

Coronavirus Response for the Live Performance Sector

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[Version française](#)

For the most up-to-date and authoritative information regarding the novel Coronavirus disease (COVID-19) in Canada, please consult the website of the Public Health Agency of Canada and the website of your local public health authorities.

[Coronavirus disease \(COVID-19\): Outbreak update](#)

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Introduction

This document was designed with the intention to provide factual information, recommendations and resources to help the live performance sector prepare for and respond to the COVID-19 outbreak in Canada. This document shouldn't be seen as a substitute to official information from public health authorities.

If you have information that you would like to share in this document, please reach out to natalie@ontariopresents.ca or frederic.julien@capacoa.ca

Monitoring and information sharing

CAPACOA created a **mailing list** to monitor problems associated with COVID-19 and share best practices for dealing with them. If you wish to stay tuned or to report unfortunate events, you may subscribe (and unsubscribe) to this list here:

http://mail.lists.capacoa.ca/mailman/listinfo/covid19_lists.capacoa.ca

CAPACOA has also launched a private [Facebook group](#) for Canadian presenters to share information.

Federal Assistance Updates

Canada Emergency Commercial Rent Assistance (as at May 1):

To qualify for CECRA for small businesses, the property owner must meet the following requirements:

- You own property that generates rental revenue from commercial real property located in Canada
- You are the property owner of the commercial real property where the impacted small business tenants are located
- You have a mortgage loan secured by the commercial real property, occupied by one or more small business tenants
- You have entered or will enter into a rent reduction agreement for the period of April, May, and June 2020, that will reduce impacted small business tenant's rent by at least 75%
- Your rent reduction agreement with impacted tenants includes a moratorium on eviction for the period of April, May and June 2020
- You have declared rental income on your tax return (personal or corporate) for tax years 2018 and/or 2019.

<https://www.cmhc-schl.gc.ca/en/finance-and-investing/covid19-cecra-small-business>

Emergency Support Fund for Cultural, Heritage and Sport Organizations (announced April 17):

The Government of Canada is providing \$500 million in 2020-21 to establish a new COVID-19 Emergency Support Fund for Cultural, Heritage and Sport Organizations to help address the complex financial needs of affected organizations within these sectors.

The Fund is meant for organizations that can't qualify for the existing wage subsidy because of the lumpy or irregular nature of their revenues as well as to cover contract workers. The Fund will also provide advances on future grants and contributions to help maintain liquidity as well as small subsidies to cover some fixed costs.

<https://pm.gc.ca/en/news/news-releases/2020/04/17/prime-minister-announces-new-support-protect-canadian-jobs>

* **UPDATE (May 8th):**

- \$198.3 million will be allocated to the arts and culture sector through existing funding programs at Canadian Heritage.
- \$55 million will be distributed through Canada Council for the Arts (CCA) in order to help artistic organisations that support artists.

Two-phased approach to speed up the distribution of funds:

o **Phase 1** is for funding recipients who are projecting a significant financial impact as a result of the pandemic:

- Top-up to existing recipients through Canadian Heritage's arts and culture programs, which include the Canada Arts Presentation Fund, Canada Arts Training Fund, and Building Communities through Arts and Heritage Program. To simplify the process, current recipients of targeted programs will only need to fill out an attestation. The minimum amount awarded will be \$5,000.
- CCA will use a formula-based approach to deliver the funds. Clients will be able to apply for up to 25% of recently approved funding.
- If your organisation receives funding from more than one participating department or agency, you may only request funding from one of these organisations for support from the Emergency Support Fund.

o **Phase 2** will provide temporary support to other organisations, which include those in the arts and culture that do not currently receive funding from Canadian Heritage, the CCA, and our other participating organisations. *Further details on Phase 2 will be announced in the coming weeks.*

Canadian Emergency Response Benefit (changes announced April 15):

- There's no limit on the amount of royalty payments for past works (i.e. those produced by artists before the crisis) that an artist may get while receiving the CERB;
- Someone receiving the CERB may get paid up to \$1,000 a month from other sources of income, without penalty or losing their eligibility (and again, royalty payments aren't included in that category and may be earned on top of the \$1,000);
- Someone who wasn't working when the crisis started, but lost contracts or work that would have otherwise started had it not been for the crisis, can qualify for the CERB. All they need to demonstrate is that before the crisis they would have been working (this is especially helpful to live performance artists and technicians who have less work during the winter and many would have only started working again in the spring on productions and events that are now cancelled);
- People who run out of EI can then switch to the CERB.

