



Government of the Republic of Trinidad and Tobago
**Ministry of Community Development,
Culture and the Arts**



**INTERIM COVID-19
STANDARD OPERATING PROCEDURES**
National Performance Spaces and Community Facilities



The Southern Academy for the Performing Arts



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1.0 INTRODUCTION

On March 11th, 2020, the World Health Organisation (WHO) declared COVID-19 to be a global pandemic. This resulted from the outbreak of the deadly corona virus in Wuhan China in December 2019, which by that time (11.03.20) had seen 118, 319 confirmed cases and claimed the lives of 4292 persons across 113 countries¹. As at June 8th, 2020, there were 6,931,000 confirmed cases with 400,857 deaths across 213 countries²

In Trinidad and Tobago, the first case of COVID-19 was confirmed on March 12th, 2020 and as at June 8th, 2020, there were one hundred and seventeen (117) positive cases and eight (8) deaths, with over three thousand, four-hundred (3,400) tests conducted.

The Ministry of Community Development, Culture and the Arts is committed to doing its part to ensure the continued containment and mitigation of this disease, while supporting the return of citizens to the full expression and enjoyment of culture and the arts and community engagement in the post COVID-19 shut down period.

Accordingly, the ensuing pages provide extensive guidelines for the access to and the use of the following types of facilities under the purview of the Ministry of Community Development, Culture and the Arts:

- i. the nation's premiere National Performance Space (NPS) including:
 - a. The National Academy for the Performing Arts (NAPA)
 - b. The Southern Academy for the Performing Arts (SAPA)
 - c. The Naparima Bowl
 - d. Queens Hall, and

- ii. the large number of community facilities (CFs)
 - a. Community Centres
 - b. Civic Centres
 - c. Regional Complexes
 - d. Modernised Community Centre/Faciities
 - e. Activity Centres
 - f. Homework Centres.

¹ World Health Organisation (WHO) Coronavirus disease report 2019 (COVID-19) Situation Report – 51.

² World Health Organisation (WHO) Coronavirus disease report 2019 (COVID-19) Situation Report – 140.

Bearing in the mind the fluid nature of the COVID-19 experience, it is anticipated that these guidelines should be in force for a period of six (6) months and subject to review as new arrangements and protocols are considered appropriate by Public Health Officials. In terms of the re-opening of the NPS and CFs, efforts are on the way for the acquisition of the necessary sanitisation infrastructure, equipment and consumables, so as to ensure the best protection of users and staff. With these prerequisites in mind, all **Community Facilities** and **Queens Hall** will reopen on **Wednesday July 1st, 2020**, **Naparima Bowl** and **the National Academy for the Performing Arts** open on **Monday July 6th, 2020** and **the Southern Academy for the Performing Arts** will open on **Monday August 3rd, 2020**.

2.0 USERS OF THIS DOCUMENT

These post-COVID-19 shut-down re-opening protocols are carefully crafted for the benefit of:

- i. Patrons
- ii. Artists, Artistes and Producers
- iii. Service Providers, and
- iv. Staff and Managers.

3.0 OBJECTIVE OF THESE GUIDELINES

To provide Guidelines to minimize the risk, spread and interrupt the transmission of COVID-19 at National Performance Spaces (NPS) and Community Facilities (CF).

4.0 LEGAL AND POLICY FRAMEWORK

On January 31st 2020, the proclamation of COVID-19 as a dangerous infectious disease was made under the Public Health Ordinance, Chap. 12 No.4, in order to trigger the special provisions under the Ordinance and the Quarantine Act Chapter 28:05 that are pertinent to the curtailment and management of infectious diseases such as notification, special inspections and offences (Legal Notices Nos. 34 and 35 and excerpt from the Quarantine Act 7(1) to (3) appended). Also, the adherence to the 2004 Occupational Safety and Health Act, Chap. 88:88¹. (Ministry of Health).

5.0 GENERIC PROTOCOLS (for all persons/spaces at all times)

COVID-19 has resulted in changed ways of life for citizens of the world – the new normal. The standard operating procedures for transacting business in all spheres of life and in this instance

for the interacting with the National Performance Spaces (NPS) and Community Facilities (CF) are as follows:

- i. Stay home if you are ill
- ii. Wear masks when you enter (no mask, no service)
- iii. Wash your hands with soap and water or use a 60% alcohol based sanitizer before entering the Spaces/Facilities
- iv. Cough into a tissue or into the crook of your elbow
- v. Be screened for temperature levels utilising a temperature screening device upon entry
- vi. Keep your distance from others (6ft)
- vii. Avoid touching your face and
- viii. Ensure surfaces are cleaned then sanitized (e.g. table tops, door knobs and microphones).

6.0 PROTOCOLS FOR NATIONAL PERFORMANCE SPACES (NPS)

6.1 Protocols for Invited Guests, Patrons, Other Ticket/Invitation Holders

6.1.1 Access and Entry to/Use of Facility

- i. Invited guests, patrons, and invitation/ticket holders shall:-
 - a) Purchase tickets or obtain invitations in advance of the event. Tickets and invitations will be numbered indicating assigned seats.
 - b) Adhere to physical distancing by standing at the designated markers in the Box Office.
 - c) Provide name, address, phone contact and email address for all patrons at the point of ticket purchase/invitation collection. This allows for contact tracing in the unexpected event of Covid-19 infection.
 - d) Pre-order refreshments desired, which will be available online in advance of the event or up to 30 minutes prior to the end of the show to facilitate efficient collection of items prior to departure (*Only for events at Queens Hall and Naparima Bowl*). There will be no eating of items on the premises. There will be no sale of items at NAPA and SAPA. (See also Section 7.6 below).
 - e) Download programmes and other event materials to your phone from the event producer where available during or in advance of the show. No printed materials will be provided at the performance spaces on the day of the event.

