



COVID-19 PREVENTION PLAN

Capella Regalis has developed this Covid-19 Prevention Plan pursuant to the public Health Protection Order issued by Nova Scotia's Chief Medical Officer (as restated October 9, 2020), which may be found at the following link: <https://novascotia.ca/coronavirus/docs/health-protection-act-order-by-the-medical-officer-of-health.pdf> (referred to in this document as the "Health Protection Order").

During the seven months of March 15 – October 15, 2020, Capella Regalis Men & Boys Choir suspended all in-person activities of the choir due to the Covid-19 pandemic. As of October 15, 2020, with consistently low numbers of active Covid-19 cases in Nova Scotia and the reopening of public schools more than five weeks ago, Capella Regalis staff are preparing for a safe return to certain in-person Capella Regalis activities, as described in this Plan. Section I addresses regular, weekly rehearsals; Section II addresses special rehearsals, choral services, and concert performances; Section III addresses office work; and Section IV addresses implementation of this Plan.

I. Regular rehearsals for Capella Regalis Senior Choir, Probationers, and Young Men

Capella Regalis plans to resume regular, weekly rehearsals for the boys of the Senior Choir, the Probationers, and the Young Men, beginning Friday, October 30, 2020. Due to Covid-19 restrictions in place at our usual rehearsal venues (University of King's College and All Saints Cathedral), which restrict "outside groups" from using those spaces at this time, we have entered a rental agreement with St Andrew's United Church, 6036 Coburg Road, Halifax, and will be holding our weekly rehearsals there until further notice.

Regular Senior Choir rehearsals will take place on Tuesdays 3:40 – 5:00 p.m., and Fridays 3:40 – 4:55 p.m., in the St Andrew's sanctuary (main church). Regular Probationers Program rehearsals will take place on Fridays 4:00 – 5:00 p.m. in the St Andrew's church hall (next door to the main church building). Regular Young Men rehearsals will take place on Fridays 5:00 – 6:00 p.m. in the St Andrew's sanctuary (main church).

- A. Gathering limits:** Capella Regalis currently has no more than 16 choristers in its Senior Choir, no more than 10 choristers in its Probationers Program, and no more than 10 choristers in its Young Men program, which means that rehearsals for each of these separate groups will remain well within the 50-person gathering limit described in Section 5.4 of the Health Protection Order. St Andrew's United Church has sufficient space in both its sanctuary and church hall to allow for physical distancing of all Capella Regalis regular rehearsal participants (see Section I.B below). In the unlikely event that the choir grows in size to such an extent that our rehearsal venue cannot accommodate the group in accordance with the Health Protection Order, Capella Regalis will divide the large group into two smaller groups and schedule alternating rehearsals for the two smaller groups.
- B. Physical distancing:** In accordance with Section 5.4.2 of the Health Protection Order, every participant in a rehearsal will be distanced at least two meters from any other participant. Before

each rehearsal, Capella Regalis staff will set up chairs in the rehearsal room distanced at least two meters apart. Each chorister will be assigned a chair (and surrounding space).

1. Arriving to rehearsals: Parents, guardians or other people who are dropping a chorister off or picking a chorister up from rehearsal should not enter the rehearsal space, but should instead wait outside. A Capella Regalis staff member will stand at the entry door to the rehearsal space from the street to take attendance of choristers as they arrive, to ensure all choristers enter the rehearsal space in such a way as to ensure physical distancing from others, and to provide hand sanitizer to each chorister before they enter the rehearsal space (see Section I.D, below). Choristers arriving to rehearsal will be expected to (a) wear a face mask and wait outside until there is sufficient space at the entryway to maintain physical distancing while entering the rehearsal space; (b) check in with the Capella Regalis staff member at the door before entering the rehearsal to apply the hand sanitizer provided; and (c) walk directly to their assigned chair upon entering the rehearsal space. If choristers have backpacks, coats, or other personal items with them at rehearsal, they should place them under or over the back of their chair.

Young Men arriving on Fridays just before 5:00 p.m. will be expected, in addition to the above requirements, to wait outside and at least two meters from the doorway until the staff member at the door invites them in. This is to prevent crowding at the doorway as Senior Choir choristers leave and Young Men arrive.

2. Leaving rehearsals: Choristers leaving a rehearsal will be expected to (a) put on their face mask before leaving their chair; (b) leave their chair in place unless otherwise directed (because the chairs will need to be cleaned before being put away); (c) observe physical distancing requirements at the exit door (this may mean waiting for others to exit before oneself), as well as outside the rehearsal space; and (d) apply the hand sanitizer that will again be provided by Capella Regalis staff, before exiting the room.

Please note that Capella Regalis staff are not able to monitor the behavior of choristers once they are off the premises of the rehearsal venue, or when the choristers are on the rehearsal premises outside of rehearsal hours, and we assume that choristers will observe all requirements of the Health Protection Order in their own activities.