Canada Emergency Wage Subsidy (changes announced April 8):

- Businesses/organizations can use January and February as reference points for revenue decline
- For the month of March, they need to demonstrate a 15% decline in revenue rather than 30%;
- Not-for-profit organizations and charities have the option to include or exclude government funding in their revenue loss.

Other updates

- [Flexibility for Canada Arts Presentation Fund clients](#)

The most recent information on Canada's COVID-19 Emergency Economic Response can be found here:

<https://www.canada.ca/en/department-finance/economic-response-plan.html>

Measuring impact

It is critical that we track the impact of this crisis on our sector so that we may advocate for support and plan for recovery.

A [revised event tracking spreadsheet](#) is now available to track cancellations, postponement and events moved online. This spreadsheet can be used internally, by individual arts organizations, or collectively by all members of the same ASO. Instructions on how to use the spreadsheet are provided in the “introduction” tab.

Several ASOs have been developing a more robust [impact assessment framework](#) to measure losses caused by the COVID-19 pandemic. If you have an existing impact measurement model to share, please contact Frédéric Julien, at frederic.julien@capacoa.ca.

We encourage you to track the impact on your organization/work/venue as much as possible, and to respond to any surveys that you might receive from individual ASOs. The [Lost My Gig Canada's Impact Survey](#) is a good survey for individual cultural workers.

Upcoming Online Support Events

Our sector is coming together to support each other during this unprecedented time. Here are just a few upcoming activities that may be of use. All events are free of charge unless otherwise specified:

CAPACOA Weekly Presenters Town Hall

- Every Tuesday, 3-4 pm EDT
- Email frederic.julien@capacoa.ca for details.

[PACT COVID-19 Weekly Town Hall](#) for the Canadian Performing Arts Sector

- Every Thursday, 1-2pm EDT
- Open to all

Bi-Weekly Conference Call for Ontario-based Presenters

- Every other Thursday from 10-11am EDT
- Weekly call for Ontario Presents member presenters, but open to any other presenters who may find the discussion useful. Email natalie@ontariopresents.ca for call-in coordinates

NAPAMA: Moving Forward Mondays

- Weekly webinar to discuss essential business issues that need attention as the paradigms are shifting
- Available to NAPAMA members, find out more [here](#)

NAPAMA: Wellness Wednesdays

- Weekly webinar, rotating topics to feed your body, mind, and soul
- Available to NAPAMA members, find out more [here](#)

Weekly Call for Artists and Agents

- Held on Thursdays
- Join the [Canadian Agents/Managers Facebook group](#) for details

Safety Chats with Don Parman, Actsafe Safety Alliance

- Ongoing, [click here](#) for upcoming dates

[ActSafe Weekly Calls](#), every Wednesday

- Join Don Parman, Actsafe's Manager of Performing Arts Programs and Services, virtually to discuss any safety issues or concerns that the performing arts and live events industries are facing during these testing times.
- Contact Don at donparman@actsafe.ca to get signed up

Resources

From public health authorities

Federal/Global

- [Public Health Agency of Canada Coronavirus Guide](#)
- [Community-based measures to mitigate the spread of coronavirus disease \(COVID-19\) in Canada](#): guidance by the Public Health Agency of Canada

- [Risk-informed decision-making for mass gatherings](#): guidance by the Public Health Agency of Canada – this web page includes a list of mitigation strategies
- [Advice for the public and infographics](#) from the World Health Organization

Regional:

- [Ontario Public Health \(including link to Local Public Health Units\)](#)
- [City of Toronto Coronavirus Guide](#)
- [Statement from Ontario's Chief Medical Officer](#)

Collections of resources

- [Collection of Resources from MusicOntario](#)
- [Collection of Resources from PACT](#)
- [Collection of Resources from ActSafe Safety Association](#)
- [Collection of Resources from the International Association of Venue Managers](#)
- [CBC List of resources for artists and freelancers](#)
- [Mental Health Toolkit from Morneau Shepell](#)

COVID-19 FAQs and resources from funders

Federal:

- [Canadian Heritage](#)
 - [Update on CAPE](#) (April 7)
- [Canada Council for the Arts](#)
- [Factor COVID-19 Update – Cancellation Policy](#)

Regional:

- [Ontario Arts Council](#)
 - [Arts Response Initiative](#)
- Ontario Trillium Foundation: [Resilient Communities Fund](#)
- [Toronto Arts Council](#)