- f) Arrive at venue at the designated time to facilitate orderly and efficient entrance into the building. Persons sixty-five (65) years and over, persons with disabilities and persons with pre-existing conditions for increased risks of adverse COVID-19 effects shall comply with any specially designated arrival times for priority seating.
- g) Comply with directions of parking attendants, especially where distanced parking is practiced.
- h) Remain in your vehicle until the appropriate time for entry into the auditorium. There will be no congregating in the foyer.
- i) Submit to entry/use protocols including:
 - temperature and symptom screening by the Security Officer on duty. Kindly note that there will be NO ADMITTANCE to anyone experiencing temperatures above 37.5°C (99.5°F) or exhibiting flu-like symptoms strongly associated with COVID-19 for example: fever, chills, cough, shortness of breath, muscle pain, headache, sore-throat, or recent loss of taste or smell.
 - in the event that a patron has to be turned away due to high temperature or flu like symptoms, that patron may seek a refund from the event producer
 - sanitising of hands upon entry using sinks for sanitizers
 - observing physical distancing by standing at the designated markers at entryway
 - wearing a protective mask and keeping the mask on during the performance/activity
 - purchasing a protective mask (if available for purchase).
- j) Submit to the direction of NPS staff for use of the restrooms, where access will be restricted based on size and available facilities
- k) Submit to the direction of NPS staff for collection of any items of refreshment pre-purchased.
- l) Submit to the direction of NPS staff for six (6) feet spaced seating in and row by row exiting of the auditorium.
- m) Exit the building immediately at the end of the show. There will be no congregating in the foyer at the end of events.

6.2 Protocols for Artists, Artists Organisations and Producers

Internationally, performing arts centers are actively developing strategies for resuming operations and reopening their doors with specific attention to the various sub-sectors of the performing arts. Gathering and assembly in limited numbers through “social distancing” pose the greatest challenge to the performing arts. Theatres and producers must now innovate, reimagine and collaborate to ensure sustainability to the sector and the livelihoods of

thousands of creatives. In the context of the NPS, artists, artists organisations and event producers will be guided by the protocols which follow.

It is to be noted that where possible, technology should be utilized by artists and producers in scheduling booking consultations and technical meetings to minimize in-person interactions. However, general protocols for this group will follow those described for service providers and contractors discussed at **Section 6.3** below.

6.2.1 Technical and Production Teams

The **technical and production teams** will operate on three simple pillars: ‘Sanitize, Secure and Assign’. In order to minimize the risk of spreading COVID-19 amongst itinerant groups, every aspect of a production must adhere to the following:

i. Sanitize



- a) All cast and crew must wear a facemask upon entering the compound.
- b) All cast and crew are required to thoroughly wash their hands with soap and water upon arrival.
- c) Scenery and costumes must be sanitized upon arrival and before crossing the stage/loading door.

ii. Secure

All cast and crew in the production are required to sign in with security or designated staff upon arrival.

iii. Assign

All cast when assigned to their dressing rooms are required to wait there until they are required on stage, unless otherwise advised.

iv. Temperature and symptom screening

All members of the production team, will undergo a temperature screen [utilising a temperature monitoring device](#) and will be asked to respond to few brief questions about their contacts and possible exposure to COVID-19. Anyone displaying a temperature over 37.5°C (99.5°F) or other flu-like symptoms will be denied entry and directed to appropriate medical care.

The Producer is responsible for ensuring that all cast members are in good health. In the event that a cast member presents with flu like symptoms or a high temperature,

that member will not be allowed to perform. Producers may be well advised to have alternates for key cast members.

In the event that illness of cast or other members results in the need for cancellation of a show, the producer will be offered an alternative date as a first option.

6.2.2 Producers Artistic and Creative Directors

i. COVID-19 Safety Kit

Producers must have a COVID-19 safety kit at all times, for the sanitising and safety of their respective casts and crews. Safety Kits should include all of the following:

- a) Latex gloves
- b) Disinfectant/Antibacterial or Alcohol Wipes
- c) Antibacterial Liquid Hand Soap
- d) Face Masks
- e) Hand Sanitizer
- f) Paper Towels
- g) Paper Tissues

Producers will be required to reinforce these protocols with their cast and crew in an effort to further minimize the spread of COVID-19. The NPS will be responsible for the general sanitisation and safety of the overall facility.

ii. Cast Size and Social Distancing

- a) To effectively practice social distancing, producers will be required to have no more than forty (40) persons in their production inclusive of cast, crew, directors, designers etc.
- b) Simplified and minimalist approaches to production and artistic direction is advised. A minimum of six feet (6') distance should be maintained as far as it is artistically possible. This includes, but not limited to:
 - In drama and theatre; Monologues, two actors and small ensemble plays and skits.
 - Smaller instrumental ensembles rather than large orchestras.
 - Vocal ensembles (maximum 15 singers) rather than large choirs.
 - Solo and ensemble dances rather than large dance items.

iii. Production and Rehearsal Scheduling

- a) Call times, lunch and break periods must be staggered to avoid large groups converging on a single area at one time.
- b) Ensure frequent hand washing and sanitisation practices by all cast and crew at the theatre.
- c) Limit the number of cast and crew to essential personnel only. Identify those who may be able to work remotely.

iv. Casting

- a) Conduct remote casting either with self-tape or video conferencing (zoom, skype, google meet etc).
- b) When live auditions are necessary, minimize the use of “open calls” and give everyone an assigned window of time for arrival.
- c) Digitally distribute scripts and sheet music and encourage cast and crew to print their own copies or read from a mobile device as opposed to handing out sheets of paper.



v. Costumes and the Wardrobe Department inclusive of Hair and Make Up

- a) Reduce the number of costume fittings to minimize risk of exposure
- b) Where artistically possible, have performers provide their own costuming. Performers should dress themselves and launder their own costumes without the need for wardrobe personnel, where possible.
- c) Use gloves and masks when handling garments.
- d) Have a supply of extra gloves and masks for actors who forget to bring their own.
- e) Your team and the actors must wear masks and gloves during fittings
- f) Ensure frequent hand washing and sanitisation practices by all cast and crew at the theatre.
- g) Costumes and outfits should be bagged individually per actor.



