

Workspace Assessment

Appendix I of the NAC's Reopening Plan

Workspace Assessment

This document was prepared in collaboration with the NAC's Health & Safety Guidance in an effort to provide each department with an overview of their current work spaces and recommendations for the use of those spaces in Phase 1 and 2 of the NAC's Reopening Plan.

Recommendations with respect to maximum occupancy in each area has been evaluated using a 6 foot radius and identifies where physical distancing could prove to be a challenge.

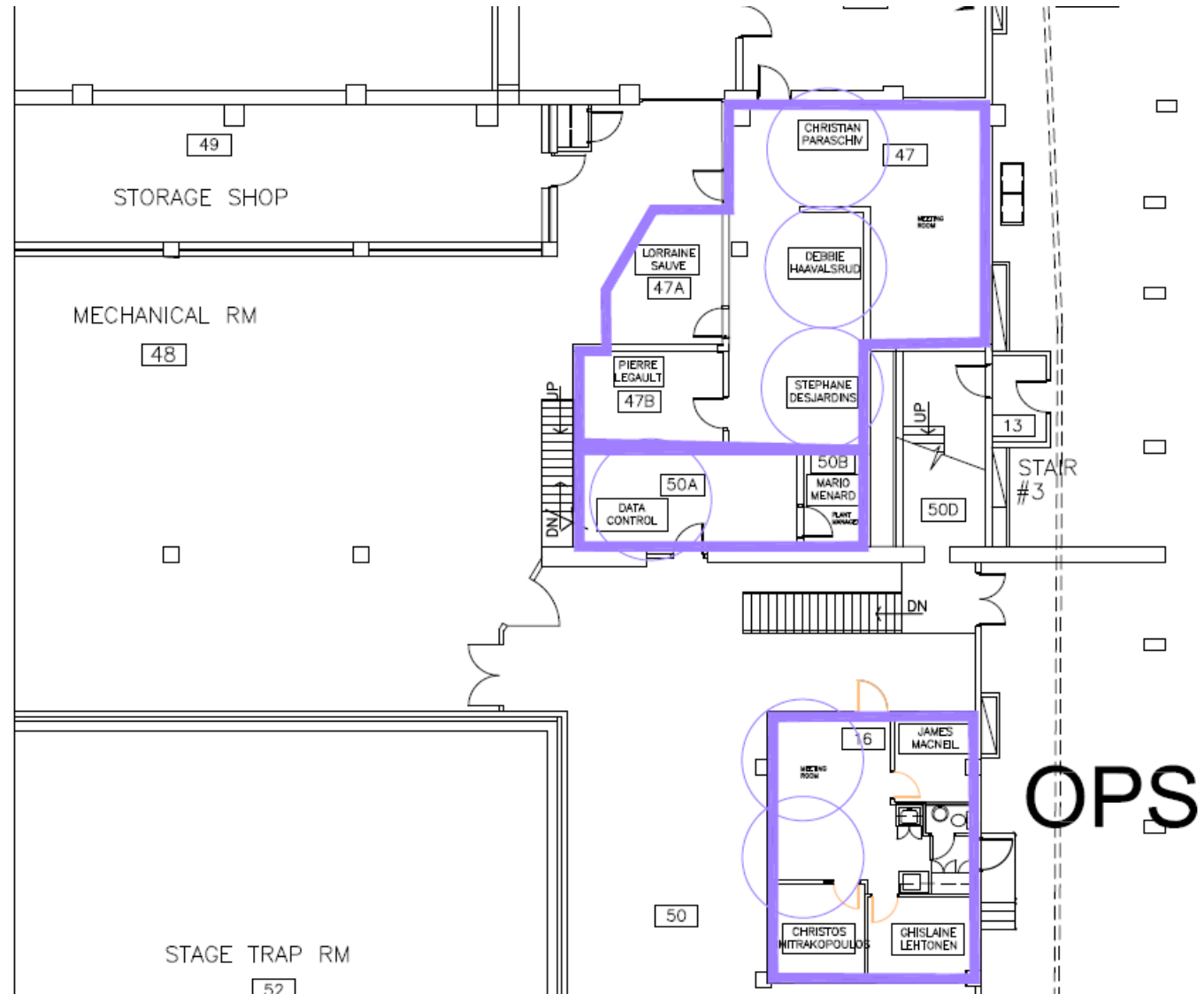
The NAC strongly believes that with planning, training, and implementing reasonable health and safety measures we can protect our most valuable stakeholders – our employees – and eventually implement existing protocols to inspire artists and patrons to return to our venues where we make the magic happen on and off our stages.

General Guidelines

- Employees are strongly encouraged to wear a non-medical grade mask when leaving their office, cubicle or work area and while circulating in shared common areas to increase their safety, and that of their colleagues and patrons, when distancing measures may not be possible.
- Employees are required to refer to and follow occupancy regulations and cleaning protocols displayed on signage throughout the building. This is implied for the use of office equipment such as photocopiers, fax machines and shredders, as well as shared spaces such as washrooms, elevators, lockers, kitchens and meeting rooms.
- Where there is a kitchenette present, maximum occupancy in this space is one (1) person. There shall be no employee working in that shared common space.
- There shall be no visitors to any office, cubicle or work station. We encourage employees to make appointments with one another when it is required for an exchange of information or materials.
- All offices doors are to remain open at all times.
- When the sharing documents electronically is not possible, employees are to use the internal mail system.
- Department to establish protocols to address employee circulation in office where 2m (6 feet) of distance is not possible.
- Department to establish ingress and egress routes for access to offices, cubicles and work stations.

Operations

Lower Level 194



Operations

Lower Level 194

Operations

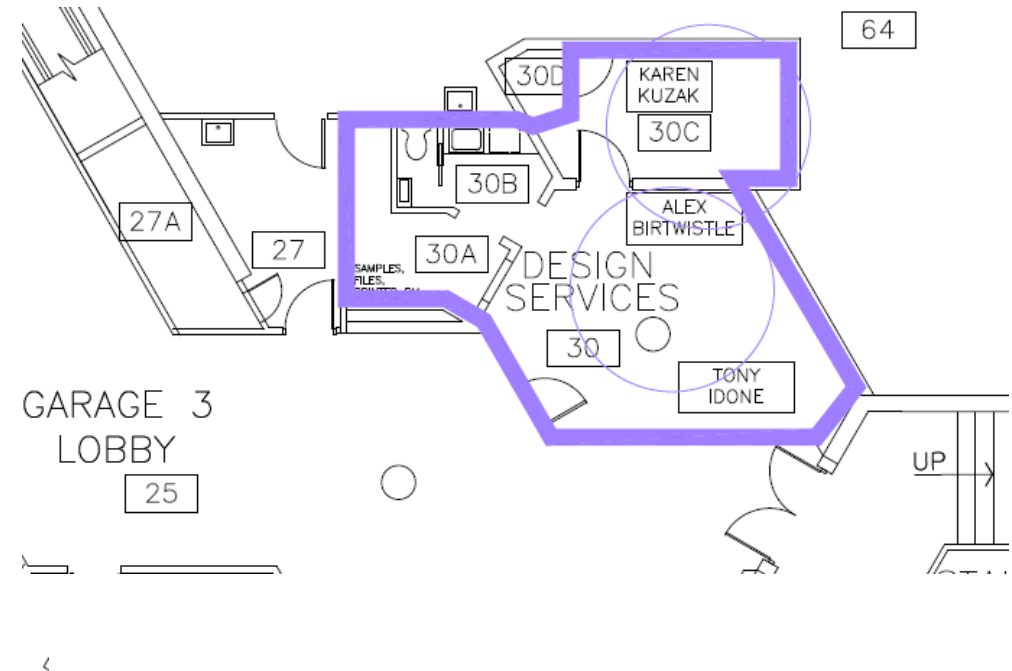
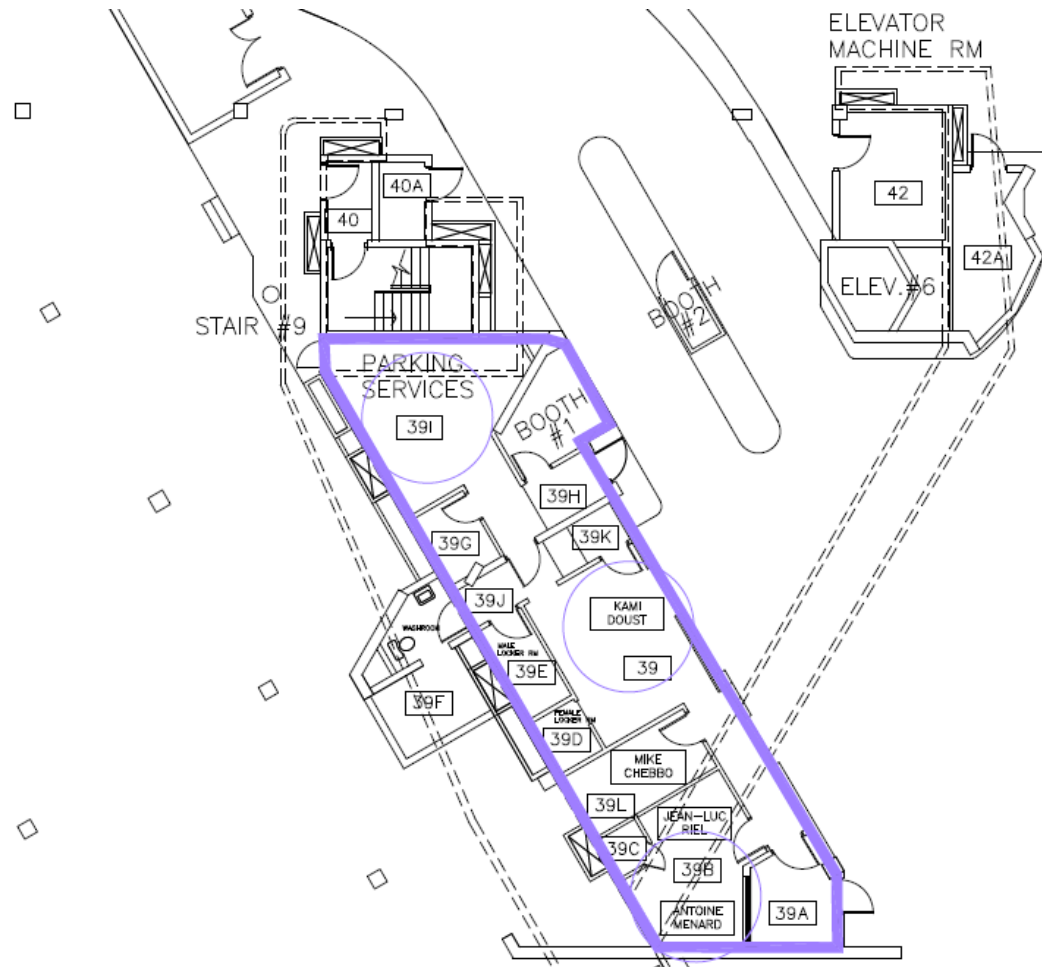
- Maximum occupancy of one (1) person per office, including no more than one (1) person in shared workspace, while maintaining safe distancing of 2m (6 feet) apart
- Should two cubicles need to be occupied, recommend the installation of plexi-glass to separate cubicles occupied by Debbie and Stephane
- Workspace occupied by Christian shall be deemed inactive to limit interaction with other employees and to maintain physical distancing while accessing shared common areas such as the kitchen and photocopier area
- Department to establish protocols to address employee circulation in office where 2m (6 feet) of distance is not possible
- Department to establish ingress and egress routes for access to work stations and offices