Business continuity, economics, and HR

- [Canada's Economic Response Plan](#)
- [Q&A re: Federal Financial Relief](#): Managed by PACT, submit your questions via the Google Doc and PACT will pass them on to the appropriate government
- [ONN overview of federal policy responses](#)
- **ONN One-pagers on federal supports:**
 - [Wage Subsidies](#)
 - [Wage Boost for Essential Workers](#)
 - [Canada Emergency Business Account](#)
 - [Canada Emergency Commercial Rent Assistance](#)

- [Overview of federal, provincial \(Ontario\), and non-governmental supports for charities and not-for-profits](#), from Gladstone Consulting
- [Federal Government Covid-19 Measures – Implications for Charitable/Not-for-Profit Sector Organizations](#)
- [CRA Wage Subsidy Calculator](#)
- [Overview chart of federal supports for charitable and not-for-profit organizations](#), from Imagine Canada
- **Tip sheets** (from Young Associates)
 - [CEWS Eligibility & Calculation Guidelines \(Aug 13\)](#)
 - [Navigating the CECRA Program \(Canada Emergency Commercial Rent Assistance\)](#)
 - [How to Set Up Your Nonprofit's Access to the CRA Through Represent a Client](#)
 - [Setting Up Direct Deposit with the CRA](#)
 - [How to Apply for the Canada Emergency Response Benefit](#)
 - [Payroll Tips for Accessing the 10% Temporary Federal Wage Subsidy](#)
 - [Tips for Completing Record of Employment Forms with respect to COVID-19](#)
 - [Evaluating COVID-19 Impact: Effective Bookkeeping Practices](#)
 - [Evaluating COVID-19 Impact: Approaches to Quantification](#)
 - [Tips for Working Remotely: Increase Efficiency, Adopt Digital Payments](#)
 - [Tips for Working Remotely: Accounting Processes and Documentation](#)
- [Canadian Relief/Stimulus Measures](#): Summary chart by Global Public Affairs, including federal and provincial/territorial measures (March 26- check government link above for most up-to-date information)
- [Business Continuity Plan Guidelines](#)
- [Ontario COVID-19 Emergency Assistance](#)
- [ArtsReady.org](#): A US-based, online emergency preparedness service for arts organizations. The site includes many resources, including business continuity plans for post-crisis sustainability.
- [Offering venue space](#) - Should governments and healthcare organizations need spaces for testing, blood donations, etc. would you be willing to offer your cultural venue? Complete the online form.
- [Spectrix Ticket Converter](#): A new tool that is free for any arts organization regardless of their CRM - encourages patrons to convert their cancelled ticket into a donation with one click
- [Tips for accessing Federal government support](#)
- [How to Apply for EI During COVID](#)

- [Support for digital projects](#): List of tech, digital marketing, communications and website professionals willing to volunteer their time to support charities and not-for-profits during the pandemic (prepared by Tech Soup)
- [The Performing Arts Post Covid-19: a Discussion Paper](#): A discussion paper on the reopening of performance spaces and venues from the Arts Firm Inc.
- [Event Safety Alliance Reopening Guide](#)

Support for artists and agents (also see business continuity section above)

- [TOArtist COVID-19 Response Fund](#)
- [NAPAMA Resources and FAQs](#) for agents, managers, and self-represented artists
- [Canadian Agents and Managers Facebook Group](#)
- [CBC List of resources for artists and freelancers](#)
- [ILostMyGig.ca](#): A place for artists and freelance workers to share impact stories. Through surveys and more, ILostMyGig.ca will help track the financial impacts of lost gigs in the short-term, advocate for government intervention in the mid-term, and offer resources and support in the long-term.
- [The AFC COVID-19 Guide](#) on financial support
- [Help for Canadian Artists and Freelancers](#)
- [Emergency Resources for Marginalized Artists](#) and Communities
- Financial Assistance and Counselling from the [Unison Benevolent Fund](#)
- [HireArtists](#): Online marketplace to connect artists offering online lessons, performances, etc, with paying customers
- [Advice for Musicians During the Pandemic](#), from Latitude45 Arts
- [Lost Income Tracking Spreadsheet](#) - ArtsLinkNB
- [Sample Loss Report Spreadsheet](#) - Template courtesy of Tau S. Bui, with English translation, provincial update by Pam Tzeng

