

Nathan Phillips Square

Re-Opening Guidelines



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These guidelines are not intended as legal or medical advice. They should be used only in conjunction with applicable legislation and current guidance from government and public health authorities.

These guidelines are intended for general guidance only.

Please be advised that if an event permit is issued, third party permit holders and organizers are required to comply with all applicable legislation, orders or directives issued by the Province or public health officials, including provincial regulations issued under the;

✓ [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#)

Also see the [COVID-19 Guidance for Indoor and Outdoor Events and Gatherings](#) for more information.

The issuance of any permit will be conditional on adherence to restrictions that may remain in place and or new orders issued in order to protect public safety.

The COVID-19 landscape is ever changing, please remain up-to-date by visiting the webpages regularly [Ontario Government's Provincial - Emergency Orders and Closures](#)

Section A: Eligibility

Nathan Phillips Square permit applicants are required to meet all of the following criteria to have their application considered:

- The applicant must be a registered non-profit or charitable organization;
- The event must service or benefit the residents of the City of Toronto;
- The event must be open to the public and free of charge;
- The event and applicant must meet the requirements of the City of Toronto's [Human Rights and Anti-Harassment Discrimination \(HARP\)](#) and [Hate Policy](#);
- The event must not conflict with any applicable laws, City by-laws or policies.

Section B: Conditions for Approval

- The ability to hold special events in Toronto remains conditional on restrictions on mass gatherings set out by the Province of Ontario ([Rules for Areas at Step 3 and at the Road Map Exit Step](#))
- Organizers will be responsible for submission of operational plans, and monitoring of on-site operations in a manner that maintains compliance with all Public Health guidelines and best practices;
The operational plan must consist of the following requirements:
 - ✓ General overview and written plan of the event;
 - ✓ A physical distancing plan including accurate site diagram;
 - ✓ A cleaning/disinfection and personal protection equipment (PPE) plan;
 - ✓ A food safety plan;
 - ✓ A complete list of vendors and their products, sponsors and performers;
 - ✓ Approved Public Health protocols with their vendor and patrons. Check the [Food Safety at Special Events guidelines](#).
- The event is deemed to raise the City's profile, support its arts and culture sector;
- Incorporates original and/or innovative programming, adds economic benefit to Toronto from a tourism perspective, and/or has a demonstrated benefit to the community;
- The event does not interfere with normal business conducted by staff or with activities in the immediate area;
- The event organizer ensures that all regulatory approvals are obtained (i.e. alcohol, lottery license, etc.);
- If, at any point, up to and including the day of your event, you fail to receive the required permits and licenses or fail any required inspections, all or a portion of your event may be cancelled by the General Manager, Economic Development and Culture;
- Contravention of by-laws, policies, regulations and rules governing the Square will also result in immediate termination of event activities and will jeopardize future requests.

Please review the [Event Manual for Guidelines, By-laws and Policy of Nathan Phillips Square](#)