- h) Hair and make-up artists **MUST** wear latex gloves and facemasks at all times when working with performers.
 - i) Hair and make-up stations should be a minimum of 6 feet apart or have one dressing room with appropriate capacity, designated for such activity.
 - j) Surfaces must be kept tidy and cleaned with antibacterial wipes/liquid etc by the production team.
 - k) Use disposable make-up kits and brushes when possible and dispose of kits after each application. If non-disposable equipment is used, it should be assigned to each actor so as to prevent cross contamination
 - l) Assign brushes/combs to each performer so not to cross contaminate and avoid touch-ups unless necessary.
 - m) Where artistically and logistically possible, performers should do their own hair and makeup and prepare same at home.
- vi. Sets, Scenery and Props
- a) Construction of scenery and sets should be conducted off-site and be prepared for assembly only, at the theatre as far as practicable. All scenery, props and costumes must be regularly sanitized.
 - b) Where artistically possible, minimalist sets should be utilized in productions inclusive of boxes, risers, chairs and tables. The use of light and multimedia could also provide a sense of locale by minimising physical sets and props.
 - c) Stage props (books, dinnerware, pots, buckets, etc.) should be prepared and carried by the production stage crew and specifically by performers in the case of personal props (hats, scarves, walking sticks, stage weapons etc.).
 - d) Where artistically possible, scene changes should be conducted by the cast with minimal use of production stage crew.

6.3 Protocols for Contractors and Service Providers

6.3.1 Entry to Facility

- i. All vehicles entering the compound will be required to stop at the Main Gate and declare their purpose of business.
- ii. The number of persons allowed onto the compound within the vehicle, would be dependent on the nature of the business to be transacted:
 - a) For payment and collection of monies:- 1 person
 - b) For booking inquiries, site visits and technical meetings: 1-2 persons
- iii. All persons (contractors and service providers) who are coming to the facility to conduct business facility MUST wear a protective mask.

6.4 Protocols for Managers and Staff

The key objectives for these Covid-19 guidelines are to ensure that staff and technicians are aware of and abide by the Ministry of Health's Guidelines for operation, while maintaining effective and efficient operations in their workspaces. Outlined below are the guidelines for usage of personal protective equipment (PPE) and social distancing where applicable, for the technical departments. Please note that these guidelines apply to all technical departments when performing their duties, however, the Audio Department will be more at risk due to the nature of their duties which require close contact with performers in instances where they have to attach and remove body microphones.

6.4.1 General Guidelines – Technical Staff

- i. Wear masks and gloves where necessary.
- ii. Ensure hands are cleaned with a 60% alcohol based sanitizer or soap and water, before putting on or taking off a mask.
- iii. Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- iv. Avoid touching masks while in use or sanitized hands before doing so.
- v. Replace mask if it becomes damp and don't reuse single use mask.
- vi. Dispose single use gloves after single use – avoid re-using single use items.
- vii. Wear face shields when pre-existing respiratory issues exist and where wearing of a mask is not possible.
- viii. Take fresh air breaks every 2-3hrs, when wearing masks.

- ix. Remove the mask by manipulating the back attachments, avoid touching the front of the mask. If it is necessary to use a mask, sanitize hands before doing so. In the case of a single use mask, do not re-use, discard mask immediately.
- x. Maintain social distancing protocols with employees and clients.
- xi. Wash hands upon entering the venue, and within every hour, wash hands thoroughly with soap for approximately 20 seconds.

6.4.2 Audio Department

Where social distancing cannot be avoided such as when placing body microphones on cast members before and during events and removal after a performance, a person or persons will be assigned to place microphones on performers to facilitate having this done safely.

The assigned person or persons **must**:

- i. thoroughly wash and sanitize their hands,
- ii. wear a mask and/or face shield, and gloves prior to placing mics. The shield will protect the technician from coming into contact with the performers perspiration particularly when removing the microphones.
- iii. ensure that one microphone is provided to each performer in the case of portable mics or otherwise make certain that there is no sharing of individual microphones.
- iv. Gloves used, must be disposed immediately after dealing with each performer.

6.4.3 Lighting Department

The Lighting technicians should be able to maintain some measure of social distancing when carrying out their duties, as they deal more with the rigging, hanging, and focusing of the lighting fixtures as specified in the lighting plot for the show, as opposed to interacting intimately with performers.

6.4.4 Stage Department

The Stage Technicians interact closely with the cast and crew as they have to provide guidance and instruction to all personnel in addition to setting up any props or equipment needed for the show. They will not be able to maintain 6ft. social distancing as they may need to get as close as 1-2 ft of a performer. They must also use a mask and/or face shield in the execution of their duties and gloves if needed.

6.4.5 Protocols For Event Staff

- i. All staff inclusive of contractors must use (black) protective masks.

- ii. All staff will be provided with disposable gloves and cleaning wipes which allows for the strict attention to sanitising work areas and equipment (consoles, microphones, communication sets, music stands, flashlights etc.) before, during and after events.
- iii. All staff would be subject to daily mandatory temperature screening on assumption of duty.
- iv. All staff would be thoroughly briefed both verbally and by way of printed documentation of the procedures to be implemented.
- v. An increase in the janitorial staff will be reviewed in order to accommodate the sanitisation of hard surfaces more regularly (ensuring proper PPE and sanitising products meet the required standard).
- vi. Work schedules would be staggered until the facility is able to host events with some staff working from home on alternate days where applicable.
- vii. Teams, not exceeding 5 employees, would be deployed at various points throughout the facility to carry out the necessary checks (maintenance) required for safe start-up of equipment. The start times and end times of the various teams including their lunch breaks would be staggered.
- viii. All meetings are to be scheduled for a Conference room or location where proper physical distancing can be implemented.

6.4.6 Protocols for Administrative Staff

- i. All administrative staff shall
 - a. adopt the Generic Protocols identified as **Section 5.0** above
 - b. Staff should take fresh air breaks every 2-3hrs or as necessary, when wearing masks.
 - c. Be provided with hand sanitizer and cleaning agents to sanitise their immediate surroundings

6.4.7 Protocols For Security Staff

- i. ALL Security Officers on duty shall:
 - a. Utilize the Generic Protocols identified as **Section 5.0** above
 - b. In their assigned areas, ensure that appropriate distancing procedures are maintained by patrons and other us
 - c. Ensure that entrants to the compound adhere to the developed protocols based on the mission and purpose of the visit
 - d. Conduct appropriate temperature and symptom screens using observations, temperature gauges and questions as provided/required by management.