Shared Common Areas:

- Maximum occupancy of one (1) person in the following areas: kitchenette, washroom, lunch/break room area
- Maximum occupancy of two (2) people in shared spaces such as Trades People lunch room and locker room
- Maximum occupancy of two (2) people in Freight Elevator, while maintaining safe distancing of 2m (6 feet) apart

Parking Services, Design Services

Garage Level 205



Parking Services, Design Services

Garage Level 205

Parking Services

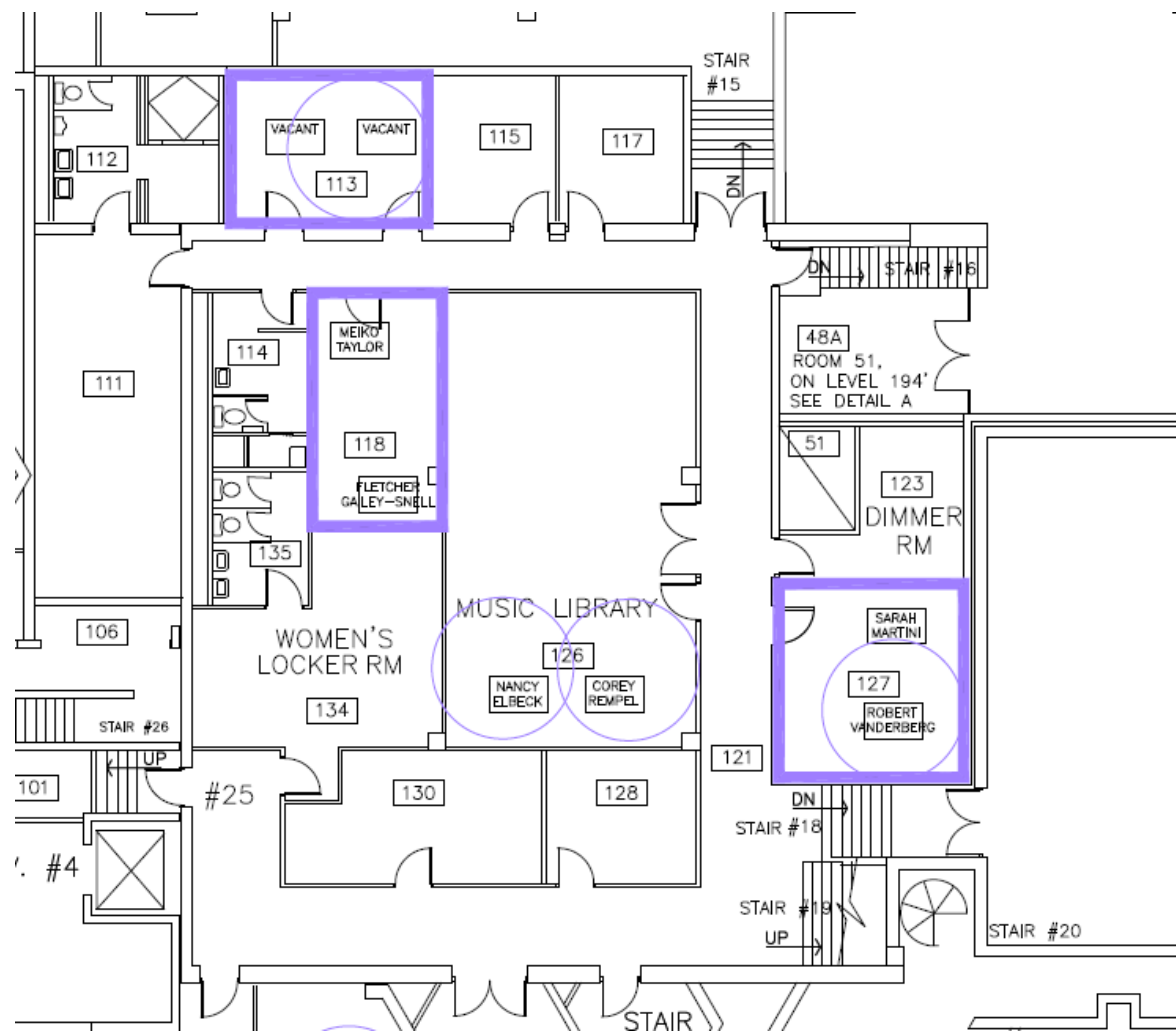
- Maximum occupancy of one (1) person per office, including those who share an office
- Maximum occupancy one (1) person in the following shared common areas: Parking Booth, Kitchen/Lunch Area, Washroom
- No employee shall be seated in shared common space to limit interaction with other employees and to maintain physical distancing. Path to remain clear for employees wishing to access shared common areas such as the kitchen, washroom and photocopier area.
- Department to establish ingress and egress routes for access to work stations and offices.

Design Services

- Maximum occupancy of one (1) person per office
- Maximum occupancy of one (1) person in shared office space
- Recommend the installation of a plexi-glass separation along Alex's work station
- Maximum occupancy of one (1) person in the kitchenette area and washroom
- Department to establish protocols to address employee circulation in office where 2m (6 feet) of distance is not possible
- Department to establish ingress and egress routes for access to work stations and offices

Archives, Music Library, Musicians' Lounge, NACO Personnel, IATSE

Lower Level 205



Archives, Music Library, Musicians' Lounge, NACO Personnel, IATSE

Lower Level 205

Archives

- Maximum occupancy of one (1) person in shared office

NACO Personnel Office

- Maximum occupancy of one (1) person in shared office

Music Library & Musicians' Lounge

- Maximum occupancy of two (2) people per room
- Recommend the installation of a plexi-glass separation between both work stations in the Music Library