Section C: Conditions for the use of Nathan Phillips Square

Section C (1): Event Space

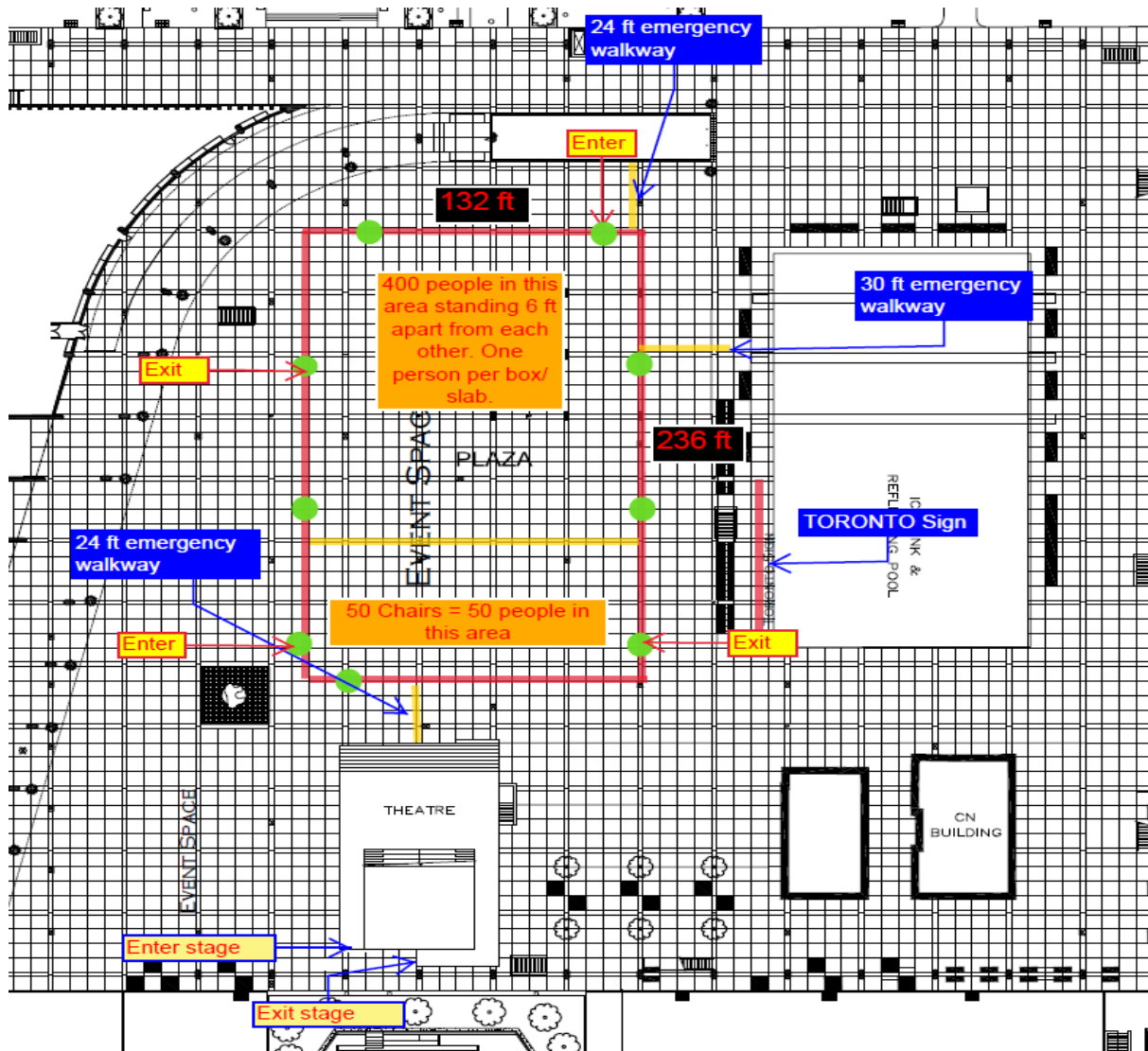
- Designated and barricaded event space for patrons is 132ft x 236ft
- Seated area in front of the stage can accommodate approximately 50 chairs
- Non seated area with no vendor tents can accommodate approximately 400 patrons.

Please note: Should COVID-19 restriction change, a larger foot print of the space may be considered for an event. Kindly provide your event design for considerations.

Designated event space:

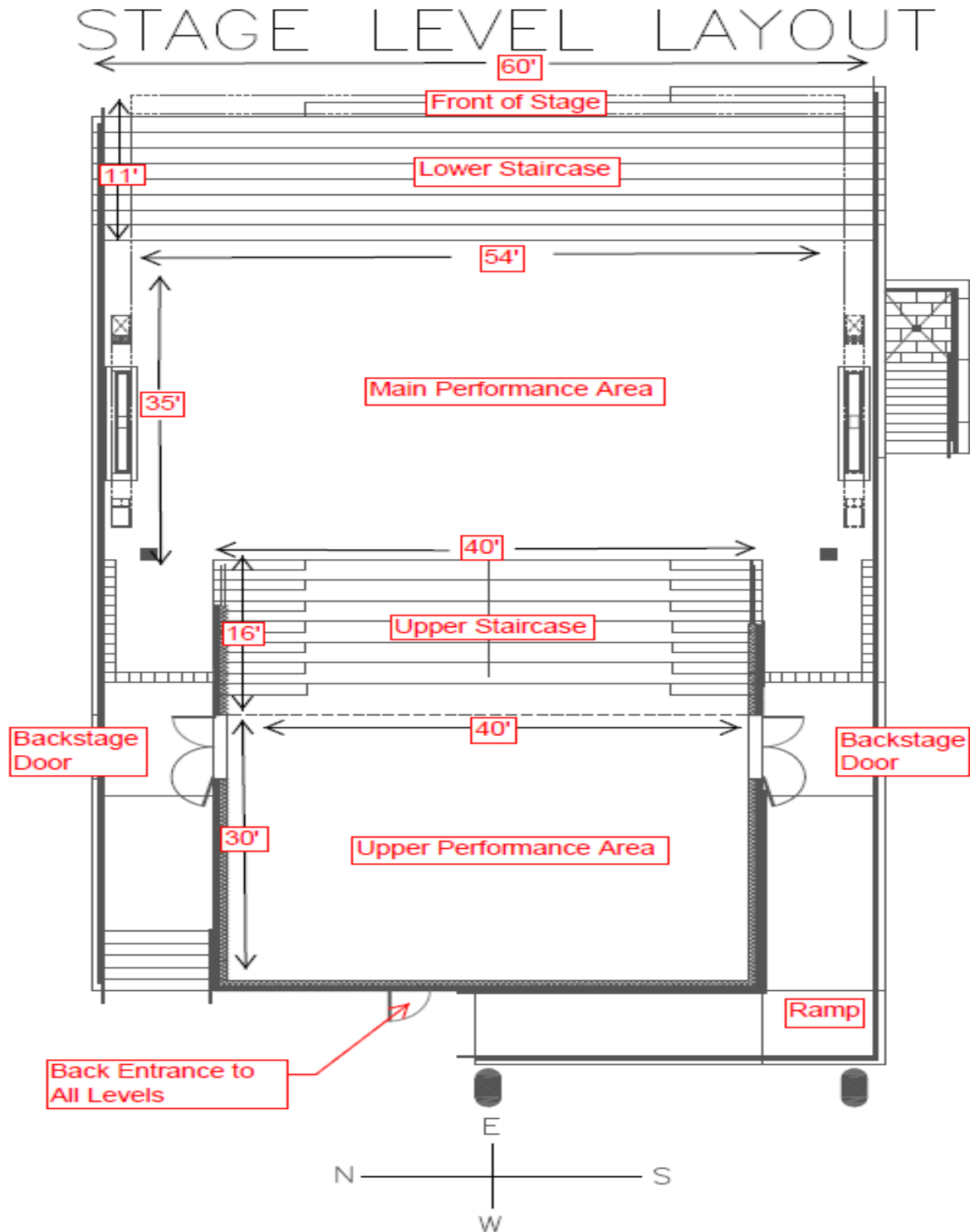
Legend

- **RED lines** is the designated area event space for patrons.
- **GREEN dots** is the break between the barricades for emergency, entry and exit routes.



Section C (2): Stage

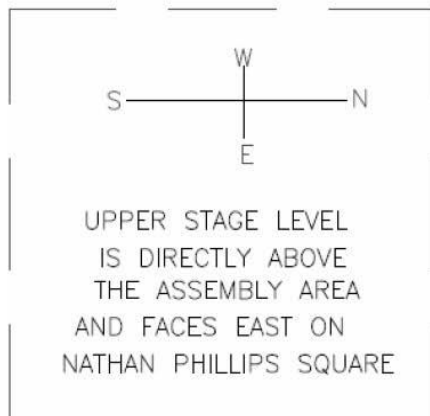
- Allowable performance space (Main Performance Area) is 54ft x 35ft which can accommodate 9-10 performers at a time.