6.4.8 Protocols For Management

- i. Post visual alerts (e.g., signs, posters) at the entrance and in strategic locations (e.g., waiting areas, elevators and common areas) to provide instructions (in appropriate languages) about hand hygiene, respiratory hygiene and cough etiquette. Instructions should include wearing a cloth face covering or facemask for source control, and how and when to perform hand hygiene.
- ii. Provide an adequate supply of 60% alcohol-based hand sanitizer or hand washing facilities or stations (fixed or portable) with soap and running water for use at entrances and exits.
- iii. Ensure that anyone who falls ill or exhibits any of the symptoms of fever, chills, cough, shortness of breath, muscle pain, headache, sore-throat, or recent loss of taste or smell are not allowed in the space.
- iv. Ensure appropriate temperature gauges and necessary guidance are provided to security Officers or others involved in screening users, patrons and staff on entry
- v. Ensure the adoption of appropriate physical distancing protocols with respect to the work stations of staff and between staff and patrons or service providers
- vi. Close off areas used by the sick person and do not use the area until after cleaning and disinfection.
- vii. Where possible, set up glass or plastic screens at required areas to protect staff.
- viii. Advise staff and patrons with symptoms of COVID-19 or who have tested positive for COVID-19 not to return to the facility until his/her symptoms cease as confirmed by a Medical Practitioner with supporting documentation.
- ix. Endorse and ensure adoption of all protocols documented in these Guidelines.

7.0 NATIONAL PERFORMANCE SPACES FACILITY REQUIREMENTS

The following will be instituted in the venue to ensure its compliance with the Ministry of Health's proposed guidelines for Businesses/Facilities/Institutions reopening after lifting of restrictions post COVID-19.

- i. Wash stations with the complimentary soap dispensers as well as hand towels and bins and/or stations with hand sanitisers.
- ii. Appropriate signage regarding hand sanitisation, physical distancing, the wearing of masks and other relevant hygiene practices and health information.
- iii. A steam cleaner to sanitize incoming equipment
- iv. A robust cleaning schedule (**Appendix I**)

Additionally the following measures would be required for specific areas of the facility:

7.1 Dressing Rooms and Backstage

- i. Reduction of the dressing room capacity to provide better physical distancing practices. The existing basic capacity and new suggested capacity for the various entities are provided at **(Appendix II)**.
- ii. Additional security personnel stationed at each point of entry to backstage areas.
- iii. Sanitisation sprays to be used on all incoming equipment, sets, props and decor items entering the venue.
- iv. Restrictions on access.
 - a) No access shall be granted to any member of the event's cast or crew without the presence of a pre-designated officer, who will act on behalf of the production/events management team. This person, in addition to conducting the pre-inspection with a representative of SAPA, shall be briefed of the expected conduct of his/her cast/crew with regards to these COVID related procedures.
 - b) Any persons wishing to access the auditorium from backstage during an event, must enter at the main front of house entrance and follow FOH protocols.

7.2 Control Rooms

There will be a reduction of the control room capacity to allow for physical distancing. Two (2) persons maximum will be allowed in the control rooms; one representative from the NPS and one from the client's organisation.

7.3 Box Office

- i. Tickets for all events must be sold exclusively from NPS' Box Office as this ensures the maintenance of physical distancing within the auditorium by way of seat allocation.
- ii. Where Spaces are cash or cheque only environments protocols regarding sanitising and no touching of faces will be stricter for staff
- iii. All persons collecting invitations/purchasing tickets MUST be provided with an information brochure detailing the protocols as it relates to the facility's COVID – 19 guidelines.

7.4 Lobby

In keeping with physical distancing practices the following will be implemented:

- i. No congregating of persons in the lobby, before during and after events. To discourage large groupings of persons in the lobby Spaces may adopt varying options as follows:
 - a. the lobby will be opened 1 hour prior to the start of an event and house will be opened 45 minutes prior
 - b. patrons will be seated in their assigned, physically distanced seats upon arrival.
- ii. Sale of food items and memorabilia will not be permitted in the lobby (NAPA/SAPA).
- iii. Front of House displays will not be allowed in the lobby
- iv. There will be no cocktail receptions in the lobby.

7.5 Auditorium

In keeping with physical distancing practices the following will be implemented:

- i. Reduction of the seating capacity in the all of the auditoria of each NPS to accommodate persons 6' apart or at least 30% accommodation. The new seating capacity at the main theatres of these NPS are as follows:
 - a. Main Theatre

▪ SAPA	-	259 seats
▪ NAPA	-	350 seats
▪ Queens Hall	-	266 seats
▪ Naparima Bowl	-	220 seats (See also Appendix II, III V and VI)
- ii. Implementation of reserved seating to cater to elders, high risk patrons and persons with disabilities will be catered to through the ticketing process.

7.6 Bar Concessions / Cafeteria

During this initial opening period only Queens Hall (QH) and Naparima Bowl (NB) will operate Bar Concessions and Cafeterias. At all NPS there will be no intermissions at events, however in the case of QH and NB, patrons would be able to pre-order items on-line prior to and up to 30 minutes before the end of the event and pick up those items 'to go' at the end of the show. See **Section 6.1.1 (d)**. Requirements for concessionaires, bar operators and patrons follow.

7.6.1 Requirements for the Concessionaires and Bar Operators

- i. Develop menus and price list with appropriate QR codes for online purchases and efficient collection at the conclusion of the event
- ii. Ensure restricted number of kitchen and counter staff present on the day of the event
- iii. Ensure that all staff observe the COVID-19 protocols outlined at **Section 5.0**
- iv. Place requested items in clearly marked packages with appropriate codes to allow patrons to identify and pick up their requested items
- v. Maintain clear separation between workers handling food items and those operating the point of sale machine(s)
- vi. Adopt the use of point of sale transaction, and ensure absolutely no cash transactions as far as possible
- vii. ensure for the protocols for the use of point of sale machines are in place including:
 - a. Social distancing is practiced in the queue
 - b. Use of disposable wooden stylus where the entry of a PIN is required
 - c. Allow patrons to swipe or insert their own chip cards

A detailed list of requirements related to the provision of refreshments at NPS is provided at **Appendix IV**.