3. Washroom use: Only one chorister may use the washroom on the rehearsal premises at a time. Choristers using the washroom are expected to (a) wear a face mask while in the washroom; and (b) wash their hands thoroughly before returning to rehearsal.

C. Face masks: In accordance with Section 5.18(h) of the Health Protection Order, Capella Regalis has decided that choristers and directors will not be required to wear face masks while actively participating in a Capella Regalis rehearsal or performance. Choristers and directors must, however, wear face masks when entering a rehearsal room (until reaching their chair or directing space), when leaving a rehearsal (before leaving their chair or directing space), when using the washroom, when in hallways, vestibules, or other public, indoor areas at the rehearsal venue, and if they are in the rehearsal room but for some reason are not actively participating in the rehearsal itself. Choristers must provide their own face masks, and any chorister who is not wearing a face mask will not be allowed to enter the rehearsal venue.

Capella Regalis staff or volunteers who are not directing or singing during a rehearsal but are present to help in other respects will wear a face mask, except when making announcements or engaged in other rehearsal-related activity that reasonably requires temporary removal of the mask (while maintaining physical distance requirements).

- D. Cleaning and disinfecting:** General cleaning and disinfecting of the rehearsal premises will be handled by the venue's custodial staff. Capella Regalis staff will be responsible for sanitizing the rehearsal chairs before and after use by rehearsal participants using disinfecting wipes, including between Senior Choir and Young Men rehearsals (between 4:55 and 5:00 p.m. on Fridays).

A member of Capella Regalis staff will stand outside the doorway to the rehearsal space and provide hand sanitizer to each chorister who enters or leaves rehearsal. The director(s) and all staff and volunteers present at the rehearsal will sanitize their hands before and after rehearsal, and hand sanitizer will be available for additional use at their own discretion throughout rehearsal.

Sheet music will be compiled for the choristers in packets and handed out to each chorister at the beginning of rehearsal. The director or music librarian or other staff member who compiles the sheet music packets will sanitize his/her hands before compiling the music, and will wear a face mask while compiling. When music is handed back in or collected back from the choristers, it will be "quarantined" in a designated area of the music library for two weeks before being filed back in the library. Each chorister will be assigned a black three-ring binder for Capella Regalis purposes, and will be responsible to bring the binder to and from rehearsals with him, as is the choir's usual practice. Choristers will be expected not to touch anyone's music binder or sheet music but their own.

- E. Management of symptoms:** Any chorister, director, staff member or volunteer who has a cough, fever, or otherwise feels unwell or has Covid-19 symptoms, or has recently been in close contact with someone with Covid-19 symptoms, or is aware that s/he has been potentially exposed to Covid-19, will *not* come to rehearsal. The chorister or chorister's guardian will notify Vanessa or Hannah of any absence and the reason for the absence as soon as possible. If, during the course of a rehearsal, a chorister notifies the director that the chorister does not feel well, or a chorister begins to show significant cold or flu symptoms, Capella Regalis staff will take the chorister out of the rehearsal space and contact the chorister's parents or guardian, and the parents or guardian will make arrangements for prompt retrieval of the chorister from rehearsal.

Of course, all choristers and families are expected to follow the Health Protection Order's self-quarantine and self-isolation requirements, and a chorister who is self-quarantining or self-isolating may not attend rehearsals during the quarantine or isolation period.

- F. Contact tracing:** Capella Regalis staff will take attendance at each rehearsal, including noting any staff and volunteers present, and will maintain the attendance record for at least one year from the date of rehearsal. Among other purposes, these attendance records will allow for contact tracing in the event of a Covid-19 outbreak.

- G. Transportation program:** Capella Regalis normally has volunteer drivers participating in a transportation program to help choristers get to regular rehearsals. During these extraordinary times, just one driver will be made available to drive choristers who wish to participate in the choir at this time but have no other transportation option. There will be a limit of four people in the vehicle (maximum of three passengers), and the driver and all passengers will wear face masks

while in the vehicle. The driver and all passengers will sanitize their hands after entering the vehicle (Capella Regalis will provide the driver with hand sanitizer to remain in the vehicle for this purpose). The driver will not drive choristers if at any point s/he is feeling unwell. A chorister who is not feeling well will not attend rehearsal (see Section I.E above) and will not participate in transportation to rehearsal.

H. Food and beverages: Capella Regalis will not provide snacks or beverages for choristers during regular rehearsals. As is the choir's usual policy, choristers who want water bottles with them during regular rehearsals must bring their own, and any water bottles left in the rehearsal room after rehearsal hours will be thrown away.

II. Special rehearsals, choral services, and concert performances

In addition to regular, weekly rehearsals for the Senior Choir, Probationers Program, and Young Men, Capella Regalis hopes to resume some of its performance activities by presenting Evensong services and concert performances to the public by recording and online broadcast. The venue for any such recording event may be St Andrew's United Church, or may be a different venue (we will notify all participants of the venue for any scheduled event well in advance). Please note that, at this time, we envision only a virtual audience for our special events, and no live audience. If, however, we decide at any point to invite an in-person congregation or audience to an event, we will update this Plan to include safety procedures addressing those circumstances.