Section C (3): Stage Level

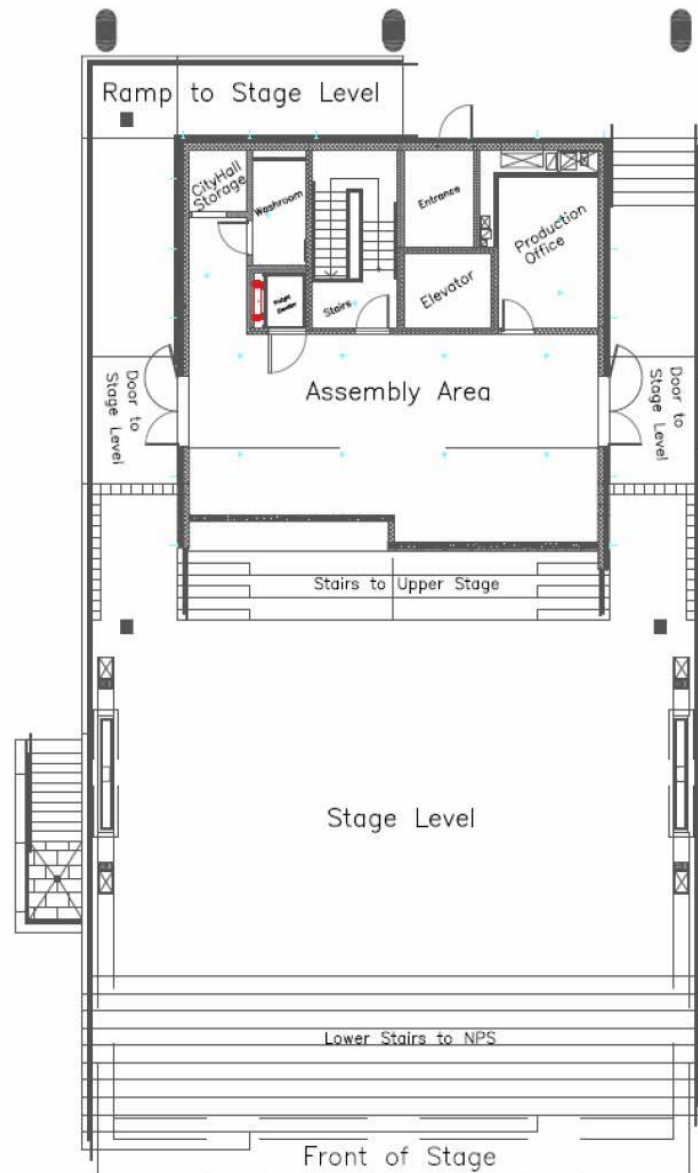
- Assembly Area behind the stage- 4 patrons at a time
- Production Office – 2 patrons at a time

STAGE LEVEL LAYOUT



LEGEND

-  Assembly Area
-  Production Office



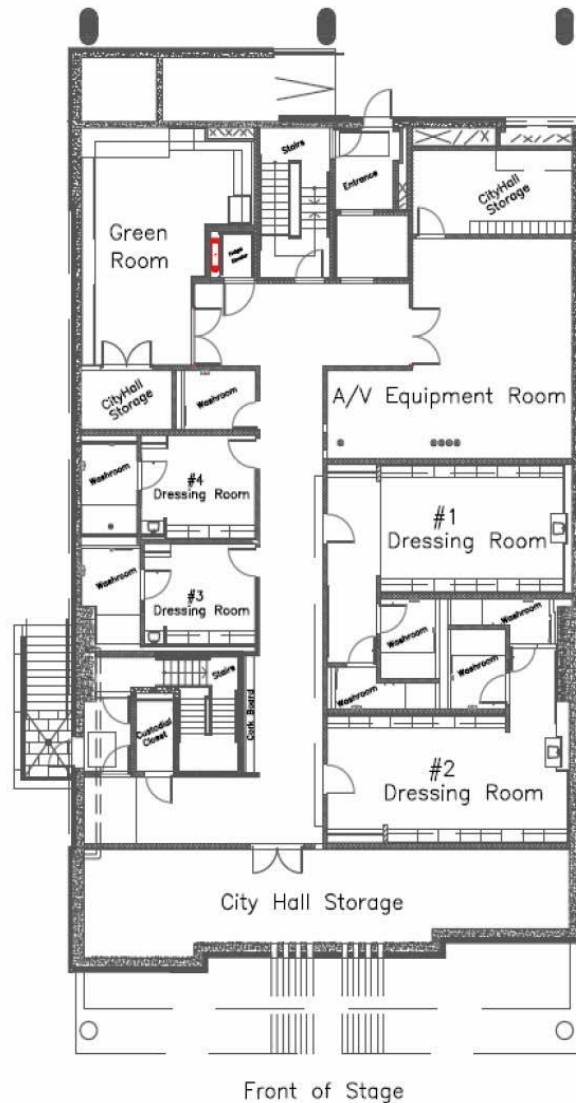
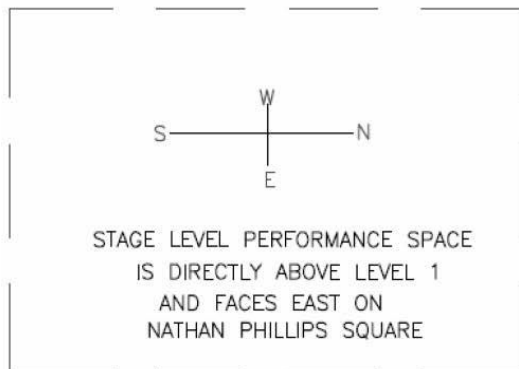
Section C (4): Dressing Rooms