7.6.2 Requirements for Patron

The following applies to patrons who would have pre-ordered items of refreshment as per **Section 6.1.1 (i) (d)**, and as such would be collecting same at the end of the event.

- i. Follow distancing protocols in the queues to collect items ordered
- ii. Collect only the items paid for which should bear the name of the purchaser
- iii. Exit the premises immediately as ordered items have been obtained
- iv. Where point of sale transactions are permitted, as far as practicable take full responsibility for the manipulation of your card on the point of sale machines
- v. Where a signature is required, use your own stylus or the disposable stylus provided by the staff.

7.7 Meeting, VIP and Usher Rooms

Reduction of the seating capacity of each Room to half of its existing occupancy in the case of NAPA and SAPA (**Appendix V and VI**).

7.8 Covid-19 Specific Cleaning and Sanitisation

The Management of the various NPS take full responsibility for the cleaning and sanitising of surfaces and objects that are frequently touch by staff as well as in areas to be utilized by Producers, artistes and artists for functions, productions and events. Once dressing rooms and other back stage and on stage areas are handed over to Producers, their responsibilities for sanitisation commence as outlined at **Section 6.2.1 (i)**. Management of the NPS will regularly disinfect areas discussed using products approved by the Ministry of Health. See Appendix I Sanitation Schedule.

The procotols will include:

- i. **Cleaning** - removing dirt and impurities from surfaces and objects
- ii. **Disinfecting** - reducing and killing germs on surfaces and objects.
- iii. **Cleaning Technique** – cleaning high touch areas by using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects and reduce germ counts.
- i. **Disinfecting Technique** – disinfecting high-touch areas using materials effective against Covid-19 (for example, a bleach solution of 5 tablespoons (1/3 cup) per gallon of water (US 3.8L) or 4 teaspoons bleach per quart of water or 70% alcohol solutions or other EPA approved disinfectant). To quickly disinfect a seating area between events, electrostatic cleaning is a means of spraying a fine mist of positively charged disinfectant particles that adhere to surfaces and objects.
- ii. **Following the Manufacturer’s Instructions** – in all instances, including technical and production equipment such as microphones and headphones, it is important that cleaning procedures follow the manufacturer’s instructions. This will increase the likelihood of a thorough cleaning while not damaging the equipment or voiding a warranty.
- iii. **Disposal** – placing gloves and other disposable items used for cleaning and disinfecting in a bag that can be tied before disposing of them with other waste,
- iv. **Frequency** – maintaining the frequency of cleaning of high-touch areas based on the surface or object and how it is used.
- v. **Documentation** – documenting that health and safety practices were followed at the correct intervals can help an organisation show that it behaved reasonably under its

circumstances, which would be a key issue in the event of a lawsuit. A supervisor should ensure that cleaning logs are carefully maintained and preserved for reference. Events that contract to use a venue should request a copy of a venue's cleaning and disinfection plan.

8.0 PROTOCOLS FOR COMMUNITY FACILITIES

A community facility is a safe public space constructed by the State (or with considerable state involvement) to provide a forum for the human and social, economic, cultural and environmental development of sustainable communities. The Ministry with responsibility for Community Development has well over 300 community facilities under its purview.

These measures are designed to provide a sense of caution and safety until the new normal can be assumed in a post-COVID Trinidad & Tobago and wider world.

It must be noted that Community Facilities are and will continue to be key spaces for culture and the arts. Accordingly, relevant elements of **Section 6.0** and **7.0** will apply. Additionally, many community facilities are the home to Day Care Facilities and Home Work Centres which will also be guided by the ensuing protocols, and in particular as they relate to classroom sizes.

8.1 Protocols for Users of Community Facilities

- i. All users of Community Facilities shall abide by the Generic Protocols outlined at **Section 5.0** above
- ii. Additionally, users shall
 - a. Observe physical distancing protocols on entry, during programme/event and on exit of the facility.
 - b. Provide name, address, phone contact and email address by signing the register provided by the Management and Staff of the facility. This allows for contact tracing in the unexpected event of Covid-19 infection.
 - c. Arrive at venue at designated time to facilitate orderly and efficient entrance into the building in the case of larger gatherings. Persons sixty-five (65) years and over, persons with disabilities and persons with pre-existing conditions for increased risks of adverse COVID-19 effects shall arrive at least thirty (30) minutes or at designated times in advance of events for priority seating.
 - d. Comply with directions of parking attendants.
 - e. When necessary, comply with directions for special arrival times and entrance for persons 65 years and over, persons with disabilities or persons who are otherwise in the high risk category for COVID-19
 - f. Ensure that there is no congregating in the foyer before or after the event.

- g. In the case of ticketed events, patrons will purchase tickets from the organizer of the event. Where this is made available, refreshments should be ordered and paid for up front. While eating of refreshments is allowed during designated events, **there will be no eating or congregating after events**
- h. Submit to entry/use protocols including:
 - temperature and symptom screening by the Security Officer on duty. Kindly note that there will be NO ADMITTANCE to anyone experiencing temperatures above 37.5°C (99.5°F)) or exhibiting flu-like symptoms strongly associated with COVID-19 for example: fever, chills, cough, shortness of breath, muscle pain, headache, sore-throat, or recent loss of taste or smell.
 - sanitising of hands upon entry either by washing hands at the designated sinks or using the sanitiser situated at the doorway
 - observing physical distancing by standing at the designated markers at entryway
 - wearing a protective mask and keeping the mask on during the performance/activity
 - purchasing a protective mask (if available for purchase).
 - following the direction of CF staff for six (6) feet spaced seating in and row by row exit from the auditorium.
 - Exiting the building immediately at the end of programmes or events. There will be no congregating in the foyer at the end of events.

8.2 Protocols for Service Providers and Renters

- i. All vehicles entering the compound will be required to declare their purpose of business with the Security Officer on duty.
- ii. The number of persons allowed onto the compound within the vehicle, would be dependent on the nature of the business to be transacted:
 - c) For payment and collection of monies:- 1 person
 - d) For booking inquires, site visits and technical meetings: 1-2 persons
- iii. All contractors and service providers entering the facility MUST wear a protective mask

8.3 Protocols for Management and Staff

- i. For Facility Management
 - a. Post visual alerts (e.g., signs, posters) at the entrance and in strategic locations (e.g., waiting areas, elevators and common areas) to provide instructions (in appropriate languages) about hand hygiene, respiratory hygiene and cough etiquette.

