



CAPELLA REGALIS

6350 Coburg Road, Halifax, Nova Scotia B3H 2A1

MEN AND BOYS CHOIR

www.capellaregalis.com

COVID-19 PREVENTION PLAN

Updated Feb 17, 2022

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 February 15, 2022), 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").

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 resumed its regular, weekly rehearsals for Senior Choir, Probationers, and Young Men for the second term of 2021–22 season on Tuesday, February 8, 2022. We continue to hold our regular rehearsals at St Andrew's United Church, 6036 Coburg Road, Halifax.

Regular Senior Choir rehearsals will take place on Tuesdays 3:40 – 5:00 p.m. and Fridays 3:40 – 5:00 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 Holmes Room at St Andrew's (in the church hall, the building adjacent to the sanctuary). Small-group Probationers Program rehearsals will take place on some Tuesdays 4:00 – 5:00 p.m. in the Holmes Room. Regular Young Men rehearsals will take place on Fridays 5:00 – 6:00 p.m. in the St Andrew's sanctuary (main church).

- A. Vaccination requirements:** All Capella Regalis staff who will be present at rehearsals, including rehearsal directors, executive staff and other staff present at rehearsals, must be fully vaccinated (as defined in the Health Protection Order) for Covid-19. Since October 4, 2021, the Province of Nova Scotia has required proof of full vaccination for Nova Scotians who are age 12 or older to participate in discretionary, recreational or non-essential activities. This policy applies to all choristers and other attendees at Capella Regalis rehearsals, concerts, and other events. Our 2021–22 Registration Form, which must be completed for every chorister up to age 19 before they join the program each season, therefore requires proof of vaccination for every chorister age 12 and older. In addition, every adult chorister (age 19 and older) is required to provide proof of full vaccination before being invited to participate in Capella Regalis events.
- B. Gathering limits:** Under section 4.8(b) of the Health Protection Order, our rehearsals are limited to a maximum of 60 participants. Capella Regalis is a small choir, with no more than 15 choristers currently in each of its Senior Choir, Probationers Program, and Young Men program, so our regular rehearsals fall well within current gathering limits. We note that St Andrew's United Church has sufficient space in both its sanctuary and Holmes Room to allow for physical distancing of at least two metres of all Capella Regalis regular rehearsal participants.

C. Face masks: In accordance with Section 4.8(b) of the Health Protection Order, and because each rehearsal participant will be spaced two meters from any other participant, Capella Regalis has determined that choristers and directors will not be required to wear face masks while actively participating in a Capella Regalis rehearsal or performance. All choristers, whether vaccinated or not, must continue to wear face masks when entering a rehearsal room (until reaching their chair), when leaving a rehearsal (before leaving their chair), 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.

Capella Regalis staff, parents, or volunteers who are not directing or singing during a rehearsal but are present to help in other respects will wear a face mask, even if fully vaccinated, except when making announcements or engaged in other rehearsal-related activity that reasonably requires temporary removal of the mask.

D. Physical distancing: Every participant in Capella Regalis regular rehearsals will be distanced two metres from every other participant. Before each rehearsal, Capella Regalis staff will set up chairs in the rehearsal room distanced at least two metres 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 unless specifically invited in, but should instead wait outside. A Capella Regalis staff member will take attendance of choristers as they arrive and provide hand sanitizer to each chorister before they enter the rehearsal space (see Section I.E, below). Choristers arriving to rehearsal will be expected to (a) wear a face mask; (b) apply the hand sanitizer provided; and (c) go to their assigned chair.
2. Leaving rehearsals: Choristers leaving a rehearsal will be expected to (a) put their face mask on before leaving their chair; (b) leave their chair in place unless otherwise directed; and (c) apply the hand sanitizer provided, 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 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.

E. Cleaning and disinfecting: General cleaning and disinfecting of the rehearsal premises will be handled by the venue's custodial staff.

A member of Capella Regalis staff will 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 wash or sanitize his/her hands before compiling the music. 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.

- F. Management of symptoms:** Any chorister, director, staff member or volunteer who has a cough, fever, or otherwise feels unwell or has any symptoms associated with Covid-19, or is a close contact of someone who has Covid-19, or is aware that s/he has been exposed to Covid-19, will *not* come to rehearsal. The chorister or chorister's guardian will notify Vanessa 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 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 immediate 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.

- G. 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 exposure.
- H. Transportation program:** Capella Regalis normally has volunteer drivers participating in a transportation program to help choristers get to regular rehearsals. During these extraordinary times, transportation assistance may not be available. When a volunteer is available to help with transportation, 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. 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.F above) and will not participate in transportation to rehearsal.
- I. 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 accordance with Health Protection Order section 4.4, Capella Regalis plans to resume its schedule of in-person performances, including Evensong services and concert performances presented to live audiences, as well as other special events, at this time. Capella Regalis will adhere to the COVID-19 Advice for Events / Events Nova Scotia Guidelines established by the Department of Communities, Culture, Tourism and Heritage.

Regardless of the venue of any Capella Regalis event, the policies outlined in Section I of this Plan regarding vaccination requirements, face masks, physical distancing, 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. Vaccination requirements:** As of October 4, 2021, we require proof of vaccination for members of the public attending Capella Regalis events, and we follow the COVID-19 Protocol for Proof of Full Vaccination for Events and Activities published by the province on December 3, 2021.
- B. Gathering limits:** Special rehearsals, recording sessions, church services, and concert performances will include only the number of participants permitted under the Health Protection Order and venue-specific Covid policies as they may be amended from time to time.
- C. 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 or engaging in other activity that reasonably requires removal of a face mask. 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).
- D. 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). If a more substantial meal is necessary, either choristers will be asked to bring their own, bagged lunch or dinner from home or Capella Regalis staff and assigned volunteers will individually serve choristers plates of prepared food. Choristers will not share food or beverage items or serve themselves “family style”.
- E. 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.C 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 wash or sanitize his/her hands before touching the robes.
- F. Safety monitoring:** At any special rehearsal, recording session, performance, or other Capella Regalis event that is not a regular, weekly rehearsal, there will be one or more appointed safety people present who are not performing in the event, 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 its Covid-19 Prevention Plan to all Senior Choir, Probationers Program, and Young Men chorister families together with the 2021–22 Capella Regalis Registration Form. The Registration Form includes 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. The Registration Form also includes a section requiring proof of vaccination for every chorister age 12 and older. 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 and proof of vaccination. Capella Regalis staff will notify all Capella Regalis participants each time the Capella Regalis Covid-19 Prevention Plan is changed pursuant to changes to the Health Protection Order, and will post the updated version of the Capella Regalis Covid-19 Prevention Plan on the Capella Regalis website: www.capellaregalis.com.

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, and have provided proof of vaccination.

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