- Dressing Rooms #1 & #2 (Large) - 6 patrons at a time
- Dressing Rooms #3 & #4 – 4 patrons at a time
- Green Room – 4 patrons at a time

LEVEL 1 LAYOUT

LEGEND

- ☐ Dressing Room #1 (Large)
- ☐ Dressing Room #2 (Large)
- ☐ Dressing Room #3
- ☐ Dressing Room #4
- ☐ Green Room



Section D: Event Space and Conditions

- The permitted event space is 136ft x 236ft which will allow 400 standing patrons + 50 seated patrons in total 450 patron.
- With vendors in this space the number of patrons will reduce.
Example: if there are 10 vendors within the space, each tent is 10x10 + 6ft gap between each vendor space = 160ft of vendor space, which will reduce the number of patrons in the permitted event space

Section D (1): Mandatory Requirements for Food Vendors

- A portable fire extinguisher is mandatory at all food stalls;
- **Buffet style of service for food and beverages will not be permitted;**
- Only three staff patrons per booth will be permitted out of which one must always be onsite with a valid food handler's certificate;
- Food vendors must submit [Food Safety at Special Events](#) forms to Public Health at least 15 days prior to the event and provide a proof of submission to permit issuing body;
- The Event Organizer MUST submit a draft vendor and sponsors list 30 days prior to the event and a final vendor list 10 days before the event;
- All food vendors MUST bring grease mats to put down under all food preparation appliances

Types of vendors	Plexiglas	Hand Sanitizers	Max. # of people in a booth	Hair nets/ gloves	Payments (Preferred)
Food vendors	Yes	Yes	3 – 2 serving food and 1 collecting payments	Yes	Contactless method
Drinks	Yes	Yes	3 – 2 serving drinks and 1 collecting payments	Yes	Contactless method
Merchandise vendors	Yes	Yes	3 – 2 selling merchandise and 1 collecting payments	Optional	Contactless method
Community partners (no sale)	Yes	Yes	2	Not required	Not required

Section E: Load In/Load Out of Vendors

Vendor load in and load out must be managed by the Event Organizer in accordance with rules and regulations outlined:

- ✓ **provide access pass to all vendors coming through the west gate (Chestnut St. and Armoury St.) Only those with the access pass will be permitted to entry the square;**
- ✓ each vehicle must be accompanied by a permitted organizational representative that will walk the vehicles to its' unloading zone;
- ✓ the Event Organizer's onsite liaison supervises both load in and load out;
- ✓ in the event the liaison feels that safety is being compromised, the Corporate Security will be immediately notified to step in, to provide guidance to Event Organizers;
- ✓ at the end of the event, the Event Supervisor/Corporate Security will notify the Organizer when the site is clear of patrons to allow vehicles to come back on site to load out;
- ✓ it is the Organizers' responsibility to ensure safety on site at all times;
- ✓ Organizers' must ensure that in addition to face coverings and gloves, workers and volunteers have Personal Protective Equipment (PPE) appropriate during load in and load out;

Section F: Performances

- All performances must be limited to stage only;
- Large physical gatherings, such as "Meet and Greet", must be avoided;
- The area where patrons wait must have signage showing the event's health and safety rules, including physical distancing guidelines, [COVID-19 screening](#) and face covering requirements;
- Adequate staff must be in place to ensure the above health and safety rules are being adhered to;
- If staff or volunteers are required to have contact with any equipment (e.g. speaker, microphones etc.) the equipment must be cleaned and disinfected after each use;
- Work flow and scheduling must provide people with sufficient time to wash/sanitize their hands throughout the day as appropriate;
- Efforts must be made to maintain two meters physical distancing onstage;
- Mark areas on stages to ensure each performer (vocalist and instrument players) are assigned a designated area for their performances;
- Installing plexiglass shields between the vocalists and instrument players is a must;
- Provide disinfecting wipes to performers to sanitize their instruments;
- Establish direct exit routes for performers – do not allow performers to congregate behind the stage;
- Eliminate post show backstage access;
- Eliminate audience waiting at stage door for performers.

