



IN-PERSON FILM SCREENINGS AND EVENTS AT INSIDE OUT: STAFF AND VOLUNTEERS COVID-19 GUIDELINES

Our Commitment to You

The health and safety of our visitors, volunteers and staff is our top priority. Inside Out is committed to providing our staff and volunteers with enhanced safety measures, as well as carefully following public health guidelines, to further make the festival experience enjoyable and secure. This applies to both TIFF Bell Lightbox and Artscape Sandbox.

Inside Out will keep mandatory mask wearing in place for its 2022 film festival (May 26 - June 5) until June 5.

- All staff must wear a N95/KN95 mask that covers their mouth, chin and nose at all times unless they are actively eating or drinking at the venue.
- N95/KN95 masks are available at all our venues and can be provided to our staff members and volunteers at request at the Inside Out Box Office/Membership Desk/Industry Desk.

Employee Cleaning Guidelines

- Hand sanitizing stations, antibacterial wipes, gels and gloves will be made

available throughout the venues.

- Increase cleaning and disinfection of frequently touched surfaces and shared equipment (industry desk, membership desk, green room, box office, etc.) at all our venues, including TIFF Bell Lightbox and Artscape Sandbox.
- Shared spaces such as kitchens and bathrooms should be cleaned and disinfected more often.
- In addition to routine cleaning and disinfecting of surfaces, hands should be cleaned and disinfected frequently.
- All staff and volunteer members are encouraged to frequently wash their hands for at least 20 seconds with soap and warm water.
- Regularly-used electronics like keyboards, printers, laptops, touch screen surfaces, desk accessories, tablets and ticket scanners should be disinfected using department supplies such as antibacterial wipes with 70% alcohol, throughout shifts and especially at the beginning and end of each shift.
- Resource for cleaning and disinfecting public spaces during COVID-19 <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>

Additional COVID-19 Guidelines

- **Proof of vaccination (two doses) is mandatory for all internal festival staff and venue volunteers.** Valid proof of vaccination includes:
 - Receipt from the issuing vaccination clinic or pharmacy;
 - An electronic vaccine receipt issued by the Government of Ontario or another province;
 - A record of each dose of your vaccination, such as a receipt, card or confirmation from an international organization with a certified translation;
 - A QR code from the government's COVID-19 certification app.
- Staff and volunteers who elect: (1) not to provide proof of full vaccination status, or (2) who are not fully vaccinated (two doses), are considered not vaccinated.

- We will make accommodations for staff or volunteers who are not vaccinated for medical or religious grounds. If you are a staff member and need accommodations, please reach out to Jayne (jayne@insideout.ca) for details. Volunteers can reach out to Daniel (volunteers@insideout.ca).
- Theatres will continue to be sold at 100% capacity. Proof of vaccinations is no longer required for patrons yet highly recommended for all in-person screenings.
- Inside Out staff members are requested to assist patrons and address the situation if a seat change is needed for health concerns, or if they are uncomfortable with the behavior of a fellow attendee.
- Ensure adequate ventilation, open windows and doors if possible.
- Ensure physical distancing when possible. Avoid crowding in the lobby, outside cinemas, at registration desks or bathrooms is highly recommended at the venues to curb the spread of COVID-19.
- Staff and volunteers have the option to wear a colour coded sticker provided by Inside Out, that indicates the following: **Red Hexagon** (please physical distance), **Yellow Square** (no need to physical distance but please do not touch, shake hands or hug) or **Green Circle** (comfortable to interact at closer distance and consensual touching/hugging). Pick up upon request at the Inside Out Box Office/Membership Desk/Industry Desk.
- **If you are feeling sick, showing common symptoms or have been exposed to someone with COVID-19, Inside Out requests you to please work from home if possible or use a sick day(s) to rest and recover. All staff members (permanent or contract) will be provided with COVID-19 paid sick leave.**
- Resource, What to Do if You Have COVID-19 Symptoms
<https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-what-to-do-if-you-have-covid-19-symptoms/> (updated as of April 8, 2022)
- Inside Out will provide COVID-19 antigen rapid test devices to all staff members and volunteers upon request.

Locations to find PPE:

- **Tiff:**
 - Green room
 - Member desk
 - Box office
 - Volunteer lounge
- **Artscape Sandbox:**
 - Registration desk
 - Green room

***If you see a guest without a mask on, let them know about IO's mask policy and politely ask the guest if they would:**

- 1) Please put their own mask on OR
- 2) If they would like a mask, we can provide one for them from our inventory. We have 2 types they can choose from - 3 ply black or humask's with a clear window for their mouth.
- If they decline, ask if it's for a medical accommodation.
- If it's not and they still decline, they are not permitted inside Inside Out venues.
- If they do not abide or voluntarily leave, please notify security.

COVID-19 Information from our Venue Partners

TIFF's Response to COVID-19

In response to the Province of Ontario's updated timeline on removing the masking mandate, as of March 21, 2022, all staff and visitors to TIFF Bell Lightbox must continue to wear a mask for the duration of their time inside the building. Masks are mandatory for all staff, visitors, and guests at TIFF Bell Lightbox unless you are actively eating or drinking in your seat in the cinema.

Theatres will continue to be sold to 100% capacity. Concessions will be available.

For more information about the Health and Safety Protocols at **TIFF**, please visit: <https://tiff.net/covid-19>

ARTSCAPE

How the COVID-19 restrictions will impact you at **ARTSCAPE** venues (*updated as of March 9, 2022*)

<https://www.artscape.ca/2022/03/09/how-the-covid-19-restrictions-will-impact-you-march-2022/>

Additional Resources:

For any **access needs** (or accessibility concerns) for upcoming Inside Out events, please contact Michael McNeely at michael@insideout.ca. Accommodation plans can take time to implement, so the earlier the better. All interpreting requests must be booked 24 hours in advance. Thank you!

The City of Toronto's response to COVID-19 (*updated as of April 7, 2022*)

<https://www.toronto.ca/home/covid-19/>

International travelers to Canada must follow the government's requirements for vaccinated travelers and make use of the ArriveCan app.

For more information, please visit Travel to Canada: <https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada#determine-fully>