Men and Women Lockers

- Maximum occupancy of one (1) person in locker rooms at a time

IATSE Room

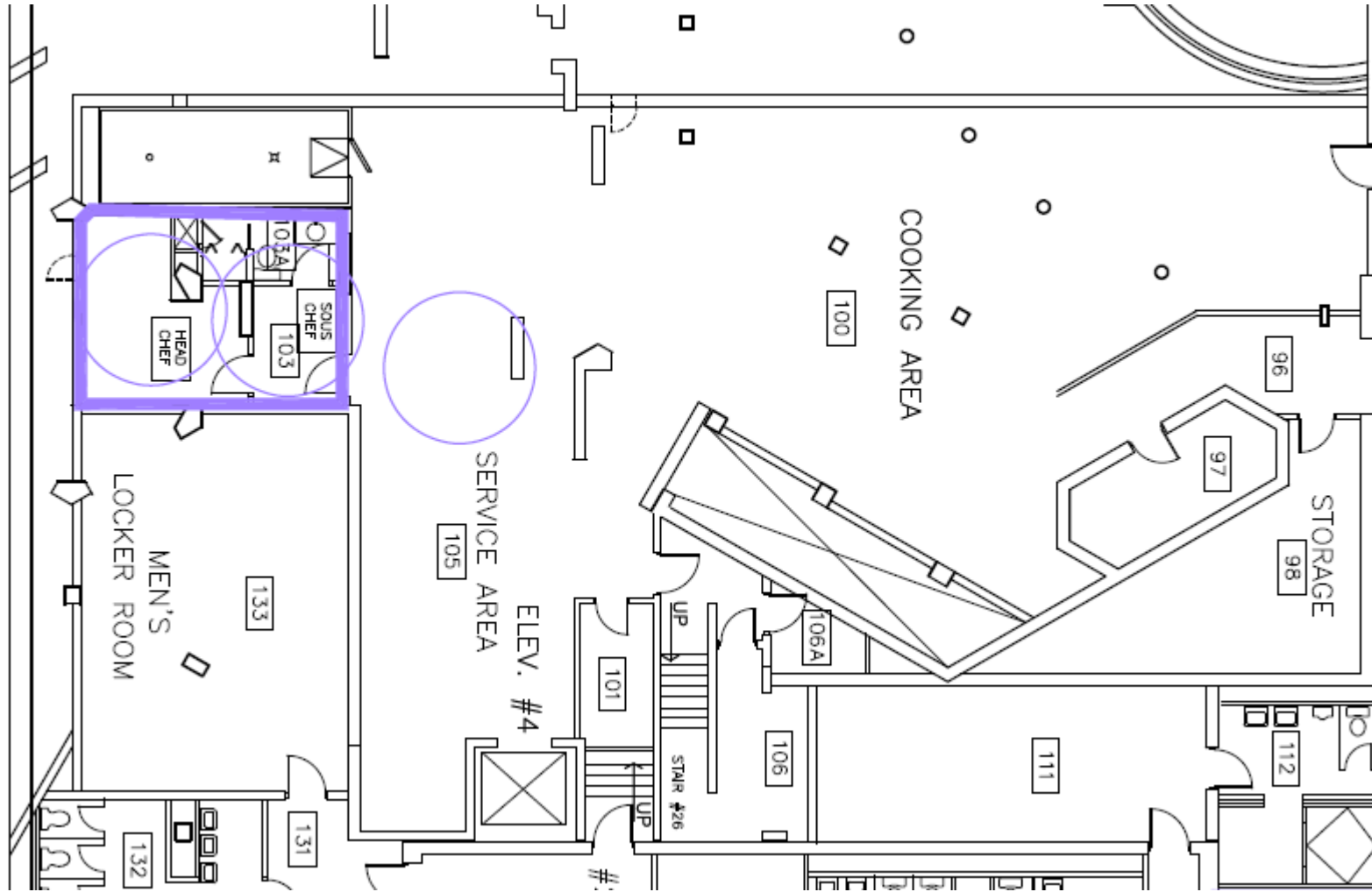
- Maximum occupancy of two (2) people in holding room

NACO Storage Room

- Identified as possible “swing” space for office use

Main Kitchen

Lower Level 205



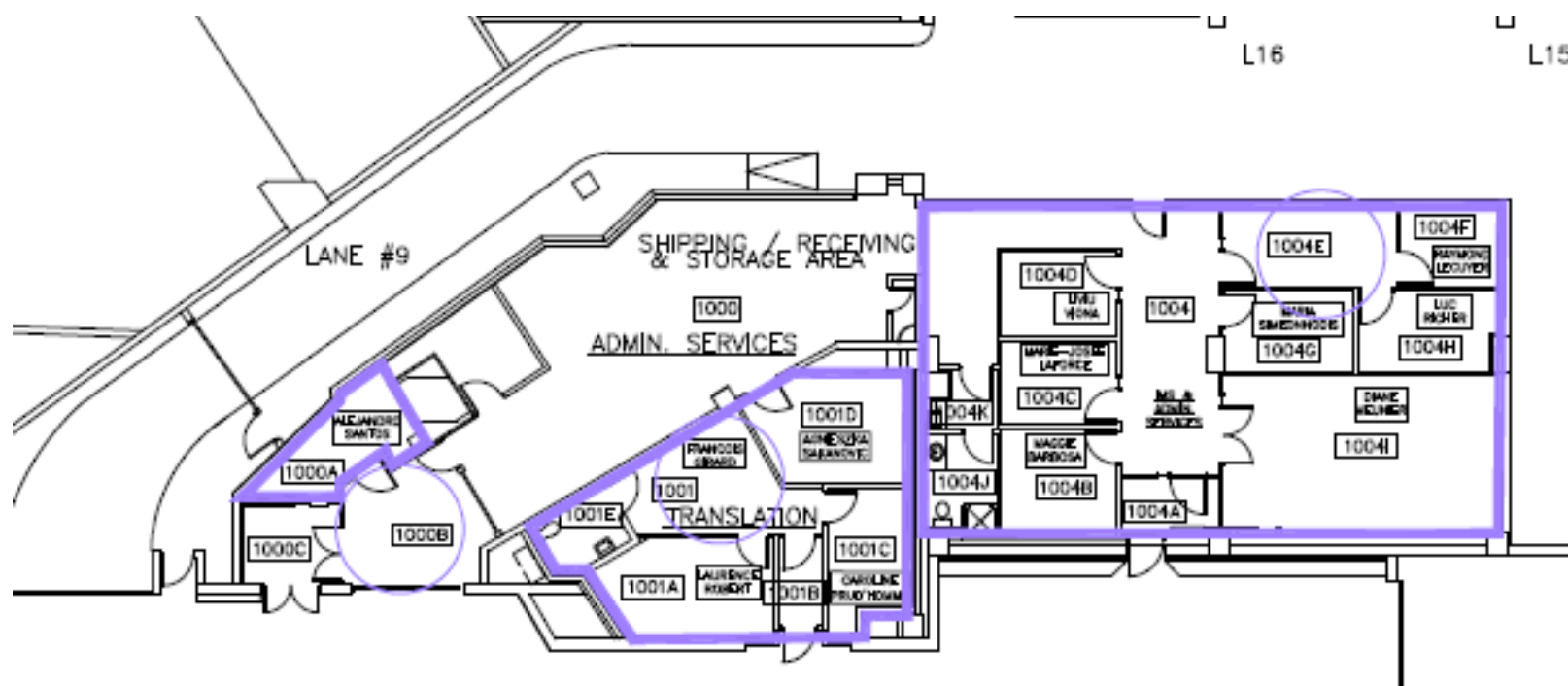
Main Kitchen

Lower Level 205

Main Kitchen

- Maximum occupancy of one (1) person per office
- Recommend the installation of a plexi-glass separation at the Connor's work station and surrounding the work station that is located immediately upon exiting the elevator
- Department to establish protocols for shared common areas such as offices, locker rooms, washrooms, laundry area, food prep areas, men and women locker rooms & washrooms, freight elevator, walk-in fridges, and dry storage areas.

Stage Level 218



Shipping & Receiving, Procurement Services, Purchasing, IMS, Translation

Stage Level 218

Shipping & Receiving, Operations, Purchasing, IMS

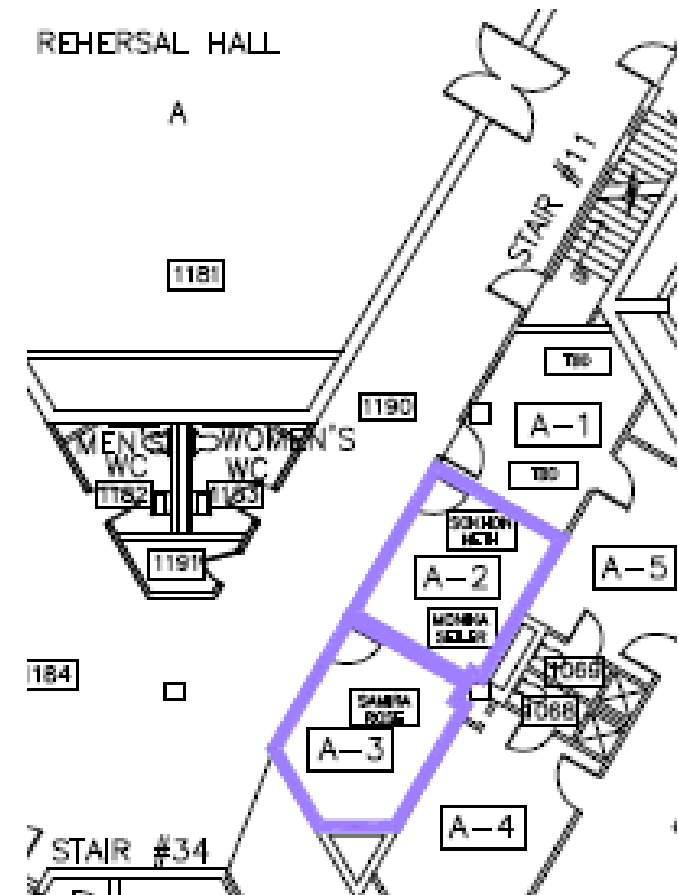
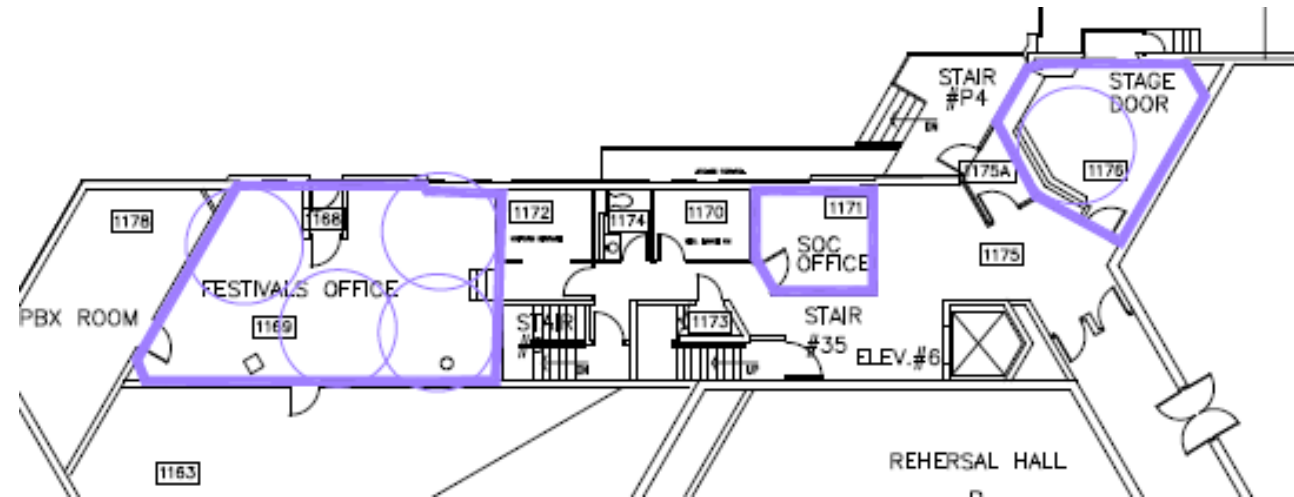
- Maximum occupancy of one (1) person per office
- Maximum occupancy of one (1) person in shared common areas such as kitchenette, washrooms and shower area
- Maximum occupancy of one (1) person in IMS lab area
- Only one office can be in use at a time where there are two offices in close proximity (Raymond and Luc)
- Printing Services, IMS: no visitors to this area, employees to book appointments on completion of work, scheduled drop off/pick up at Stage Door
- Department to establish protocols on the distribution of mail and parcels and to identify ingress and egress routes for the safe circulation of employees where physical distancing of 2m (6 feet) is not possible

