



# ARRAYMUSIC COVID POLICY & GUIDELINES

Questions? EMAIL [HOUSEMANAGER@ARRAYMUSIC.COM](mailto:HOUSEMANAGER@ARRAYMUSIC.COM)

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## OVERVIEW

The health and safety of our community, clients, and employees is our highest priority and we continue to work collaboratively with our renters to identify and minimize risks. The following protocol has been compiled based on recommendations from local and federal health authorities. These are policies and best practices designed to be taken seriously and to be put into practice at all times while inside The Array Space. Individuals should use these guidelines to help identify and minimize their risks. As the pandemic and government restrictions and recommendations evolve, so will these protocols.

Please review the entire document and distribute it to all the members of your rental group. The primary renter or organizer is responsible for ensuring their guests observe Arraymusic's COVID policies & procedures at all times.

Non-compliance = automatic ban; not following/contravening Arraymusic's COVID guidelines is grounds for disallowing future rentals.

## RISK ASSESSMENT

COVID is a highly contagious and potentially deadly virus that can be transmitted through both symptomatic and asymptomatic individuals. By entering The Array Space, you acknowledge that there is a risk associated with being in a public space indoors and that you might come into contact with COVID-19 and its variants.

That is why, in addition to following these guidelines, everyone entering the space will be required to sign Array's COVID legal waiver and agree to not hold Arraymusic liable in any way should you contract COVID-19 or variants.

### **IMPORTANT: DO NOT COME TO ARRAY'S SPACE IF:**

- You or anyone in your household is feeling unwell or experiencing any of the following symptoms: Fever, cough, chest pains, fatigue, difficulty breathing or



shortness of breath, chills, muscle pain, sore throat, nausea, vomiting, diarrhea, abdominal pain, headache, and/or loss of taste or smell.

- You or anyone in your household has travelled abroad in the past 14 days.
- You or anyone in your household has been in proximity to someone who has (or is suspected to have) COVID-19 or a variant, or who has travelled abroad recently but not quarantined.

**NOTE:** You may be required to submit to a non-contact temperature check before entering The Array Space; Arraymusic reserves the right to deny entry to anyone found having an above normal or unusually high temperature, or who exhibits signs of illness.

## VACCINATION POLICY

- All individuals entering the Array Space must be fully vaccinated and provide proof of vaccination prior to being granted entry to the space
- Proof of vaccination must be uploaded to the Arraymusic COVID waiver form on entry, or presented upon entry, when requested.
- Arraymusic will continue to update this procedure in accordance with Government of Ontario procedures surrounding vaccine passports.
- Definitions of 'fully vaccinated' and acceptable proof of immunization are available through the Government of Ontario website.
- Event organizers and renters are responsible for insuring their attendees and collaborators are fully vaccinated
- No exceptions can be made to this policy except those in accordance with the guidelines for medical exceptions laid out by the Government of Ontario

## RENTAL SCHEDULE & CLEANING

- The space is being professionally cleaned on a regular basis, with high-touch surfaces being wiped down.
- Under no circumstances is it acceptable to sub-rent part, or all, of your rental booking/Array's Space to any other party/group.



## MASKS & BARRIERS

- Masks are required to be worn by everyone at all times while inside The Array Space -- unless you are actively singing, talking on camera, or playing a wind/brass instrument.
- It is strongly suggested that wind/brass players and singers perform distanced and behind the provided plexiglass barriers.
- If no house staff are hired for production assistance, the primary renter is responsible for setting the barriers between performers.

## SOCIAL DISTANCING + CAPACITY RESTRICTIONS

- You are required to maintain a physical distance of no less than 6 feet between one another at all times (this includes in the lobby, performance studio, stairwell and washrooms).
- At this time **25 people maximum** are allowed in The Array Space per day.
- If you exceed this number, the organizer/renter must remedy the situation by removing someone immediately; this is grounds for disallowing future rentals.