Instructions should include wearing a cloth face covering or facemask for source control, and how and when to perform hand hygiene.

- b. Provide an adequate supply of 60% alcohol-based hand sanitizer or hand washing facilities or stations (fixed or portable) with soap and running water for use at entrances and exits.
- c. Ensure that anyone who falls ill or exhibits any of the symptoms of fever, chills, cough, shortness of breath, muscle pain, headache, sore-throat, or recent loss of taste or smell are not allowed in the space.
- d. Ensure the adoption of appropriate physical distancing protocols with respect to the work stations of staff and between staff and patrons or service providers
- e. Close off areas used by the sick person and do not use the area until after cleaning and disinfection.
- f. Advise staff and patrons with symptoms of COVID-19 or who have tested positive for COVID-19 not to return to the facility until his/her symptoms cease as confirmed by a Medical Practitioner with supporting documentation.
- g. Ensure premises are cleaned and sanitised as outlined at **Section 7.8** above.
- h. Endorse and ensure adoption of all protocols documented in these Guidelines.

ii. For Staff

- a. Ensure hands are cleaned with a 60% alcohol based sanitiser or soap and water frequently and before putting on or taking off a mask.
- b. Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- c. Avoid touching masks while in use or sanitise hands before doing so.
- d. Replace mask if it becomes damp and don't reuse single use mask.
- e. Take fresh air breaks every 1-2hrs, when wearing masks.
- f. Remove the mask by manipulating the back attachments, avoid touching the front of the mask. If it is necessary to remove mask, sanitise hands before doing so. In the case of a single use mask, do not re-use, discard mask immediately.
- g. Maintain social distancing protocols between the Manager and Assistant, and between staff and clients.

8.4 Management of Programmes, Training and Events

8.4.1 Protocols for use of spaces

In keeping with physical distancing protocols, it is recommended that persons are kept six (6) feet away from each other. To this end the following will be implemented:

- i. Reduction of the seating capacity in the all of the **auditoria**, **dressing rooms** and **meeting rooms** of all Community Facilities to ensure that persons are six (6) feet from each other or at least at a 30% occupation. See **Appendix VII** for the revised seating which is

dependent on the size of the facility and whether seating is theatre, banquet, classroom or cocktail styles.

- ii. Application of reduced seating protocols to training sessions and meetings in that at minimum patrons should sit at least six feet away from the next person in all cardinal directions (east, west north and south)
- iii. All participants must wear a masks during the session but can exit the facility for fresh air breaks as needed
- iv. Presenters, trainers, chairpersons etc. must both be at least six (6) feet away from patrons and must wear a mask
- v. All other protocols regarding congregating after the meeting or event must be observed

8.4.2 Protocols for Shows, Productions and other Performances

- i. Show producers will limit the number of performers on stage, especially in the area of drama, dance, speech, and singing in keeping with social distancing protocols.
- ii. Where producers desire to provide refreshments for sale or otherwise the following will apply:
 - a. Refreshments for purchase
 - Items for purchase should be determined and costed at the time tickets are available allowing tickets and refreshments to be paid for at the same time
 - Patrons - in and ordered fashion - could collect and consume items (already packaged and bearing their names) during the event
 - Items required after the event should be prepackaged with the patron's name for self-collection after the event.
 - b. Refreshments not-for-sale
 - All refreshments must be pre-packaged for the ordered collection and consumption by patron during the event; or collected at the conclusion of the event for consumption off the premises.
- iii. Providers of PA equipment will wear a mask and ensure:
 - a. Strict hand sanitizing protocols
 - b. Strict equipment sanitising protocols (microphones, mic stands etc.)
 - c. Maintenance of social distancing protocols

9.0 REQUIREMENTS FOR COMMUNITY FACILITIES

The following will be instituted appropriately for each community facility to ensure its compliance with the Ministry of Health's proposed guidelines for Businesses/Facilities/Institutions reopening after lifting of restrictions post COVID-19.

- i. Wash stations with easy use taps, soap dispensers, hand towels and bins.
- ii. Appropriate signage regarding hand sanitisations, physical distancing, the wearing of masks and other relevant hygiene practices and health information.
- iii. The installation of plastic space shields at staffed facilities to protect staff from exposure to clients and other external personnel
- iv. A robust cleaning schedule in keeping with health regulations to be ensured by the Manager and executed by appropriate cleaning service provider. See **Appendix I**.

10.0 CONCLUSION

The Ministry intends to ensure strict adherence to the sanitising, social distancing and personal hygiene guidelines of the Ministry of Health, to protect its staff, and cater to the continued and innovative use and enjoyment of spaces and facilities by all persons at the same time to do its part to prevent the spread of COVID-19.

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APPENDICES

Appendix I: Sanitation Schedule

SANITATION SCHEDULE

To Clean and Sanitize high touch items in the following areas:

Area/Location	Items	Frequency/Time		
		1hr	2hr	3hr
Administrative Offices	Door handles and Knobs			
	Chrome stair and landing rails			
	Hand Sanitising Units			
	Table tops			
	Telephones			
	Lighting Fixtures			
	Cabinets & cupboards			
	Office furniture/ chairs			
	Printer			
Bathrooms	Door handles inclusive of cubicle stalls			
	Toilet bowls, urinals, basins, seats and sinks			
	Soap dispensers			
	Counter tops			
	Glass mirrors			
	All chrome surfaces inclusive of hand dryer, interfold dispensers, Waste bins			
	Lighting fixtures			
Lobby	Doorways to buildings inclusive of glass handles/knobs, doorframes			
	Table tops/counters			
	Chrome Stair rails			