Translation

- Maximum occupancy of one (1) person per office
- Maximum occupancy of one (1) person in shared common area where there is a kitchenette present
- Department to identify ingress and egress routes for the safe circulation of employees where physical distancing of 2m (6 feet) is not possible
- No visitors to this area, employees to book appointments

Festivals Office, Security, A-2/A-3

Stage Level 218



Festivals Office, Security/Stage Door, A-2/A-3

Stage Level 218

Festivals Office (Temporary Holding Space for Development)

- Maximum occupancy of three (3) people, maintaining 2m (6 feet) distance
- Recommendation that security uniforms be temporarily moved to alternate location as per Christos

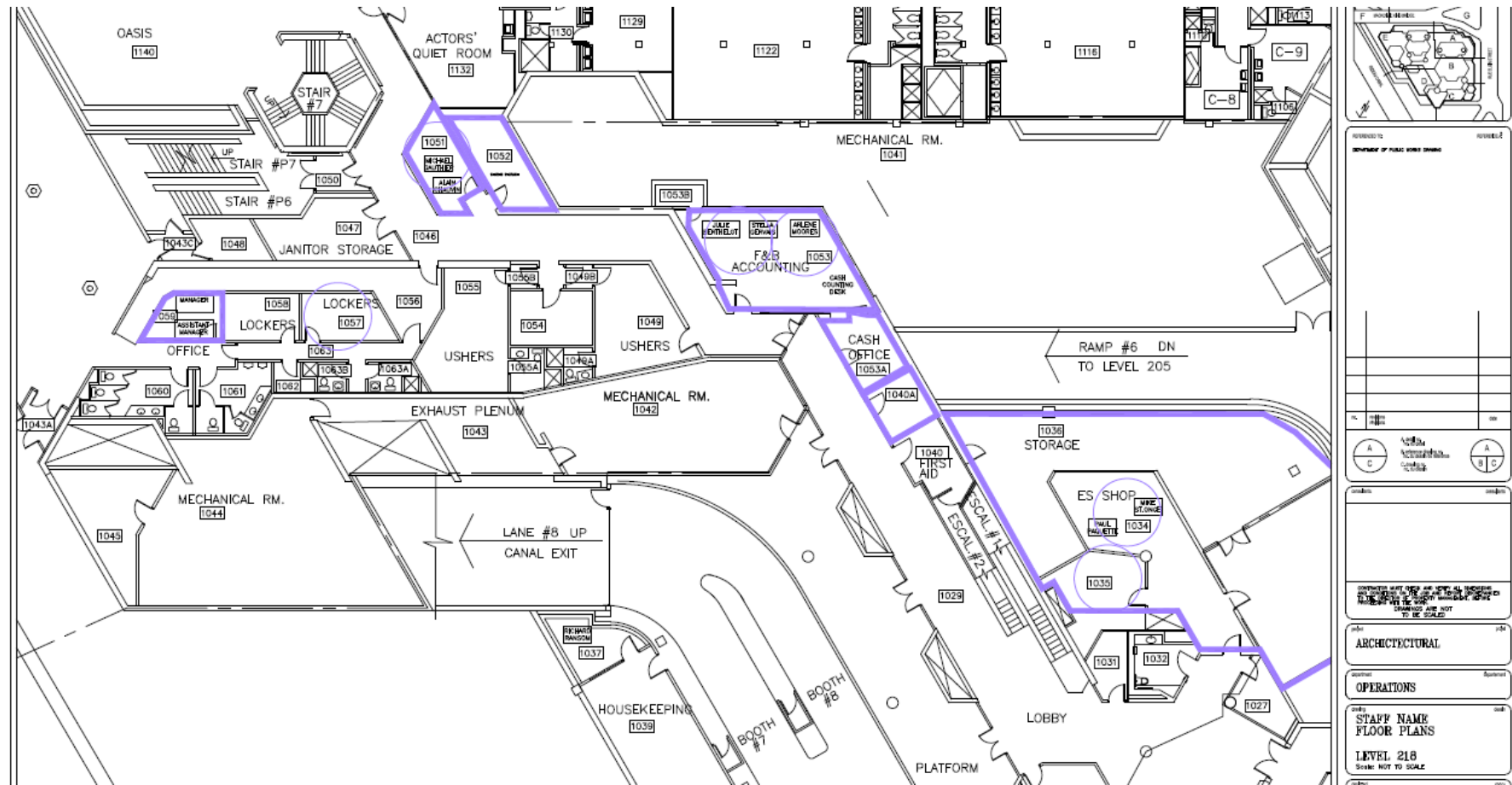
Security/Stage Door

- Maximum occupancy of one (1) person in security office
- Maximum occupancy of one (1) person in shared lunchroom/change room space
- Second Security Officer can use the SOC office as swing space when two (2) or more Security Officers on duty

A-2/A-3 (Samira Rose, Monica Seiler and Sokhon Neth)

- Maximum of occupancy of one (1) person per office, including those who are in a shared space in backstage area

Level 218



F&B Accounting, Visitors' Exp., Ushers, Janitor Storage, ES Workshop

Level 218

Food & Beverage Accounting/One Elgin

- Maximum occupancy of one (1) person per office in shared office for the Manager and Assistant Manager of One Elgin
- Maximum occupancy of three (3) people in shared office F&B accounting team and one (1) person in Cash Office

Visitors Experience and Ushers

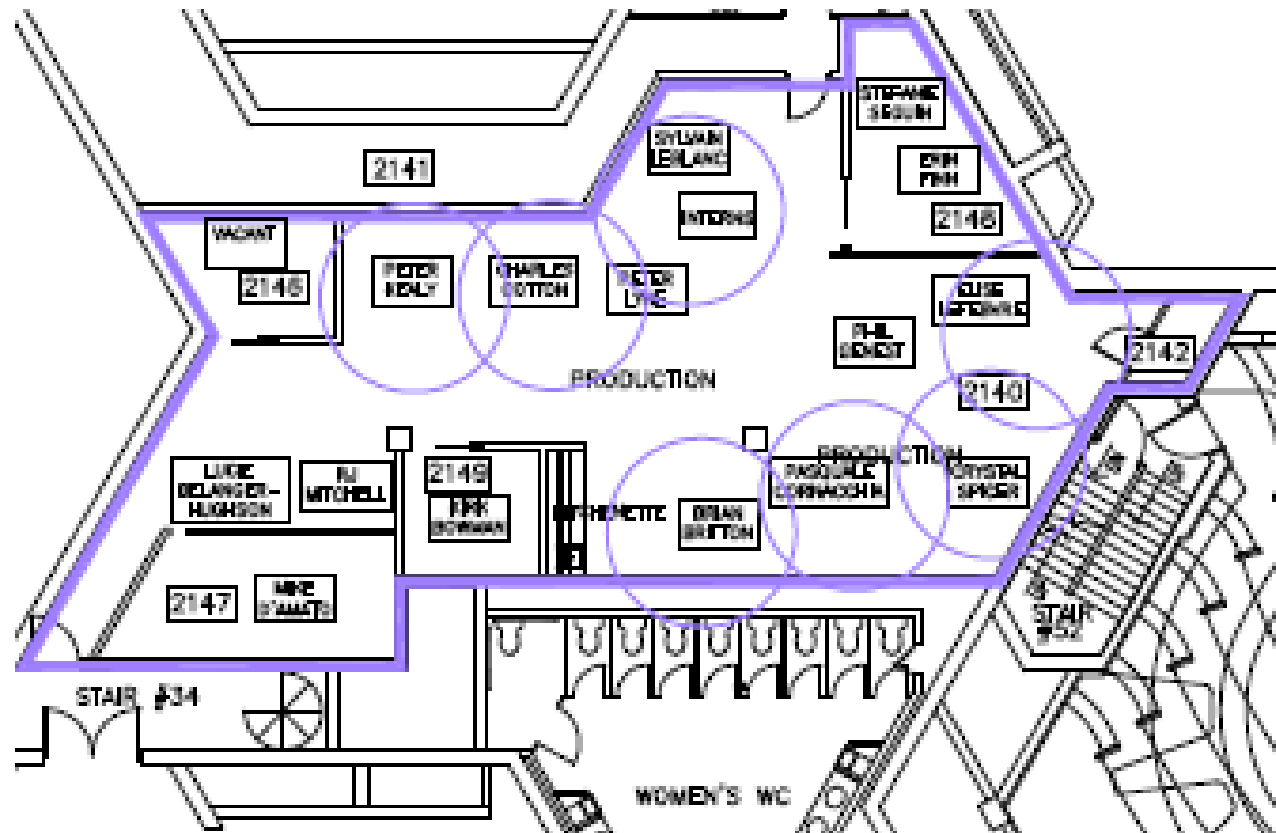
- Maximum occupancy of one (1) in shared office space (VX)
- Maximum occupancy of one (1) person in First Aid Room (1040A)
- Maximum occupancy of one (1) person per locker room and washrooms in shared space for Ushers/Coatcheck Attendants