Section F (1): Managing Equipment and Supplies

Organizers must put procedures in place to manage equipment and supplies. This may include the following actions:

- ✓ avoiding the sharing of equipment and supplies (tools, office supplies, etc.);
- ✓ taking appropriate precautions if items need to be shared;
- ✓ encouraging individuals to store their own equipment in a designated area or in a bag labeled with their name when not in use;
- ✓ maintaining appropriate supplies of PPE and containers for the disposal of PPE, ensuring PPE is not shared;
- ✓ microphones, headphones, radios and other personal equipment should not be shared, and should be sanitized before and after each use;
- ✓ each musician must have their own score and music stand.

Section F (2): Behind the Stage and Dressing Rooms

- Limit access to staff/volunteers/workers/performers required in these areas;
- Provide them with identification which must be checked by security upon entry of the premises;
- Implement protocols for sick workers, including those who become sick during the work day;
- Stagger break times where possible to reduce crowding in common areas;
- Separate individual work areas/stations by at least 2 metres, or add barriers where separation is not possible.

Section F (3): Hair/Make-Up/Wardrobe

Have protocols must be in place regarding receiving materials:

- ✓ limit the number of performers that may be in a space receiving styling at a time;
- ✓ allot time before/after working with new performers and at the start of each show, in order to sanitize and meet regulations;
- ✓ schedule fittings to avoid overlap/congestion;
- ✓ limit physical interactions between hair, make-up and wardrobe workers and performers;
- ✓ disinfect workstations, including all surfaces, handles, chairs, etc. in between each use;
- ✓ all staff must have appropriate PPE (mask and eye protection)
- ✓ disinfect all items that will be in contact with performers between each use, for example hair extensions;
- ✓ disinfect all tools and products in between uses;
- ✓ where possible, hair should be washed and dried at home before arriving onsite.

Section G: Duties

During the event, the Organizer must have staff/volunteers who are responsible for the following:

- ✓ setting up any tables, chairs, booths;
- ✓ assisting with traffic control onsite during load in / load out;
- ✓ answering inquiries from the general public about the event.

Ensure adequate staffing/volunteers to manage the overall outdoor program according to [Step 3 guidelines](#).

Duties must involve:

- ✓ managing capacity;
- ✓ line-ups;
- ✓ traffic flow;
- ✓ reminding patrons to physical distance and follow designated health rules.

Event Organizer is required to manage onsite operations and these standard positions should be considered and assigned to someone as a point of contact for each to address on-site challenges;

Compliance Officer – responsible to ensure all health measures and safety plan protocols are upheld,

Lead On Site Coordinator – responsible for all decision making on-site during the event;

Screening Coordinator – responsible for health surveys and keeping records for contact tracing for staff, volunteers, performers and vendors,

Vendor Coordinator – responsible for all vehicles entering and leaving the site and controlling traffic onsite;

- ✓ must direct vehicles/vendors to their locations and ensure they are setting up safely and within guidelines;
- ✓ must have several volunteers assisting in guiding vehicles to their proper location.

Stage Coordinator – responsible for providing information required to run the stage on the day of the event;

- ✓ stage plots and input list for each performance;
- ✓ run of show, including screens, copies of show related content etc.;
- ✓ ensuring every person who will be onstage or backstage understands and signs the Code of Conduct;
- ✓ acts as sole stage liaison with the technical staff;
- ✓ remains on site until the stage has been closed down.

Volunteer Coordinator – responsible for supervising volunteers;

Screen Content Coordinator – responsible for providing digital screen content.

Section H: Physical Distancing

Maintaining physical distance between individuals from different households is essential for events going forward.