	Furniture inclusive of fabric chairs & plastic chairs			
	Waste bins			
	Hand sanitiser stations			
	Lighting fixtures			
Theatre Entrance/ Ground floor	Handles of the glass and wooden door leading to the theatre			
	Lighting fixtures			
Level 1 Theatre	Chrome rails			
	Door handles			
	Hand sanitising stations			
	Waste bins			
	Clean & sanitise all			
Box Office	Counter tops			
	Door handles			
	Hand sanitising stations			
	Lighting fixtures			
	Telephone			
	Seating			
	Waste bins			
VIP Lounge	Counter tops			
	Door handles			
	Hand sanitising stations			
	Lighting fixtures			
	Waste bins			
Balcony	Lighting fixtures			
	Chrome landing rails			

	Door handles			
	Hand sanitising stations			
	Waste bins			
	Clean & sanitise all			
Dressing Rooms	Door handles			
	Table tops/counters			
	Chairs			
	Lighting fixtures			
	Mirrors & Sinks			
	Soap Dispensers			
Theatre	Seat handles			
	Fabric Chairs			
	Carpet			
Staff Lounge / Kitchen	Door handles			
	Microwave handle			
	Refrigerator handle			
	Table tops			
	Cabinet handles			
	Office Chairs			
Security Stations	Table tops			
	Chairs			
	Telephone			
	Door Handles			

NB. The frequency of cleaning for some items would vary based on the usage of the space for a particular event/ day.

Appendix II: Dressing Room Capacity National Performance Spaces

The Southern Academy for the Performing Arts (SAPA)

Room location	Capacity
Stage Left 1 (Green Room)	*
Stage Left 1	1
Stage Left 2	1
Stage Left 3	2
Stage Right 1	8
Stage Right 2	8
Stage Right 3	8

*Whilst the green room is made available to the entire cast and crew, it is recommended usage be limited to not more than 8 at any one time.

The National Academy for the Performing Arts (NAPA)

Room location	Capacity Pre Covid	Capacity Covid
Level 1 Stage Right	10	5
Level 2 – Soloist Room Stage Right	2	1
Level 2 – Soloist Room Stage Left	2	1
Level 2 – Center Dressing Room	48	24
Level 2 - Stage Right	20	10
Level 2 - Stage Left	20	10
3 rd Floor (Green Room)	12	6
Total Capacity:	114	57*

**Despite the fact that the total capacity during Covid-19 is estimated as 57, we believe that the total cast allowed backstage should be restricted to 40, when considering the janitorial staff, security and technicians that are required to be back stage as well during an event.*

Naparima Bowl

Room location	Current Capacity	Capacity in COVID-19
Stage Right Kitchenette	4	2
Stage Right 17 Rooms	5 per room 85 persons total	2 per room 34 persons total
<p><i>*Despite the fact that the total capacity during Covid-19 is estimated at 34, we believe that the total cast and crew allowed backstage should be restricted to 40, inclusive of directors, designers and other relevant personnel.</i></p>		

Queens Hall

LOCATION	TYPE OF SET UP	CAPACITY PRE COVID 19	CAPACITY POST COVID 19
GENERAL DRESSING ROOMS		32 Cubicles X 16 ea	24 Cubicles x 12 ea
STAR DRESSING ROOMS		18 Rooms x 9 ea	18 Rooms x 5 ea
DIFFERENTLY ABLE DRESSING ROOMS		1 Room x 2ea	1 Room x 2ea

Appendix III: Front of House Capacity National Performance Spaces

The Southern Academy for the Performing Arts (SAPA)

Location	Capacity
Main Auditorium Lower House	61
Main Auditorium Upper House	138
Main Auditorium Balcony	60
Total Main Auditorium	259
Total Little Theatre	66

The National Academy for the Performing Arts (NAPA)

Location	Capacity – Pre Covid	Capacity Covid -
Level 1 - Auditorium	381	114
Level 2 - Auditorium	365	104
Level 3 - Auditorium Balcony 1	221	66
Level 4 – Auditorium Balcony 2	221	66
Total Main Auditorium	1,188	350**
<p><i>** Please note that this is an estimate, as the numbers could vary based on the number of persons who attending as a family or a couple. The number was determined using the required 6ft. distancing, which is the equivalent of three (3) seats between each person and leaving one (1) vacant row between seating rows.</i></p>		

The Naparima Bowl (NB)

Location	Current Capacity	Capacity in COVID-19
Main Auditorium Lower House	147	60
Main Auditorium Upper House	353	160
TOTAL	500	220
Amphitheatre	1500-2000 (Outdoor seating which can utilise either chairs or cushions)	600-1000
Courtyard	300	100

Queens Hall (QH)

LOCATION	TYPE OF SET UP	CAPACITY PRE COVID 19	CAPACITY POST COVID 19
AUDITORIUM	without orchestra pit	750	266
AUDITORIUM	With orchestra pit	750	251
LOBBY	Banquet Style	72	32
LOBBY	Classroom Style	44	16
LOBBY	U Shape Style	50	23
LOBBY	Conference Style	72	20
LOBBY	Theatre Style	72	36

Appendix IV: Cafeteria Purchases Management Policy

CAFETERIA PURCHASES MANAGEMENT POLICY

Purpose

The purpose of this document is to provide guidance to host events in the performing arts theatres and as it pertains to mass gatherings on minimising the risks of COVID-19 transmission associated with mass gatherings as per guidelines issued by the Ministry of Health (MoH) and the Chief Medical Officer (CMO).

Background

(WHO,2020) states that Mass gatherings are events categorised by the concentration of people at a specific location for a specific purpose over a set period of time that have the potential to strain the planning and response resources of the host country or community or for this specific purpose, theatre space.

In the context of COVID-19, mass gatherings are events that could amplify the transmission of the virus and potentially disrupt the host country's response capacity. COVID-19 is transmitted from person to person through respiratory droplets and contact with contaminated surfaces, and the risk of transmission appears to be proportional to the closeness (less than 1 meter) and frequency of the interaction between an infected individual and an individual who is not infected.

Risk Assessment for Operation of Bar Concession/ Cafeteria in Performing Arts Theatre

Any decision to restrict, modify, postpone, cancel, or proceed with hosting an event/ performance which involves mass gathering should be based on a rigorous risk assessment proposal tailored to the events space.