ES Workshop

- Maximum occupancy of one (1) person in office and one (1) person in shared common area
- Maximum occupancy of one (1) person working at the work bench and testing area

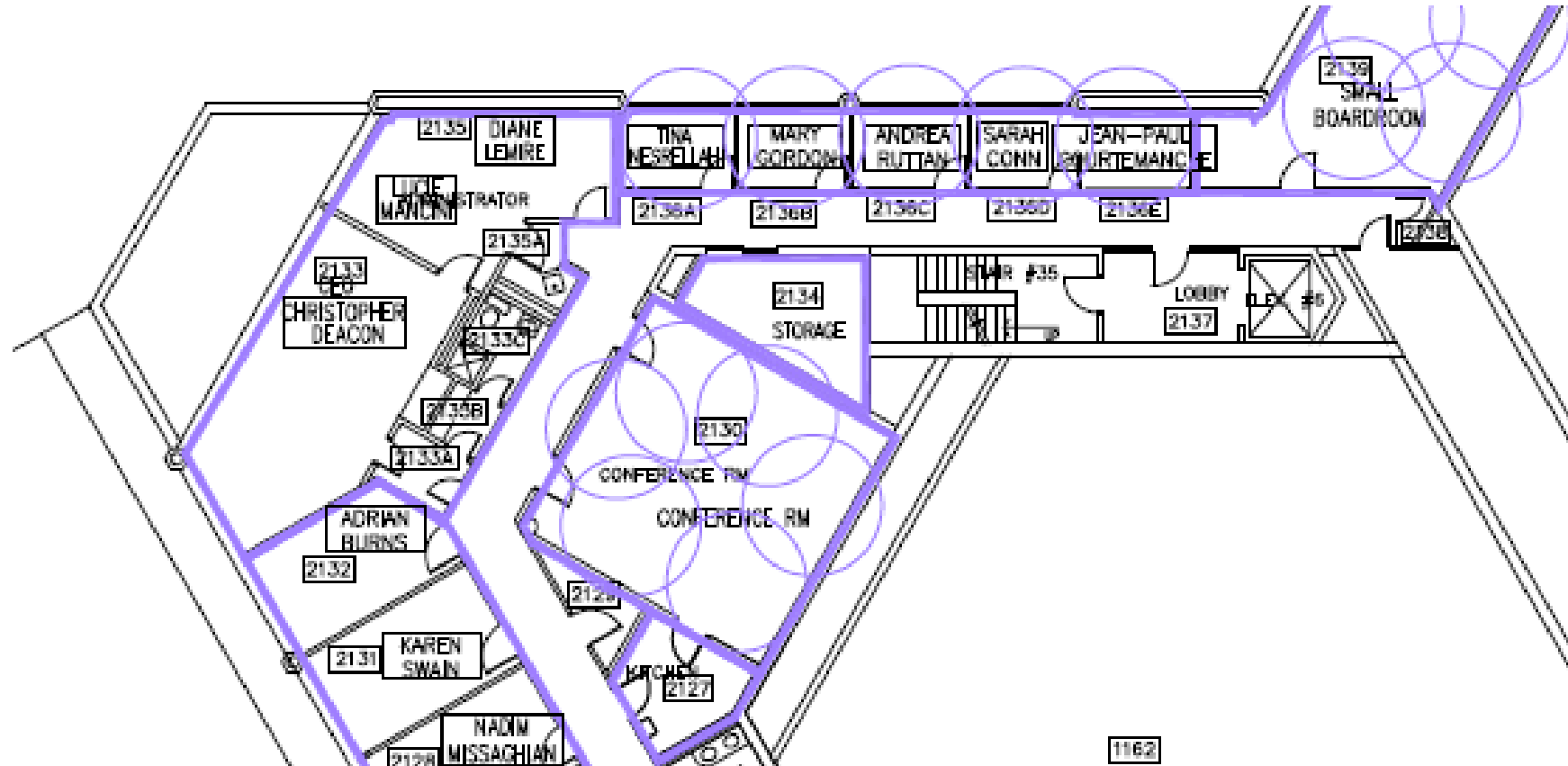
Production

Level 228

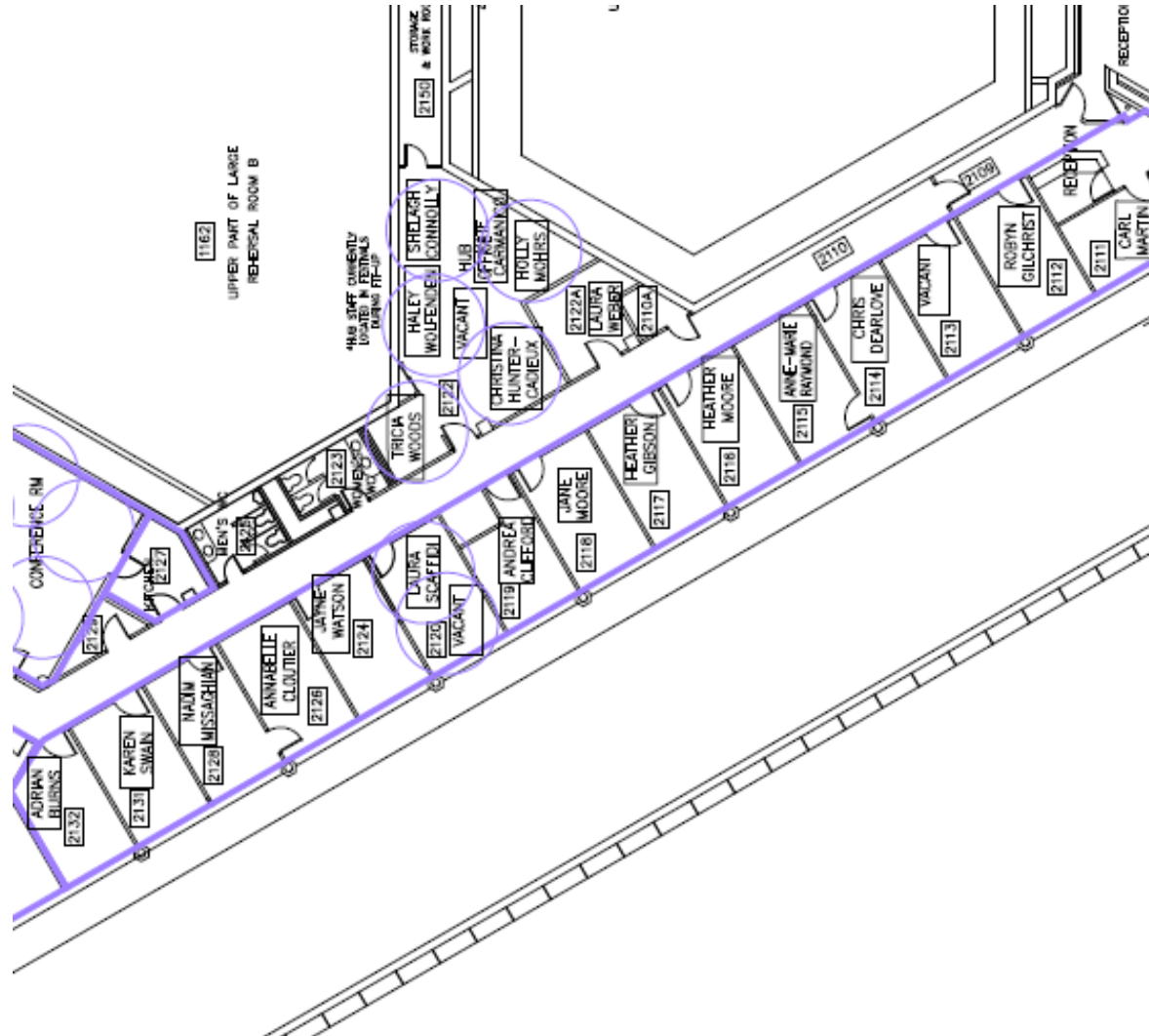


CEO Office, 2nd Floor Cubicles, Boardrooms

Level 228



Level 228



Production, CEO Office, 2nd Floor Cubicles

Level 228

Production

- Maximum occupancy of one (1) person per office, including those who share an office
- Maximum occupancy of up to four (4) people in open area as long as there is an empty cubicle between each and minimum 2m (6 feet) distance is respected
- Maximum occupancy of one (1) person in shared common area where there is a kitchenette present
- Department to identify ingress and egress routes for the safe circulation of employees where physical distancing of 2m (6 feet) is not possible

CEO Office

- Maximum occupancy of one (1) person in shared office, should both employees be required, recommend the installation of a plexi-glass separation
- Maximum occupancy of one (1) person in shared kitchen area
- Recommend CEO uses separate designated entrance

2nd Floor Cubicles

- Maximum occupancy of one (1) person per every other cubicle, as long as there is an empty cubicle between each and minimum 2m (6 feet) distance is respected
- Maximum occupancy of one (1) person in shared cubicle space (JP Courtemanche and Sarah Conn)

Communications, Development, Popular Music and Variety, Operations, Creation Fund, Front of House

