

Checklist for Theatres and Concerts

This checklist is one of several resources intended to support movie theatres, concerts, and other live performances to reduce the spread of COVID-19 by implementing public health measures. It is to be used in conjunction with other public health directives.

Please review [Ontario Regulation 364/20](#) and [A Framework for Reopening our Province: Stage 3](#) for more information on Stage 3, and Ontario's [Guidance for Movie Theatres During COVID-19](#). Other sector-specific guidelines can also be found [here](#).

Visit wdgpublichealth.ca for ongoing updates and links to additional resources.

Wellington-Dufferin-Guelph Public Health (WDGPH) is unable to review individual policies and protocols. These are not legal documents.

Screening

Considerations	Details
What is your screening process for staff and patrons?	<ul style="list-style-type: none"> <input type="checkbox"/> Inform staff and patrons of your policies restricting people from the facility who screen positive on a COVID-19 screening tool <input type="checkbox"/> Ensure patrons/staff have completed a COVID-19 screening tool prior to entry into your facility <input type="checkbox"/> Place signs near entrances informing patrons not to enter facility if they have symptoms, travelled outside Canada in the past 14 days, or been in contact with someone with who is sick or confirmed COVID-19 without PPE.

Physical Distancing

Considerations	Details
How will you ensure that the appropriate number of patrons are in your establishment at any given time?	<ul style="list-style-type: none"> <input type="checkbox"/> The number of patrons permitted in the venue at any one time is limited to the number that can maintain a physical distance of at least 2 metres (6 feet) from every other person in the venue, and in any event is not permitted to exceed, <ul style="list-style-type: none"> <input type="checkbox"/> 50 persons, if the venue is indoors, applied on a per auditorium basis <input type="checkbox"/> 100 persons, if the venue is outdoors

	<ul style="list-style-type: none"> <input type="checkbox"/> Indoor gathering limits apply to events that are fully or partially indoors. Indoor events cannot be combined with an outdoor event to increase the applicable gathering size <input type="checkbox"/> People at their place of work, including performers and crews, do not count towards gathering limits <input type="checkbox"/> Ensure enough time is given between the end of a movie or performance and the start of another to prevent overlap between patrons <input type="checkbox"/> If using more than one auditorium, stagger show times to reduce the number of patrons in common areas <input type="checkbox"/> Encourage patrons to come near to the scheduled show time and leave immediately after to avoid patrons congregating in the lobby or waiting area <input type="checkbox"/> All arcade and game rooms must remain closed.
<p>How will you ensure that patrons/staff in your venue maintain 2 metres (6 feet) distance from each other at all times?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Manage how and where people can travel through your venue by using indicators on the floor, signs, and/or blocking areas off. <input type="checkbox"/> Mark spaces on the floor where people can stand at ticket and concession stands with intervals of 2 metres (6 feet) for patrons to line up. If physical distance cannot be maintained, barriers such as plexiglass may be used. <input type="checkbox"/> Encourage use of contactless payment methods such as purchasing tickets online or debit/credit card machines with tap function. <input type="checkbox"/> Design seating arrangements to permit 2 metres (6 feet) of distance between each household/patron: <ul style="list-style-type: none"> <input type="checkbox"/> Maintain empty seats between each household/patron; alternating rows of seating <input type="checkbox"/> Assign seats to each patron and avoid general admission seating wherever possible <input type="checkbox"/> Ensure guests exit the auditorium one row at a time and maintain physical distancing on the way out <input type="checkbox"/> Use signs throughout the facility to remind people about physical distancing guidelines <input type="checkbox"/> Designate staff to monitor lines, common areas, and seating to ensure patrons adhere to physical distancing guidelines.

<p>Additional considerations for live performances.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Singers and players of brass or wind instruments must be separated from any spectators by plexiglass or some other impermeable barrier. <input type="checkbox"/> Ensure performers maintain physical distance of at least 2 metres (6 feet) except if it is necessary for the purposes of the performance or rehearsal.
<p>Additional considerations for drive-in/drive-through movies or performances.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Patrons must remain in their vehicle designed to be closed to the elements except <ul style="list-style-type: none"> <input type="checkbox"/> To purchase admission food or beverages <input type="checkbox"/> To access a washroom <input type="checkbox"/> For the purposes of health and safety <input type="checkbox"/> Ensure that vehicles are positioned at least 2 metres (6 feet) from each other.

Face Coverings (Section 22 Order)

Considerations	Details
<p>How will you ensure that face coverings are worn by patrons/staff when required?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that staff and patrons are aware of the rules regarding the Section 22 Class Order. <input type="checkbox"/> Review the Frequently Asked Questions in regards to face coverings. <input type="checkbox"/> Staff and patrons must wear face coverings while inside any public area of the venue including lobby, concession stand, theatre (seating, stands, seating area) and publicly accessible washrooms. <input type="checkbox"/> Face coverings are not required in outdoor areas or areas that are not accessible to the public. <input type="checkbox"/> Patrons may remove their face covering while eating or drinking. <input type="checkbox"/> Staff or patrons may be exempt from wearing a face covering if: <ul style="list-style-type: none"> <input type="checkbox"/> They are under the age of 2 years; or a child under the age of 5 years either chronologically or developmentally and he or she refuses to wear a face covering and cannot be persuaded to do so by their caregiver. <input type="checkbox"/> Wearing a face covering would inhibit their ability to breathe in any way.