Therefore, in assessing the resumption of events and how the Bar Concession/ Cafeteria to be managed, it is noted that that additional space will be required to accommodate longer but less dense lines within the area and so the following is proposed when dealing with activities pre/ post shows including intermission:

Intermission:

Intermission presents the same social distancing challenges as ingress and egress, with the distinction that some patrons will remain seated. For everyone who chooses to get up, they will have to be led out from back to front, and patrons will not be allowed to

congregate inside or outside restrooms or near lobby concession stands³ (QH and NB only). Even with fewer people attending events during the early phase of reopening, intermission may have to be longer than before to allow time for socially distanced patron movement.

Additionally, with the introduction of the ordering app/ online orders allow patrons to order during the show/ before arrival (with cut off 10mins before break/ end of show). *However, should these challenges, including how to let some people out of a row while others remain seated, the path of least resistance may simply be shorter shows with no intermission.*

The following are the regularly used items or actions considered while conducting the risk assessment exercise for the successful operations of the Bar Concession/ Cafeteria:

1. **Menus.** These should be posted electronically via online (websites; social media; ordering app) or printed on single-use paper to avoid transmitting germs on reusable plastic menus. Electronic ordering can be encouraged using QR codes for each menu item. In lieu of being served by wait-staff, patrons can be notified by text or wireless restaurant paging system (this system will alert the patron via vibration or blinking light) when their order is placed at a designated pick-up area, creating a touchless service experience that also avoids crowds of patrons waiting for their food.
2. **Counter Service.** At a self-service restaurant or concession stand, the number of counter staff should be limited consistent with social distancing. Workers should place food and beverages on the table, counter, or other surface rather than handing purchases directly to patrons.
3. **Partitions.** Where practicable, physical barriers such as clear plastic partitions should be installed at registers.
4. **Point of Sale Terminals.** POS terminals should be assigned to one worker where possible, and they should be sanitised between each user and before and after each shift. If multiple servers are assigned to a terminal, then servers should sanitise their hands after each use. Where a point of sale system requires a signature or entry of a PIN, a disposable wooden stylus may allow a touchless transaction.

³ Only in the case of Queens Hall and Naparima Bowl with refreshments be made available for pick up by patrons.

5. **Grab and Go Prohibited.** Workers should place requested items on the counter for patrons in order to reduce touching of food or packaging. For this reason, self-service buffets, even with clear breath guards, will be difficult.
6. **Bar Hygiene.** Bartenders should model safe behaviour by wearing a face covering and gloves when they are behind the bar. Garnishes should be prepared in a central location like the kitchen and provided with tongs to bartenders, or they should be eliminated entirely. Patrons should hold their own identification for bartender inspection. If a worker must handle a patron's ID, the worker should then dispose of their gloves and wash their hands before resuming service.
7. **Tables and Chairs.** Dining tables, bar tops, stools and chairs should be sanitised after each use. Decoration rental companies may have workers to clean and disinfect furniture before, during, and after events. Once furniture is positioned to allow social distancing, the new location can be marked on the floor.
8. **Trays.** Trays and tray stands should be sanitised after each use or eliminated entirely in favour of individually packaged food and beverages placed inside paper bags bearing the patron's name for easy pick-up.
9. **Utensils.** To replace individual eating utensils, patrons can be provided prewrapped cutlery, straws, and stirrers, or they can take what they need from individual item dispensers such as Smartstock.
10. **Beverage Packaging.** Formerly self-service fountain drinks can be replaced with bottled beverages.
11. **Condiments.** Condiments should be served with food orders or only at patrons' request, in disposable single-use packages or containers that can be sanitised after each use. Open condiment service buffets should not be used.
12. **Additional Waste.** A likely consequence of more sanitary food and beverage practices is additional trash and recyclable material. It will be important to dispose of trash more regularly, and to consult a recycler about sanitary recycling options.
13. **Separate Entry and Exit Points.** If possible, send patrons away from the food and beverage area in a different direction than the way they entered.

Appendix V: Meeting Room Capacity

Location	Capacity w/desk	Capacity w/o desk
Room 002	12	n/a
Room 003 & 005	20	38
Room 004	32	50

Queens Hall

LOCATION	TYPE OF SET UP	CAPACITY PRE COVID 19	CAPACITY POST COVID 19
Helen May Johnstone Room (HMJR)	Banquet Style	72	32
HMJR	Classroom Style	44	16
HMJR	Cabaret Style	64	26
HMJR	Conference Style	72	20
HMJR	Theatre Style	72	36
HMJR	U Shape Style	50	23

Appendix VI: VIP Room & Usher Room Capacity NAPA

Location	Capacity Pre Covid	– Capacity - Covid
VIP Room	12	6
Usher Room	10	5

Naparima Bowl

Room location	Current Capacity	Capacity in COVID-19
Stage Right Kitchenette	4	2
Stage Right 17 Rooms	5 per room 85 persons total	2 per room 34 persons total
<p><i>*Despite the fact that the total capacity during Covid-19 is estimated at 34, we believe that the total cast and crew allowed backstage should be restricted to 40, inclusive of directors, designers and other relevant personnel.</i></p>		

Appendix VII: Capacity Community Facilities

Item	Pre Covid – Sq. Ft.				Post Covid– Sq. Ft.			
	200	1000	1500	1750	200	1000	1500	1750
<i>Cocktail Parties</i>	Number of Persons							
Guest Standing	33	166	250	291	10	40	75	90
Guest Standing & Seated	25	125	187	218	6	30	60	70
<i>Banquet Style</i>								
Round Tables	16	83	125	145	5	25	40	45
Rectangle Tables	20	100	150	175	6	30	48	55
<i>Theatre Style</i>								
Spacious Rows of Chairs	25	125	187	218	6	30	60	70
Maximum Rows of Chairs	33	166	250	291	10	40	75	90
<i>Classroom Style</i>								
6 ft Desks	12	62	93	109	5	20	28	35
<i>Conference Style</i>								
Standard	6	33	50	58	5	10	18	20
U Shaped	5	28	42	50	5	10	18	20

Calculation was used based on a

1. Decreased capacity to accommodate persons 6' apart.
2. Space Calculator for Banquet and Meeting Room App
<https://www.banquettablespro.com/space-and-capacity-calculator>