



**MAISON DU CONSEIL  
ARTISTS PROTOCOLE – PHASE #1**

**In the current situation, the Montreal Arts Council has an obligation to protect the health and ensure the safety and physical integrity of all those who frequent the spaces of the Maison du Conseil. The frequency of cleaning and disinfection of premises, as well as frequently used or touched facilities (door handles, consoles, tables, chair ramps, toilets, etc.), has been increased.**

**The mask is mandatory to wear in the building.**

<p><b>ARRIVAL</b></p> <p><b>Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Go to the reception with your mask. If someone is already at the reception desk, wait on the red spots on the ground outside or in the doorway.</li> <li>2. Disinfect your hands with the disinfectant gel in the entrance.</li> <li>3. Identify yourself, indicate the rented studio and answer the mini-questionnaire for the traceability register.</li> <li>4. Collect the toilet sign.</li> <li>5. If necessary, ask for a magnet if using a locker (to be affixed to it). Leave your coat and personal effects in the lockers. Minimize personal effects that may be contaminated in the studios.</li> </ol> <p><b>NOT ALLOWED:</b></p> <ul style="list-style-type: none"> <li>- Show up if you experience symptoms (cough, fever, body aches, breathing difficulties, extreme fatigue, etc.)</li> <li>- Arrive at the Maison du Conseil more than 15 minutes before the time of your booking</li> <li>- Receive guests / visitors in the studios other than the work team</li> </ul>	<p><b>MOUVEMENTS IN THE BUILDING</b></p> <p><b>Procedures:</b></p> <ol style="list-style-type: none"> <li>1. <b>Wear a mask whenever you go out of the studio.</b></li> <li>2. Access only to the ground floor where the studios and accessible toilets are located.</li> <li>3. Respect the signs on the ground and the distance measures; position yourself on the markers and in front of the plexis. Do not exceed the chains.</li> <li>4. Plan meals and drinks. The kitchenette on level 0 will be closed; the microwave, the water fountain, the vending machine and the fridge will not be accessible. It will be possible to eat in the studios, making sure to keep the spaces clean.</li> </ol> <p>* Possibility of having a food delivered. First inform the reception person who will receive it. Provide payment by card only.</p> <p><b>NOT ALLOWED:</b></p> <ul style="list-style-type: none"> <li>- Wander around in the building without autorisation</li> <li>- Use the elevator (only allowed for people with reduced mobility)</li> <li>- Use the fire escape to access level 2</li> <li>- Use the kitchenette on level 0 and its facilities</li> </ul>
<p><b>DEPARTURE</b></p> <p><b>Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Put your mask and release the studio at the exact time the rental ends.</li> <li>2. Collect your personal effects in the locker.</li> <li>3. Disinfect your hands with the disinfectant gel in the entrance.</li> <li>4. Report to reception, so that a person can note your departure in the register. If a person is already present at the reception office, keep a distance of two meters.</li> <li>5. Give back the toilet sign.</li> </ol> <p><b>NOT ALLOWED:</b></p> <ul style="list-style-type: none"> <li>- Stay in the studios after the exact time of the end of the rented period</li> <li>- Stay in the building after the rented period</li> </ul>	<p><b>TOILETS</b></p> <p><b>Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Put your mask and use only the toilet on the ground floor.</li> <li>2. One person at a time in the toilet. When it is occupied (sign on the door), wait on the red spot.</li> <li>3. Sanitize your hands with the equipment provided before entering.</li> <li>4. Affix the toilet sign to indicate that the toilet is occupied.</li> <li>5. Before going out, wash your hands with soapy water.</li> <li>6. Take off the sign on the door.</li> </ol> <p><b>NOT ALLOWED:</b></p> <ul style="list-style-type: none"> <li>- Use the toilets on the other floors</li> <li>- Use hand dryers and water fountains</li> </ul>



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PROTOCOL IN CASE OF SYMPTOMS	ADDITIONAL INFORMATION
<p><b>Procedures :</b></p> <ol style="list-style-type: none"> <li>1. If sudden symptoms, put your mask and immediately inform the reception person or mandate a member of the team to do so. Immediately request a disposable mask for team members and disinfect hands.</li> </ol> <p>Avoid touching any object and observe hygiene rules when coughing or sneezing.</p> <ol style="list-style-type: none"> <li>2. Stay in the studio in preventive isolation, until you are able to safely leave the building.</li> <li>3. Report the case, or ask the reception person to do so, by calling 1 877 644-4545 to find out the best procedure and to be directed to the right resource.</li> <li>4. Go to the emergency only if you have difficulty breathing (difficulty breathing when at rest or unable to breathe while lying down)</li> </ol>	<ul style="list-style-type: none"> <li>• Respect the reduced number of people per studio to respect a distance of 2m:               <ul style="list-style-type: none"> <li>- Dance studio: maximum of 28</li> <li>- Multidisciplinary studio: maximum of 28</li> <li>- Music studio: maximum of 16</li> </ul> </li> <li>• Mask and eye protection is needed for all rehearsals with physical contacts.</li> <li>• Limit as much as possible the number of equipment, objects or accessories.</li> <li>• The equipment, objects or accessories that will be handled during the rehearsal must be cleaned and disinfected before and after their use.</li> <li>• Observe hygiene rules when coughing or sneezing: cover your mouth and nose with your arm to reduce the spread of germs.</li> <li>• Wash your hands often with warm water and soap for at least 20 seconds: on arrival and departure, before and after a meal, before and after a break, before and after smoking, after the use of the toilets, etc.</li> <li>• Immediately discard any potentially contaminated waste (wipe, mask, gloves, etc.) and wash your hands with soap.</li> <li>• Avoid direct contact for greetings, such as handshakes, hugs, kissing, etc.</li> <li>• Equipment to be personally provided: reusable water bottle, padlock, refrigerated lunch bag, recharging equipment for phones and computer. Avoid sharing any personal item.</li> </ul>

**Note :** The recommendations are based on documents written by the SAT-COVID-19 Health Working Group of the National Institute of Public Health of Quebec. The elements presented above are based on the information available at the time of writing these recommendations. As the situation and knowledge about the SARS-CoV-2 virus (Covid-19) evolves rapidly, the sanitary measures formulated in this document are subject to modifications.