Livestreaming and Digital Performance

- [Digital Originals](#) micro-innovation grants from the Canada Council for the Arts in collaboration with CBC: \$5000 grants to artists, groups or organizations to either adapt their existing work or create a new work for digital dissemination to the Canadian public during the pandemic.
- [CBC Art Uncontained](#) is an initiative connecting Canadian artists and art lovers. Besides showcasing Digital Originals projects, CBC also offers [COVID Residencies](#) and weekly [weekly virtual arts listings](#).
- [Music Together](#): A living room concert series to pay artists in need, offered by Ontario Live
- [Art Apart](#): Support in the amount of \$750 available from The National Theatre School of Canada for emerging theatre artists to present a work of art online
- [Collection of digital experiences](#), collected by Culture Days

- [The Social Distancing Festival](#): A website to celebrate the work of artists who have had events cancelled due to social distancing measures
- [PlayME Podcast: The Show Must Go On](#)
- [Urgnt.ca](#): URGNT LIVE is a Toronto-based online venue. What started as livestream series in empty venues created in response to the COVID-19 outbreak has quickly adapted to promote social distancing and create a curated platform to present and support the best of the city's musicians.
- [Facebook Live Music Broadcast Playbook](#)
- [TO Live's Living Rooms](#): Every day, TO Live will feature different local artists playing performance from the comfort of their own living rooms
- Toronto Arts Council listing of online [Art Activations](#)
- Tips on [How to Host a Virtual Event](#)
- [Digital DIY Tips](#): Mariah Horner of Spiderwebshow is interviewed by Mass Culture Engagement Coordinator Bridget MacIntosh
- [Audio Quality and Livestreaming](#), resource from Canadian Music Centre

Webinar recordings:

- ONN/Imagine Canada COVID Webinars:
 - [Responding to financial crises then and now](#)
 - [The importance of data during a pandemic](#)
 - [Tips and tools for effective virtual programming](#)
 - [How to cut, contain, and restructure costs in uncertain times](#)
 - [Supporting frontline and essential workers: The importance of decent work during a crisis](#)
 - [Tips and traps to avoid when banking online](#)
 - [Scenario planning and cash flow management during uncertain times](#)
 - [Managing staff and volunteers during COVID-19, Part 2](#)
 - [Managing staff and volunteers during COVID-19, Part 1](#)
 - [Running a nonprofit virtually during a pandemic](#)
- [Guidance for Arts Boards Confronting a Pandemic](#): Webinar Series from Toronto Arts Foundation
 - [10 Principles for Navigating Through Critical Times](#) (held April 16)
 - [Surviving Extraordinary Times: The Board's Role in Organizational Resilience](#) (held May 1)
 - [Fundraising and Funding in the Time of COVID-19](#) (held June 22)
- [Global Perspectives on Safety for Events, During and Post COVID-19](#), held Jun 30 by Safe Events

- [What will it take for people to return to the arts?](#), held June 9th by Nanos Research, the National Arts Centre and Business / Arts
- [Inequality in a Pandemic. Progressive Solutions to the Economic Crisis](#), The Australian Institute in conversation with Nobel Prize Economist Joseph Stiglitz
- [Impacts de la COVID-19 sur la diffusion internationale des arts de la scène](#), avec la participation de l'honorable Steven Guilbeault, Ministre du Patrimoine canadien, webinar by CINARS
- [The Future of Live Events: short, medium, and long-term](#), held May 4th by the Canadian Live Music Association
 - Featuring Dr. Stuart Weiss, Intelligent Crowd Solutions and Janet Sellery, Event Safety Alliance
- [A New Economy for the Arts](#), held May 8th by IETM (International network for contemporary performing arts)
- [Arts Response: Simon Brault](#), held May 1st by Business / Arts
- [Cities and the legacy of COVID-19 - Richard Florida](#), from Municipal World
- [What Just Happened?](#), held April 24th by Arts Reach and ArtsJournal
- [Thinking Outside the Box to Reach People in their Homes](#), held April 15th by Cuseum
- [We Are Stronger Together: Navigating Crises and Sustaining Healthy Relationships in the Era of Coronavirus](#) (webinar held Mar 19 by the Alliance for Performing Arts Conferences (APAC))
 - To view recording: Locate the box on the right hand side with the title of the webinar, Click on the box, Click the orange "View Video" button
- [Putting Your Show Online: A Webinar](#) (webinar held Mar 27 by International Arts Manager)
- [Rethinking Presenting and Touring in the age of COVID-19 and Beyond](#) (Parts 1-4 webinar held March 31- April 3 by Atlantic Presenters & Digital Arts Nation)
- [Coping with a Changing Business Environment](#), offered by The Upside Foundation
- [Preparing for COVID-19](#) (slides, webinar held March 12 by PACT)
- [Coronavirus preparedness for theatres](#) (webinar held on March 6th by the Theatre Communications Group, shared by NAPAMA)