## VENTILATION

- The HVAC system must be activated AT ALL TIMES to ensure continuous air circulation; DO NOT turn the fans off on the thermostat.
- You are encouraged to open any windows (hallway, main studio behind the rear curtain) and the back door to allow for greater airflow.
- Do not go out on the roof – it is unsafe and prohibited.
- However, please keep the windows and back door closed while playing drums or loud, amplified music. Respect our neighbours.

## CLEANLINESS & COVID HYGIENE

- People in The Array Space are asked to be aware of their COVID hygiene at all times.
- Wash your hands upon entry and frequently while at The Array Space (preferably in the washrooms downstairs, or in the upstairs kitchenette).
- Frequently use hand sanitizing products, there are plenty of bottles of hand sanitizer around the space.



- Observe respiratory etiquette, including covering coughs and sneezes with your arm.

## WASHROOMS

- Please remember that while we maintain some control over our space, the washrooms are used by others in the building.
- When visiting washrooms, wait in a line outside the facilities – keeping distance from the person in front of you.

## ELEVATOR

- Elevator use is limited to one person at a time – unless an assistive person is needed.

## FOOD & BEVERAGE

- The consumption of food and beverages at The Array Space is not permitted.
- Do not dispose of food or drink containers in the space.
- Do not use Arraymusic's kitchenette including dishes, utensils, kitchen appliances or fridge.

## CONTACTLESS PRODUCTION STRATEGY

There are new (temporary) production procedures at The Array Space when you choose to hire our production team to assist you. We encourage you to take the time to communicate and plan every part of a project in order to reduce unexpected situations and increase efficiency.

- In advance of your session, you will be contacted by email/phone for a production review/meeting.
- Renters are required to provide a detailed stage plot, input list, and lighting reference two weeks in advance.
- Last minute changes to your tech and production requirements cannot be accommodated unless confirmed 72 hours prior to your session.



- All technical set-up will be done in advance by Array staff, who will remain distanced, in the control room/production office as much as possible during the session.
- Communication is facilitated via talkback and video monitoring.
- If minor adjustments are required, such as layout changes, clients are welcome to make these alterations in dialogue with the Array technician.
- If the technician is required to enter the main studio, the client will be asked to exit the space and remain in the lounge while adjustments are made.

**IMPORTANT:** To limit contact, staff will not be on site unless you have hired a technician. DIY renters will be provided instructions on how to use house inventory, and staff will be available by phone for tech support.

## ARRAYMUSIC'S COVID LEGAL WAIVER

- You can find a link to the legal waiver at the end of this document.
- Anyone entering The Array Space is required to review and sign this waiver.
- It is the responsibility of the primary renter to ensure anyone entering the space during the rental has reviewed and signed this waiver.
- Your rental cannot commence until ALL PARTIES have completed and signed their legal waivers.

## PRE-SCREENING HEALTH CHECKLIST

- Anyone entering The Array Space is required to complete a pre-screening health checklist / COVID screening tool.
- Arraymusic is required to collect this information in compliance with the Office of the Chief Medical Officer of Health for the sole purpose of assisting with contact tracing required by Toronto Public Health.
- Arraymusic's privacy policy ensures that the information you provide will be kept secure and confidential and deleted within 90 days of your visit.
- You are responsible for ensuring everyone entering the space during your rental submits this form less than 24 hours before entering Array Space.

**[YOU CAN FILL OUT BOTH THE LEGAL WAIVER AND PRE-SCREENING HEALTH CHECKLIST ONLINE HERE](#)**



**NOTE:** A QR code linking to the form, as well as hard copies, can be found by the main door before entering the space.

Arraymusic's safety measures will remain in place until government authorities confirm COVID is no longer a threat in our area.

**REMINDER:** Non-compliance = automatic ban; not following/contravening Arraymusic's COVID guidelines is grounds for disallowing future rentals.

THANK YOU FOR TAKING THE TIME TO REVIEW THIS DOCUMENT

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