	<ul style="list-style-type: none"> <input type="checkbox"/> For any other medical reason, they cannot safely wear a face covering such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information. <input type="checkbox"/> The obligation to provide reasonable accommodation under the Ontario Human Rights Code requires exemption from this requirement. <input type="checkbox"/> Train staff on the proper way to wear and care for face coverings. <input type="checkbox"/> Post signs at entrances and inside your venue to remind patrons about wearing face coverings.
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Hand Hygiene & Respiratory Etiquette

Considerations	Details
How will you ensure that patrons & staff adhere to proper hand hygiene protocols and respiratory etiquette?	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure staff and patrons are aware of proper handwashing and respiratory etiquette (e.g., sneezing or coughing into the crook of their elbow) and post signs throughout your facility <input type="checkbox"/> Have alcohol-based hand sanitizer (60-90% alcohol) available at all entrances and exits as per the Section 22 Class Order <input type="checkbox"/> Have hand sanitizing stations available throughout your facility <input type="checkbox"/> Self-serve drink dispensers (e.g., soda/pop machine) are permitted to be in use if appropriate COVID-19 precautions are in place, including, but not limited to, enhanced cleaning and disinfection of high touch surfaces, and ensuring patrons remain physically distanced by at least 2 metres (6 feet) or are separated by plexiglass or some other impermeable barrier <input type="checkbox"/> Self-serve food, such as condiment containers and/or popcorn shakers are not recommended at this time <input type="checkbox"/> Provide single use individually wrapped utensils, condiments, and straws <input type="checkbox"/> Limit sharing of objects and tools by staff (e.g., popcorn scoops, tongs) <input type="checkbox"/> Consider dedicating separate tasks for concession staff (e.g., separate the role of taking orders from those who fill the order)

	<ul style="list-style-type: none"> <input type="checkbox"/> Remind staff to wash/sanitize their hands properly and regularly after: <ul style="list-style-type: none"> <input type="checkbox"/> Processing payments <input type="checkbox"/> Coughing, sneezing, or touching the face <input type="checkbox"/> Cleaning and disinfecting surfaces <input type="checkbox"/> Upon starting a shift, returning from a break <input type="checkbox"/> Receiving deliveries <input type="checkbox"/> Any other time which may cause hands to become contaminated <input type="checkbox"/> Encourage staff to launder uniforms between shifts. <input type="checkbox"/> Glove use among staff is not a requirement. Good hand hygiene and proper hand washing is preferred. Incorrect glove use can lead to cross-contamination of surfaces. If staff choose to use gloves, they should practice proper handwashing before they put gloves on, and after they take gloves off. Gloves need to be changed frequently, as often as hands should be washed and upon becoming contaminated. Plastic, latex, and nitrile gloves are intended to be single-use only.
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Cleaning & Disinfection

Considerations	Details
<p>How will you ensure that there is enhanced cleaning and disinfection of your venue?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Frequent cleaning and disinfection of all areas of your venue should take place especially on commonly touched areas/surfaces using disinfectants approved by Health Canada <ul style="list-style-type: none"> <input type="checkbox"/> Follow guidance for public washrooms <input type="checkbox"/> All seating areas/stands should be cleaned and disinfected between shows <input type="checkbox"/> Consider closing any additional amenities such as vending machines if they cannot be adequately cleaned and disinfected on a regular basis.

Attendance Policies

Considerations	Details
<p>What attendance policies do you have to ensure the safety of your staff/patrons?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Remind staff about the importance of reporting illness to their supervisor/manager <ul style="list-style-type: none"> <input type="checkbox"/> If a staff becomes sick while at work, they should go home immediately and self-isolate <input type="checkbox"/> Staff experiencing symptoms can call Telehealth, their health care provider, or go to an assessment centre for testing. <input type="checkbox"/> Establish criteria for staff to return to work after illness. <input type="checkbox"/> For more information on what to do if an employee becomes ill or tests positive for COVID-19, please review the COVID-19 Guidance for Reopening Businesses (WDGPH). <input type="checkbox"/> Maintain a record of staff, workers, and volunteers on each shift to support contact tracing. <input type="checkbox"/> Consider allowing patrons to cancel their tickets and be reimbursed/credited should they become ill.

Additional Resources

[COVID-19 Guidance for Reopening Businesses](#) (WDGPH)

[COVID-19 Checklist for Reopening Businesses & Workplaces](#) (WDGPH)

[COVID-19 Guidance for Public Washrooms](#) (WDGPH)

[COVID-19 and Workplace Health and Safety](#) (Ontario Government)

[COVID-19 Guidance: Essential Workplaces](#) (Ministry of Health)

[Signs & Posters](#)

References

Government of Alberta, COVID-19 Information: Guidance for Movie Theaters.

[Accessed: July 15, 2020]. Available at: <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-movie-theatres.pdf>.