Level 228

All Offices in 2nd Floor Admin Corridor

- Maximum occupancy of one (1) person per office, including those who share an office
- NAC Foundation CEO to have main access door reopened into corridor and internal door closed

Small Boardroom

- Maximum occupancy of four (4) people in shared meeting room, no gatherings, markers, erasers and other chairs removed
- Refer to and follow guidelines posted at the door

Large Boardroom

- Maximum occupancy of six (6) people in shared meeting room, no gatherings, markers, erasers and other chairs removed
- Refer to and follow guidelines posted at the door

2nd Floor Kitchenette, Washrooms, Development Hub

Level 228

Kitchenette

- Maximum occupancy of one (1) person in shared kitchen space
- Refer to and follow cleaning protocols and guidelines posted in the room

Washrooms

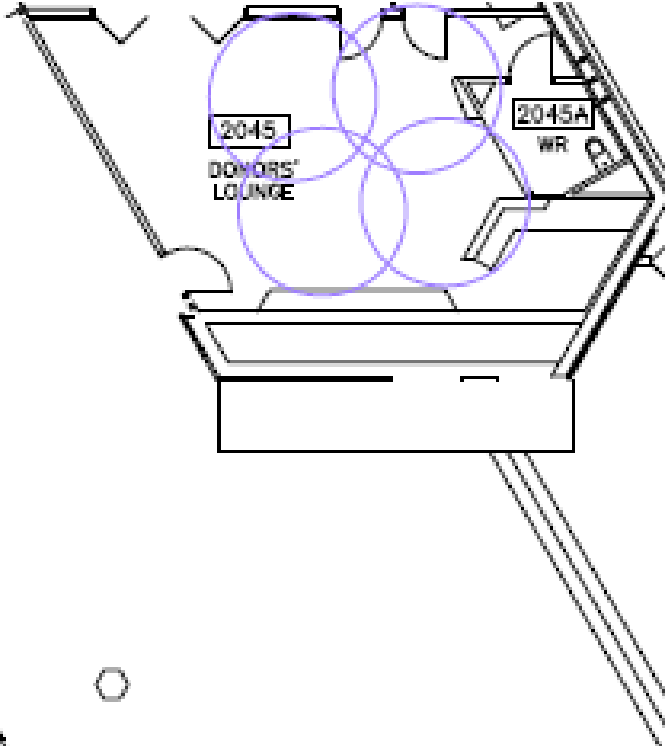
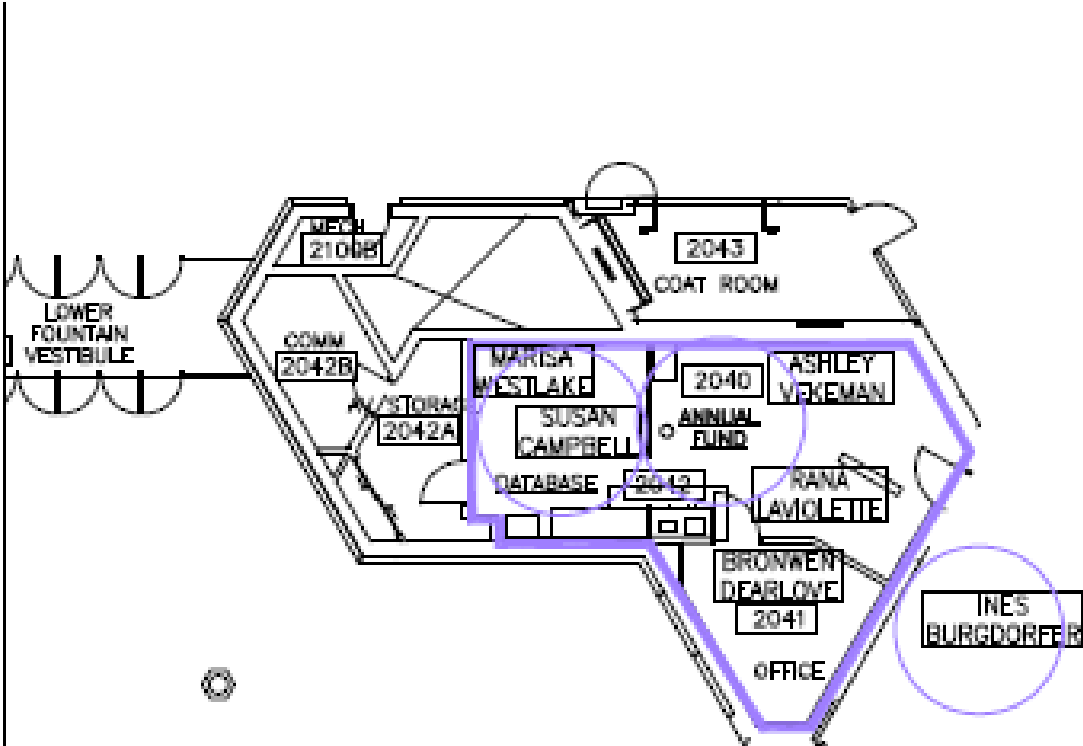
- Maximum occupancy of one (1) person in the washroom at a time
- Refer to and follow cleaning protocols and guidelines posted in the room

Development Hub

- Maximum occupancy of three (3) people in shared office space
- Department to identify ingress and egress routes for the safe circulation of employees where physical distancing of 2m (6 feet) is not possible

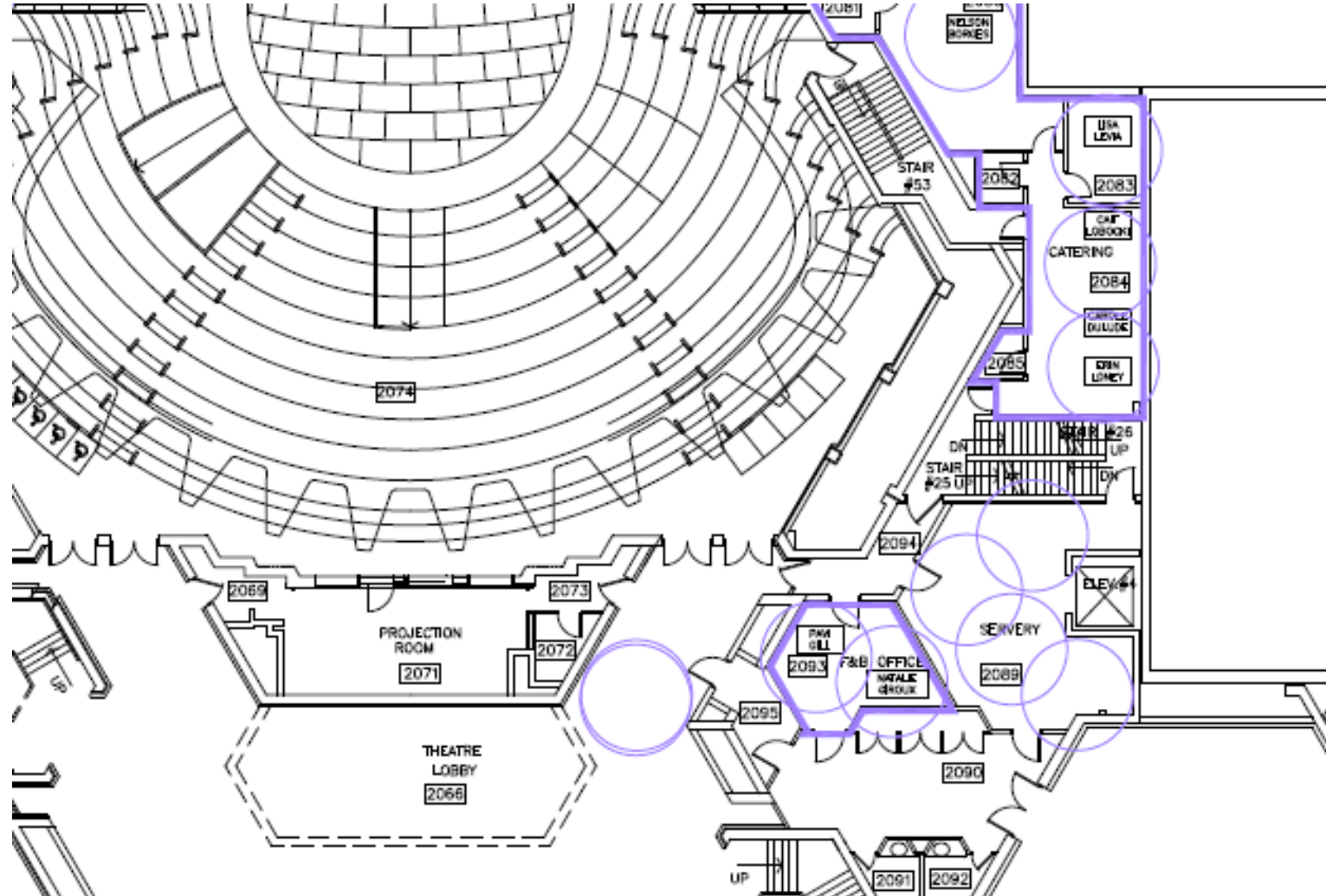
Annual Fund, Ruddy Lounge, Reception

Level 228



Food & Beverage

Level 228



Annual Fund, Ruddy Lounge, Reception

Level 228

Annual Fund

- Maximum occupancy of one (1) person per office, including those who share an office or where work stations are in an open space
- No visitors to this area, guests to make appointments

Ruddy Lounge

- Maximum occupancy of three (3) people
- Furniture to be removed, designated as a “swing” space for office use

