, and before and after using gloves if applicable. If soap and water is unavailable an alcohol-based hand sanitizer that contains at least 70% alcohol is permitted.

- A. Hand sanitizing or hand washing stations will be placed at key contact areas
- B. Signage will be posted throughout the studio reminding instructors the proper way to wash hands, sneeze, and to avoid touching their face
- C. Prior to starting a lesson, instructors will clean/disinfect commonly touched surfaces and tools with an approved disinfectant
- D. All instructors will receive training (either virtually or through appropriate physical distancing) on COVID-19 safety and sanitation protocols

STUDENT CONSIDERATIONS

- A. Hand sanitizing or hand washing stations will be placed at student contact areas such as lobby/communal space, studio entrances
- B. Students will be strongly encouraged to wear masks in all public areas. Students may be required to wear masks and/or face shields (provided) when appropriate physical distancing or barriers cannot be maintained
- C. Health and physical distancing signage will be placed throughout the studio and rehearsal spaces
- D. Instructors will receive clear instruction on how to respond appropriately to potential cases of the coronavirus infection on the property, in accordance with local guidelines, and how to provide full support to students in addressing health concerns

PHYSICAL DISTANCING PROTOCOL

- A. Students will be asked to practice physical distancing (standing at least 6 feet apart) from other students while moving around the studio
- B. Students will be asked to maintain 6 feet of separation while queuing in the line at the studio, waiting for restrooms, etc. Studios will place markers on the floor to indicate proper spacing
- C. Entranceway, office, restrooms will utilize every possible situation to avoid crowds wherever possible
- D. When physical distancing guidelines cannot be maintained, plexiglass barriers or other suitable alternatives will be used to separate bodies in space to maintain the 2 meter distance rules
- E. Physical layouts will be arranged to provide for appropriate distancing where feasible
- F. Signage will be posted in high traffic areas to remind guests of distancing protocols and other safety practices
- G. Studios will reduce seating/performance capacities to allow for a minimum of 6 feet between each group/cohort

CLEANING STANDARDS

- A. Cleaning will focus on high touch point areas for high frequency sanitation (ex. door handles, push plates, light switches, countertops, basins, toilets, faucets, restroom doors, hallways etc)
- B. These high touch surfaces will be cleaned and disinfected regularly, with a more frequent focus on the bathrooms
- C. Hand sanitizer will be available for students and instructors