Mental Health Resources:

- [TakeCare19](#): Accessible & Inclusive Mental Health Resources for Coping Through COVID-19
- [Mental Health Toolkit](#) from Morneau Shepell (includes tips on various topics such as personal coping, talking to children, working from home, managing teams, etc.)
- The Globe and Mail article: [‘Social distancing’ is a misnomer: we should be physically distancing, but remain as social as ever](#)
- CMHA, Mental Health Week: <https://mentalhealthweek.ca/toolkit/>
 - [Check in on your mental health](#)
- Slide Presentation: [Health & Wellness During Challenging Times](#)
- [Al & Malka Green Artists Health Centre](#): Fee-for-service therapeutic/health services for artists, with subsidies and OHIP-covered services available

Other resources:

- [CAPACOA's "Chronicle of a Pandemic"](#): Telling the story of the performing arts sector during this crisis
- [Contact tracing and performing arts organizations](#), from CAPACOA
- [Overview of provincial re-open plans](#), from The Globe and Mail
- [Ontario's COVID-19 Action Plan for Vulnerable Ontarians](#)
- [Canadian Chamber of Commerce Preparedness Guide](#), shared by the Canadian Live Music Association
- [Cancellation insurance information](#) prepared by Canadian Live Music Association
- [Blog post on holding statements](#), shared by Ottawa Festivals Network
- [Sample holding statements and other communication messages](#)
- [How the COVID-19 pandemic is influencing perceptions and intentions to visit cultural entities](#) (from IMPACTS)
- [Performance Buildings in a Post-Pandemic World](#), a paper Charcoal Blue that looks back at the Spanish Flu for lessons about recovery

Recommendations for the live performance sector

- **Stay informed** – with information from reliable sources. Base your decisions on factual information provided by local or provincial/territorial public health authorities. Think of your organization as a partner of public authorities in the efforts to slow down the spread of the virus.
- **Listen to public health** advisories. Avoid any unnecessary travel. Stay home.
- **Implement communication plans**. Develop and disseminate holding statements to reassure and inform employees and patrons (see resources below).
- Provide means for your employees to **work from home**, if possible.
- In order to minimize your box office loss, you can offer ticket holders **alternatives to a direct refund**. Alternatives to a refund can include a donation in lieu of a refund, an exchange or a credit ([see this template](#) prepared by Orchestras Canada). If you do invite ticket holders to donate the face value of their ticket(s) in lieu of a refund:
 - Inform the donor of how you intend to use the donation (i.e., create a fund to support artists and contract workers);
 - Be explicit about if and how you will issue a tax receipt (if you don't have charitable status and you can't issue a tax receipt, say it);
 - Consider creating a special ledger account to keep track of these donations.
- **When performances resume**, encourage audience members to stay home if they are sick. Review your policies for ticket refund and ticket exchange. Loosen these policies so that your audience members don't have a financial incentive to come to the theatre sick.

Consider asking patrons to leave your venue if they are displaying symptoms associated with the COVID-19.

- When performances resume, consider strategies to mitigate the spread of the virus (see resources below). Make sure your staff and volunteers are well aware of hand hygiene and respiratory etiquette, and encourage them to lead by example. You may consider additional sanitization focusing on door knobs, handrails and other frequently touched surfaces in the lobby and in the bathroom. Those may be most effective during attendance periods – before intermission or before the end of the performance.
- Be clear about your **contractual obligations** with regard to cancellations. Review your Force Majeure clause. Review your insurance policy for event cancellation and non-appearance.

Be safe, be kind, be supportive to one another.

About this document

This document was created by CAPACOA, in collaboration with the Performing Arts Alliance and partner associations such as Ontario Presents, the Canadian Live Music Association and the Ottawa Festival Network. The document is collectively maintained by CAPACOA and its partner associations. The risk assessment and the recommendation to members represent our best opinion in the light of available information. Any question about this document can be addressed to Sue Urquhart, at sue.urquhart@capacoa.ca.