Reception

- Maximum occupancy of one (1) person to occupy the reception desk
- Recommend installation of plexi-glass separation for attendant
- Refer to and follow cleaning protocols and guidelines posted in this area

Food & Beverage

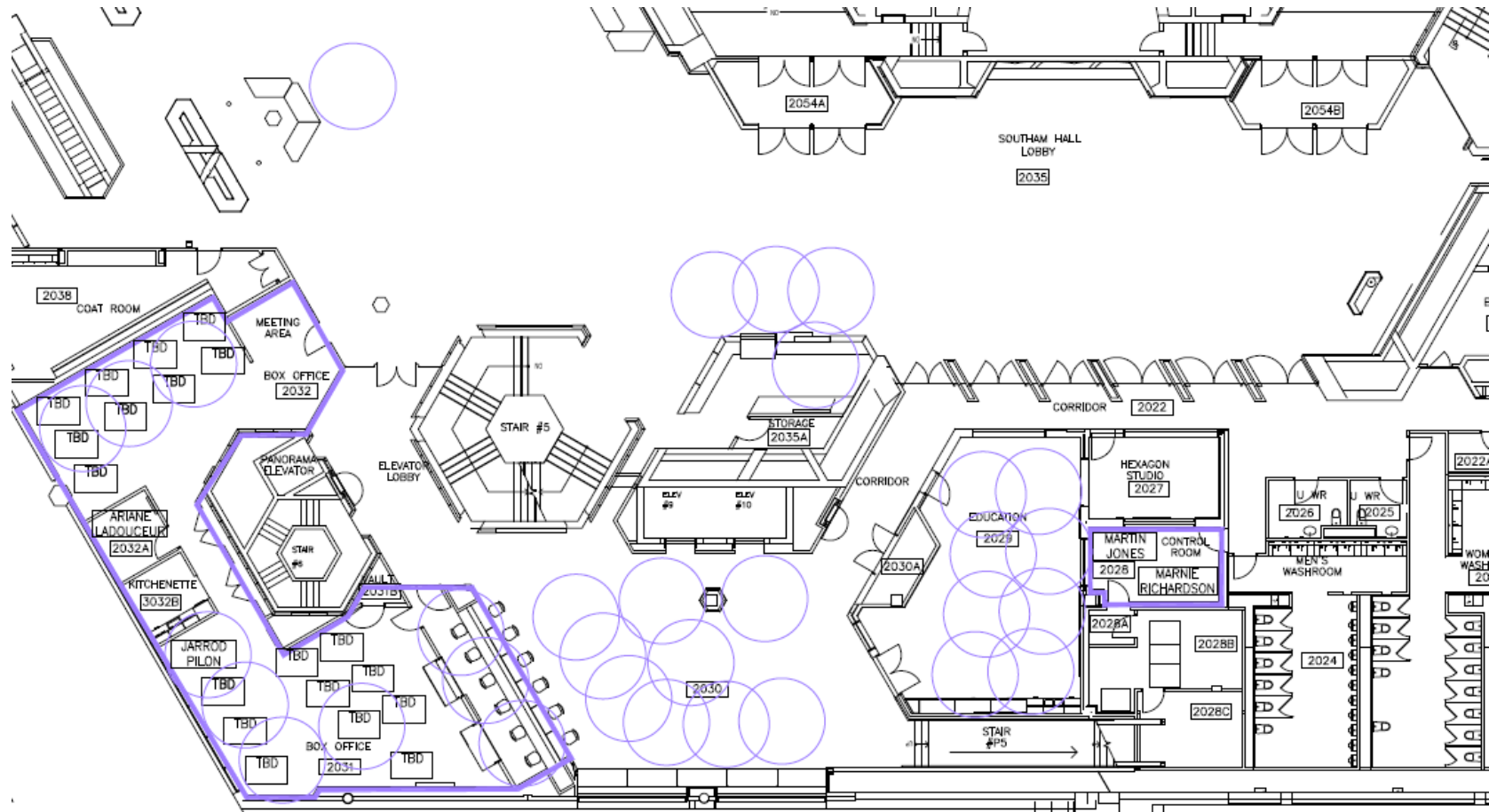
Level 228

Food & Beverage

- Maximum occupancy of one (1) person per office
- Maximum occupancy of two (2) people per every other cubicle, as long as there is an empty cubicle between each and minimum 2m (6 feet) distance is respected
- Salon Serverly will be used as sanitizing area for F&B staff

Box Office, Hexagon

Level 228



Box Office, Hexagon

Level 228

Box Office

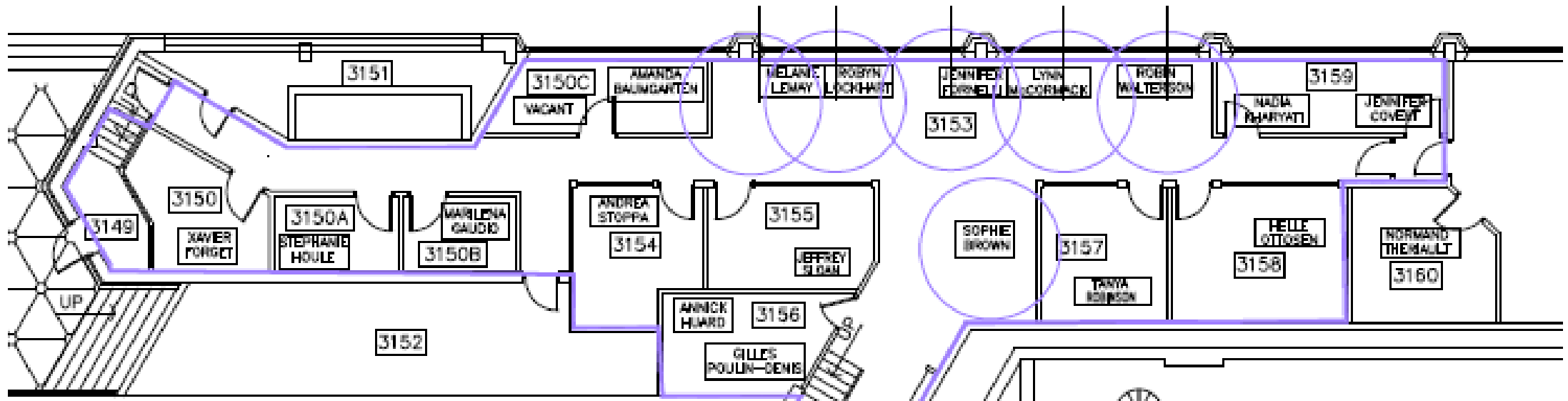
- Maximum occupancy of one (1) person per office
- Maximum occupancy of one (1) person per every other cubicle, as long as there is an empty cubicle between each and minimum 2m (6 feet) distance is respected, supervisor to determine which desks are in use, recommend the installation of plexi-glass as separation between active work stations
- Maximum occupancy of two (2) people at wickets with safe distancing of 2m (6 feet) apart, recommend the installation of plexi-glass separation between attendants and patrons
- Maximum occupancy of one (1) person in shared kitchenette space
- Department to establish protocols to address employee circulation in office where 2 m (6 feet) of distance is not possible
- Department to determine protocols for use of vault

Hexagon

- Maximum occupancy of one (1) person in shared office space
- One employee can repurpose the studio space, use of separate entrance

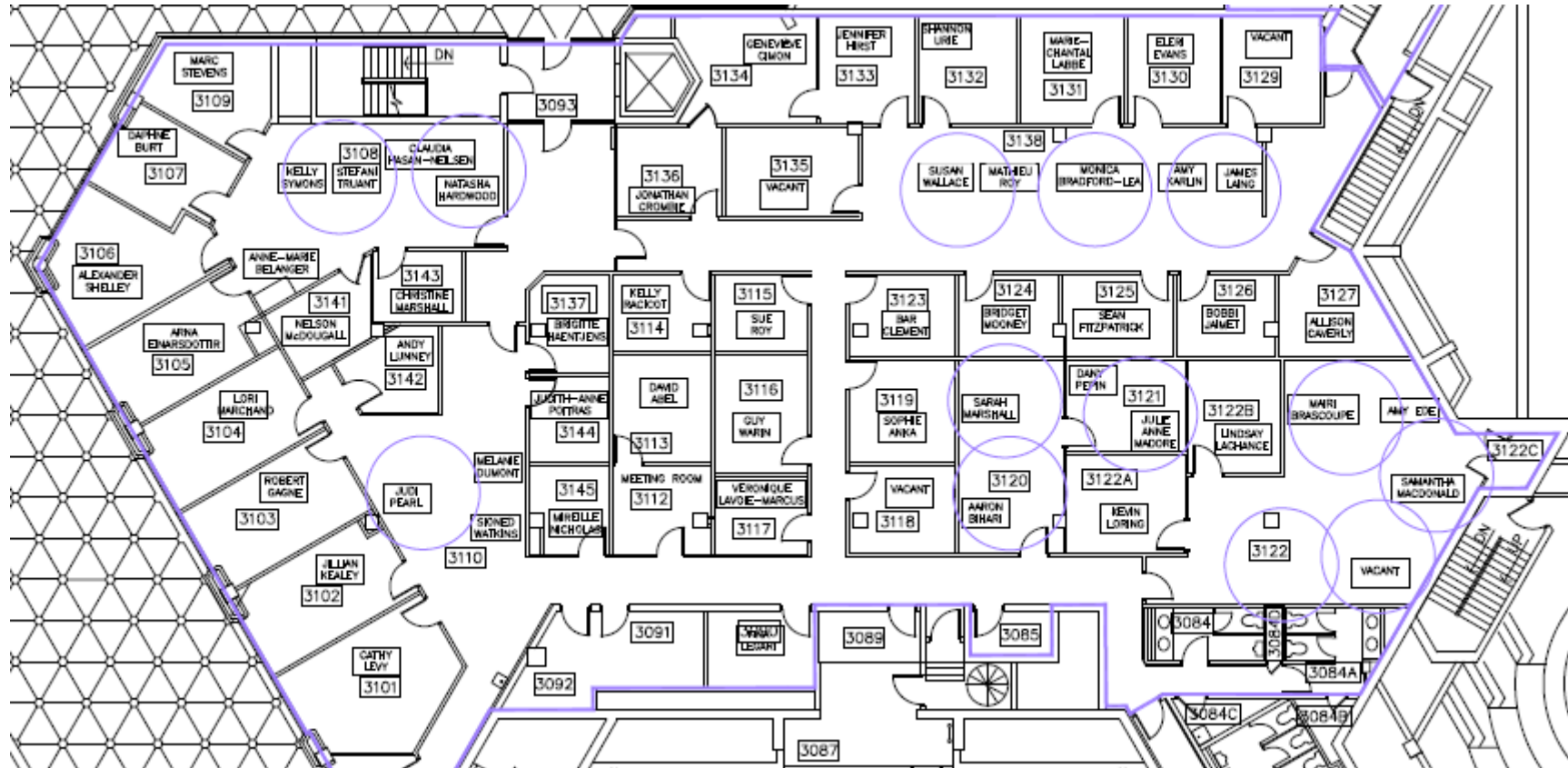
Finance, Popular Music and Variety, Wardrobe

