



CONTINGENCY PLAN

Operating logistics and Occupancy Plan adapted according to the guidelines of the DGS and Ministério da Cultura in the context of the measures to contain the Covid19 pandemic.

Companhia de Dança de Almada - Ca.DA organizes the international dance festival Quinzena de Dança de Almada, an annual initiative now in its 28th year. It takes place between September 18th and October 11th, 2020, in Almada, at Teatro Municipal Joaquim Benite, Fórum Municipal Romeu Correia, Museu da Cidade de Almada and Auditório Osvaldo Azinheira – Academia Almadense

This time, considering the constraints resulting from the need for containment due to the evolution of the covid19 pandemic and in constant accordance with the guidelines as issued by DGS and Ministério da Cultura for the occupation of cultural venues and facilities, namely theatres and cultural programming in outdoor venues, Ca.DA worked on the programme for this edition of the Quinzena providing for the reduction of the capacity in theatres and outdoor venues in accordance with the legislation in force.

The reduced **capacity** foreseen for the venues allocated to Quinzena de Dança de Almada - International Dance Festival is as follows:

Theatres (closed spaces)

- Teatro Municipal Joaquim Benite (TMJB), located in Av. Prof. Egas Moniz, 2804-503 Almada: 221 seats in the audience (main room) and 35 seats (experimental room);
- Auditório Municipal Fernando Lopes-Graça, located in Praça da Liberdade, 2800-199 Almada: 105 seats;
- Auditório Osvaldo Azinheira – Academia Almadense, located in R. Cap. Leitão 64, 2800-253 Almada: 92 seats (85 in the audience; 14 at the balcony)

Outdoor spaces

- Jardim do Museu da Cidade, sita Praça João Raimundo – Cova da Piedade, 2805-113 Almada: 65 seats.

All seats are marked, and all conditions of safety and hygiene are also ensured (reinforcement of cleaning, disinfection consumables and adaptation of spaces), both for dancers and choreographers, technical teams, and for the public, in accordance with the legislation in force and as detailed below.

In view of the above, we now outline the **Procedural Plan** in respect of the venues for Quinzena de Dança de Almada - International Dance Festival:

1. The various venues are properly prepared to deal with suspected cases of COVID-19, as well as to prevent and minimize the transmission of the disease, with isolation rooms at each venue:

- Teatro Municipal Joaquim Benite: ATL room
- Fórum Municipal Romeu Correia: female WC (behind the ticket office);
- Museu da Cidade: reception no.2 - Educational Service attendance room;

- Academia Almadense: Piano room - Cine-Teatro 1.

- 2.** All isolation areas are duly identified in each venue as well as the directions necessary to arrive and leave same, as well as the procedures to be carried out in the case of a suspected case of COVID-19;
- 3.** In all venues, the placement of alcohol-based antiseptic solution (ABS) dispensers is guaranteed at the entrance and exit of the public areas and at different points in the venue, easily accessible to the public and all other stakeholders in the shows;
- 4.** In all venues, general information about the prevention and control measures for the transmission of COVID-19 is made available through posters displayed in visible places;
- 5.** Physical distancing measures are implemented to guarantee the separation between people, by reducing the seating in the theatres (a free space between spectators who are not cohabiting) and in the open-air programming (distance between spectators of 1.5 meters);
- 6.** In all venues, the entrances and exits have their own separate routes, avoiding contact between people;
- 7.** In the theatres (closed spaces), the use of masks by everyone including audience and collaborators is mandatory, except for the members of the artistic bodies during the performance on stage;
- 8.** The theatre access doors will remain, whenever possible, open to allow the passage of people, avoiding their handling and thus bottlenecks will be eliminated or reduced;
- 9.** In all venues, the waiting, box office and public service areas will be organized in order to avoid the formation of queues, ensuring a distance of 2 meters between people who are not cohabiting, with well marked passage routes and physical distance markings;
- 10.** The permanence in public service areas of all venues will be limited to the time strictly necessary to perform the service or to purchase / show tickets or obtain information about the shows;
- 11.** Ticket sales for shows are made in advance to avoid queues;
- 12.** Attending the public is carried out from 2 metres away and the employee will be equipped with a mask;
- 13.** Contact with objects held by those attending, such as cell phones, tickets or cards, will be avoided;
- 14.** The availability and handing out of flyers will be avoided, with the show programmes being mostly disseminated in digital format and through posters posted in all spaces;
- 15.** The venues, equipment, objects and surfaces will be cleaned and disinfected periodically, according to the frequency of use. Objects and surfaces of common and frequent touch (e.g.,: chairs, handrails, door handles and elevator buttons) are regularly disinfected;
- 16.** In cases where the theatres have air conditioning, the air used is not subject to recirculation;
- 17.** The sanitary facilities are properly disinfected in each cleaning;
- 18.** Outdoor venues will be properly fenced and delimited (Museu da Cidade with its own railings) with indication of the entrance and exit of the public, allowing access only to ticket holders, with the entrance and exit of the public being controlled by the show's technical collaborator;

- 19.** Outdoor venues seating is previously identified (eg: chairs or marking on the floor), giving preference to seats, observing the physical distance between spectators of 1.5 meters;
- 20.** The entrance of the audience is carried out in order of row and place, in the direction of the place furthest from the entrance, avoiding the crossing of persons;
- 21.** The period of entry and exit of the public is extended, so that the entrance of the spectators can be delayed, complying with distancing rules;
- 22.** Occupation of the seats will be carried out with a free seat between audience members who are not cohabiting, with the previous and next row occupying alternating seats, and the first row next to the stage unoccupied, ensuring a distance of 2 meters between the stage mouth and the first occupied row;
- 23.** The audience will leave the venue, whenever possible, via a different route to the entrance, in the direction of the place closest to the exit of the room, avoiding the crossing of persons;
- 24.** Scenes and shows will be adapted, whenever possible, in order to minimize physical contact between those involved;
- 25.** There will be no interval during the shows, avoiding circulation of the audience;
- 26.** The use of dressing rooms by artistic bodies and technical teams, ensures, whenever possible, a physical distance of 2 metres between users, avoiding simultaneous use by several users.