Regardless of the venue of any Capella Regalis event, the policies outlined in Sections I.B through I.G (inclusive) of this Plan, regarding physical distancing, face masks, cleaning and disinfecting, management of symptoms, contact tracing, and the transportation program, will apply to all choristers and other performers in the Capella Regalis event. The following policies will also apply:

- A. Gathering limits:** Special rehearsals, recording sessions, church services, and concert performances may include up to 50 performers provided, however, that (a) there is sufficient space in the event room or venue for each person to maintain physical distancing of at least two meters from every other person, and (b) the total number of people in the event room does not exceed 50% of the legal capacity of the space, in accordance with Section 5.5.1 of the Health Protection Order.
- B. Breaks:** During any break in a rehearsal, recording session, performance, or other event of the choir, all participants will wear face masks while indoors, except while eating. Choristers will not congregate in the hallway, entry vestibule, choir office, or other space inside the building other than in the room where the event is taking place, except as specifically authorized by Capella Regalis staff (for example, the choir may rent a "green room" when necessary to have a different space for choristers to spend break time, or a robe room). Choristers may be allowed to play outside during break time, but when doing so will remain responsible to (a) always maintain physical distance of at least two meters from any person who is not a fellow chorister, (b) never touch any vehicle or other property of another person, and (c) strictly follow all additional rules that Capella Regalis staff may announce before or during the break (for example, restrictions on where and when the choristers may be outside the venue, and any face mask requirements).

To be clear, the policies described in Section I.B of this Plan apply to all Capella Regalis events, which means that all choristers and other performers leaving an event room for a break will be expected to (a) put on their face mask before leaving their chair; (b) leave their chair in place unless otherwise directed; (c) observe physical distancing requirements at the exit door (this may mean waiting for others to exit before oneself); and (d) apply the hand sanitizer that will be provided by Capella Regalis staff, before

exiting the event room. All choristers and other performers arriving back to an event after a break will be expected to (a) wear a face mask and wait outside until there is sufficient space at the entryway to maintain physical distancing while entering the event room; (b) check in with the Capella Regalis staff member at the door before entering the event room to apply the hand sanitizer provided; and (c) walk directly to their assigned chair upon entering the event room.

- C. Food and beverages:** If Capella Regalis provides snacks or beverages for choristers during a longer (special) rehearsal, recording session, performance, or other Capella Regalis event, those snacks and beverages will be only individually-wrapped items (for example, granola bars and individual juice boxes) or naturally separate items (such as whole fruit). Choristers will be asked to bring their own, bagged lunch or dinner from home if a more substantial meal is necessary, and choristers will not share food or beverage items. Choristers will sit at least two meters from other people while eating.
- D. Cassocks and surplices (robes):** All Capella Regalis choristers are assigned a numbered cassock and, where applicable, surplice to wear during all Capella Regalis choral services, performances, video recordings, and photography sessions. This general practice of numbering and assigning robes to individual choristers already prevents sharing of robes. In addition, under Sections I.C and II.B of this Plan, all choristers will be wearing face masks while putting on or taking off their robes, and will be frequently sanitizing their hands during Capella Regalis events, which will help to prevent spread of infection through direct or indirect contact with robes. Furthermore, the robe steward or other staff member or volunteer who organizes or otherwise handles robes will sanitize his/her hands before touching the robes, and will wear a face mask while handling the robes.
- E. Safety monitoring:** At any special rehearsal, recording session, performance, or other Capella Regalis event that is not a regular, weekly rehearsal, there will be at least two appointed safety people present who are not performing in the event (generally, Capella Regalis staff members Vanessa and Hannah, though they may train others), to monitor that all choristers and other participants are complying with the procedures detailed in this Plan.

III. Office work

Other than the in-person activities described in this Plan, Capella Regalis staff will continue to do their Capella Regalis work from home, as the choir does not rent or own regular, communal office space.

IV. Implementation of this Plan

Capella Regalis will send this Covid-19 Prevention Plan to all Senior Choir, Probationers Program, and Young Men chorister families together with the 2020–21 Capella Regalis Registration Form. The Registration Form will include a section where the parent or guardian must certify that they have reviewed, together with the chorister, this Covid-19 Prevention Plan, and that the chorister understands and will abide by the procedures detailed in this Plan. No chorister will be allowed to attend rehearsals until the chorister's parent or guardian has completed and returned to Capella Regalis staff a Capella Regalis Registration Form including the signed Covid-19 Prevention Plan acknowledgement.

This Covid-19 Prevention Plan will also be distributed to all Capella Regalis Men, staff, Board members, volunteers, guest musicians, and other people involved with in-person activities of the choir, and no one will be permitted to participate in any in-person activities of the choir until they have certified in writing that they have reviewed this Plan and agree to abide by all procedures detailed in this Plan.

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