Level 241



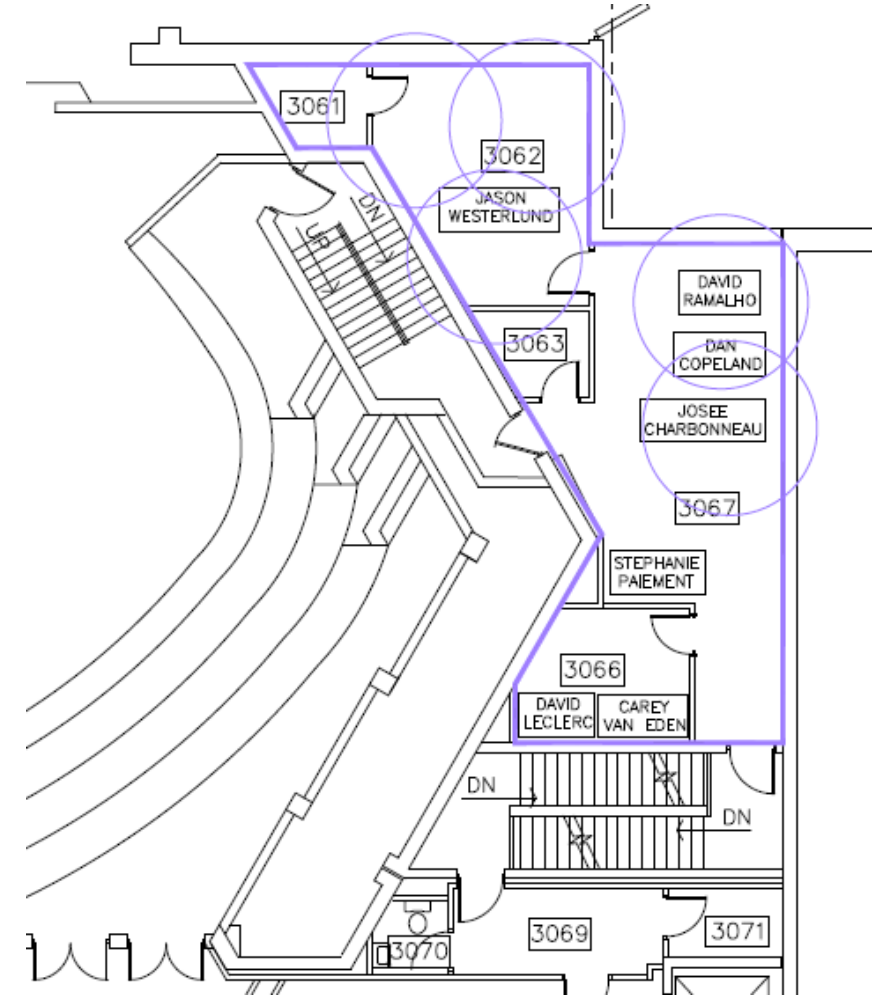
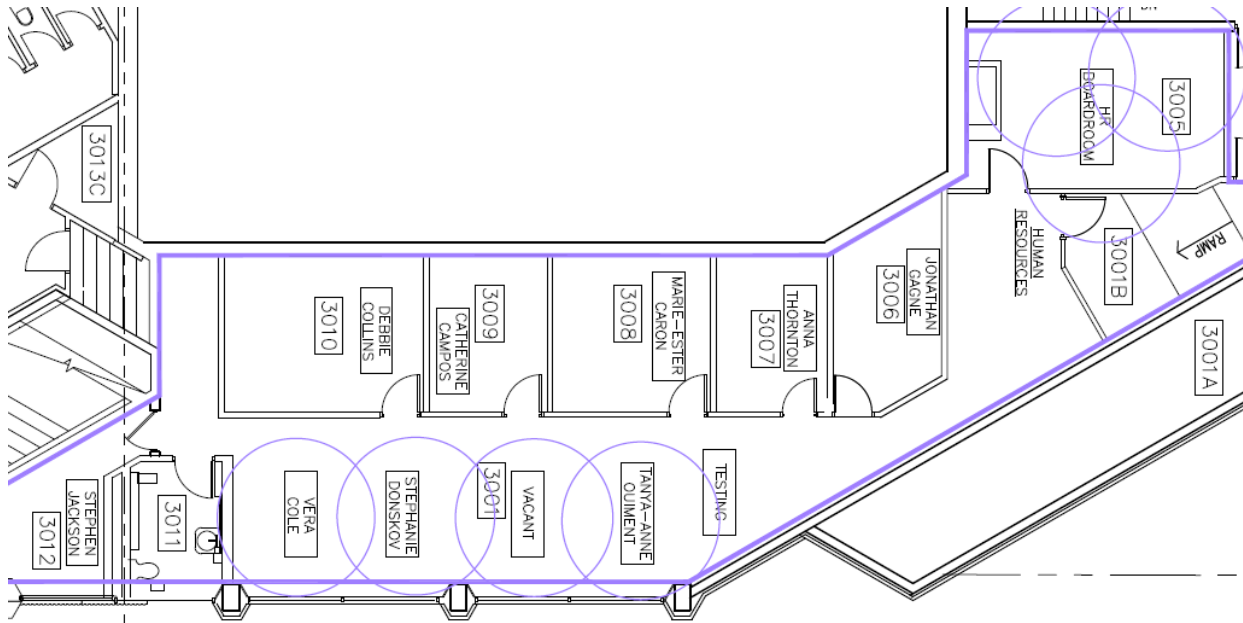
Marketing, Graphic Services, Five artistic disciplines

Level 241



Human Resources, Digital Engagement

Level 241



Finance, Popular Music & Variety, Graphics, Print/Cutting Room

Level 241

Finance/Popular Music

- Maximum occupancy of one (1) person per office, including offices shared by more than one person
- Maximum occupancy of one (1) person per every other cubicle, as long as there is an empty cubicle between each and minimum 2m (6 feet) distance is respected
- Maximum occupancy of one (1) person in file room (3152) where kitchen, microwave is located

Marketing

- Maximum occupancy of one (1) person per office, including offices shared by more than one person
- Maximum occupancy of one (1) person per every other cubicle, as long as there is an empty cubicle between each and minimum 2m (6 feet) distance is respected
- Maximum occupancy of one (1) person in kitchen and photocopier area, cleaning protocols with signage in place

Graphic Services

- First desk immediately on entry should be inactive
- Maximum occupancy of one (1) person in closed office where office is shared by more than one person (Room 3121)
- Maximum occupancy of one (1) person at back work station (Room 3120)

Printer and Cutting Room

- Maximum occupancy of one (1) person at a time in both spaces, cleaning protocols and signage in place

Five Artistic Disciplines

Level 241

Music

- Maximum occupancy of one (1) person per office, including offices shared by more than one person
- Maximum occupancy of one (1) person per every other cubicle, as long as there is an empty cubicle between each and minimum 2m (6 feet) distance is respected
- Maximum occupancy of one (1) person in shared space where microwave and photocopier is located, cleaning protocols with signage in place

Theatre/Dance

- Maximum occupancy of one (1) person per office, including offices shared by more than one person
- No cubicles in use to support safe pathway and flow to offices, requirement is to provide safe circulation of employees where physical distancing of 2m (6 feet) is not possible
- Meeting Room (3112) outside David Abel's office to be inactive
- Indigenous Theatre: Maximum occupancy of two (2) people in shared workspace, requirement is to provide safe circulation of employees where physical distancing of 2m (6 feet) is not possible

Human Resources, Digital Engagement

Level 241

Human Resources

- Maximum occupancy of one (1) person per office
- Maximum occupancy of one (1) person per every other cubicle, as long as there is an empty cubicle between each and minimum 2m (6 feet) distance is respected
- Testing area shall be deemed inactive
- Installation of plexi-glass separation between cubicle workstations
- Maximum occupancy of two (2) people in meeting room, cleaning protocols and signage in place
- Maximum occupancy of one (1) person in kitchen area

Digital Engagement

- Maximum occupancy of one (1) person per office, including offices shared by more than one person
- Maximum occupancy of one (1) person in open shared common area