

COVID-19 Safety Plan - Capitol Christmas

COVID19 SAFETY STATEMENT

At the Capitol Theatre we are committed to putting the safety of our all theatre guests first. Below are the steps we are taking to ensure that all events surrounding Capitol Christmas are conducted safely. These processes and procedures will be in place and apply to all individuals associated with the running and attendance of this event to include; staff, volunteers, performers, contractors, and guests. The COVID-19 pandemic is an evolving situation – if necessary a review of the following plan may result in changes as required.

Health Screening and Contact Tracing

- All individuals entering the building will be asked to fill out a health screening checklist and provide contact information for contact tracing purposes.

Mask Use

- Non-medical masks and face coverings are mandatory in indoor public places and will be provided to all individuals on site if necessary.

Public Access Areas

- A maximum of 50 guests are permitted to be in the building at one time and numbers will be monitored by individuals at the check-in and check-out area
- All public access areas will be supervised by staff/volunteers
- Sanitation stations will be available at the entrance and throughout the building consisting of hand sanitizer and face masks. The use of these stations will be reinforced with signage and verbal encouragement provided by staff and volunteers
- Social Distancing enforced with stanchions, ground markings, directional signage and verbal encouragement provided by staff and volunteers
- Outside Food & Beverage will be strongly discouraged with the exception of sealed water bottles. Guests are discouraged from consuming any food or beverage while on-site requiring them to remove their mask in a public area.

Traffic Flow

- Guests will enter the building through the Marquee entrance to check-in
- Guests can move through the building following arrows and directional signage taking a self guided one way tour through the building and can enjoy the tree viewings maintaining physical distance.
- Guests are welcome to take the tour more than once if they wish, keeping within the maximum capacity of 50 guests at a time
- All staff, contractors, volunteers and performers will wear masks during their shifts and are encouraged to maintain social distancing at all times.

Cleaning and Sanitation Procedures

- All high-touch surfaces will be sanitized with disinfecting wipes every 20 minutes to maintain a sanitary environment.
- A full sanitation of all areas will take place in between each viewing time by on site staff. Staff will wear gloves when cleaning and removing garbage bags from the garbage bins.