Physical distancing will be required for;

• stage programming	• accessibility area
• non seating area	• vendors/sponsors
• seating area in front of the stage	• amusement rides
• dressing rooms	• use of washrooms

Section I: Sanitization of Equipment and Facilities

- Provide sanitizers/ handwashing stations at conspicuous locations which must include additional signage to remind guests about the importance of cleaning their hands regularly;
- Before and after the event, it's essential that a cleaning crew is organized to clean and disinfect the area thoroughly;
- During an event, organise regular cleaning and disinfection of high-traffic areas and high-contact surfaces;
- Employees must have access to soap and water or an alcohol-based hand sanitizer for hand hygiene, as well as appropriate cleaner and disinfectants.

Section J: Washroom and Handwashing Station Requirements

- Events with expected attendance of under 200 can be accommodated by the existing outdoor public washrooms on the square;
- Events over 200 patrons, must arrange for portable washrooms and handwashing stations. Some of these washrooms and hand washing stations must include wheelchair accessible;
- Location of portable washroom facilities must be clearly marked on the final site plan for approval.

Section K: Security Plan

Event Organizers must submit their Security Plan along with the Production Schedule for review. The Security Plan must provide identification of high risk areas.

- ✓ stage during performances;
- ✓ types of guards patrolling (e.g. Private/Toronto Police Pay Duty Officers);
- ✓ times and route of patrols, and a list of artists performing at the event;
- ✓ overnight security (two guards, minimum) is mandatory for events where the main stage is to be left set up overnight.

Section L: Applicable Laws and Regulations

Notwithstanding the above, Event organizers and vendors must continue to comply with all applicable legislation, including:

- [Safety Plan Checklist](#)
- [Emergency Management and Civil Protection Act](#)
- [Reopening Ontario \(A Flexible Response to COVID-19\) Act](#)
- [Occupational Health and Safety Act](#)
- [COVID-19 Response Framework](#) for the current Zone requirements.

The following is a list of other helpful resources and webpages to consider:

- [COVID-19 Symptoms and Treatment](#) (Ministry of Health)
- [COVID-19 response framework: keeping Ontario safe and open](#) (Province of Ontario)
- [Hard surface disinfectants and hand sanitizers COVID-19](#) (Health Canada)

Section M: Example of Offsite Check list Before Entering Nathan Phillips Square

Program & Production Schedule – stage, dressing rooms	
Vehicle Access – provide access pass to all vehicles	
Contact Tracing Information Collection (each attendee must provide contact information)	
Screening Procedures for Patrons & Staff	
Bathroom Sterilization Strategy & placement of portable facilities	
Emergency Contact Information Sheet (Live contacts for event operation)	
Emergency Action Plan (including structural specifications, and wind action plan procedures, site plan, contact info, etc.)	
Noise Mitigation Plan	
Signage	
Sanitizers	
Building Permits where applicable (i.e. temporary structures permit)	
Electrical Safety	
Food and drinks (alcohol)	
Staffing and Public Health and Safety plans	

Section N: Example of a Pre and During Event Checklist - Nathan Phillips Square

Venue Safety	
Are premises free from hazards? (i.e. even ground surfaces; no trip hazards)	
Are all attractions/activities/structures complete, checked and staffed?	
Are structures/seating sound & secure; stairways/platforms & equipment guarded; protective barriers/fencing secure and not posing a hazard?	
Entrances/Exits	
Are adequate entrances & exits open, clearly marked & staffed to control admission where necessary?	
Are all circulation areas, staircases/ exists unobstructed with all gates/ doors unlocked?	
Crowd Control	
Is the control room operational, with communication and PA systems working?	
Are the required number of staff/volunteers in their allotted positions; fully briefed on their duties and wearing PPE?	
Electrics	
Is installation complete/inspected/tested/certified by Electrical Safety Authority (ESA) inspector; is cabling/equipment checked and protected and clear from public areas?	
Lighting	
Is normal and emergency lighting provided, in working order and lit where necessary?	
Medical Facilities	
Are there adequate trained first aiders on site; is there signage available as a first aid post	
Fire Precautions	
Are there fire extinguishers at conspicuous locations (behind the stage, front of house, in the dressing rooms, with each vendor) Are the volunteer and staff briefed?	
Security	
Has security been briefed? Have accreditation been allocated to staff/volunteers/performers.	

Thank you for choosing Nathan Phillips Square for your event.