



COWICHAN  
PERFORMING  
ARTS CENTRE



Cowichan Valley Regional District  
**Arts & Culture Division**  
Cowichan Performing Arts Centre  
**COVID-19 Safety Plan**

(V2 updated November 2, 2020)

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## Overview

The purpose of this document is to outline key planning considerations for welcoming audiences into the **Cowichan Performing Arts Centre (CPAC)** in the context of the novel coronavirus (COVID-19) outbreak, when it is legal and reasonably safe.

CPAC has developed the [COVID-19 Reopening Plan](#) to assist with the gradual process and decision making needed to restore services. This process will be guided by information and advice from health authorities, other levels of government, WorkSafeBC, and other stakeholder groups such as ActSafe BC Safety Association, Canadian Presenting Association for the Performing Arts (CAPACOA), the Performing Arts Centre Consortium, and the Event Safety Alliance. Note: Cowichan Community Centre and Cowichan Performing Arts Centre protocols will be further incorporated as they are updated.

## Strategic Objectives

The plan supports four primary strategic objectives guiding the CVRD's collective efforts to respond to and overcome the COVID-19 pandemic. These include:

- Protect the health and safety of both employees and the public;
- Protect CPAC assets while also continuing to the full extent possible to deliver services needed by the community, while adhering to restrictions and limits prescribed by the Provincial Health Officer (PHO) and as mandated by the CVRD Board;
- Do the necessary planning and complete all work needed to ensure that the Cowichan Performing Arts Centre programs, services and equipment will be in optimum condition and at operational status when re-opened for community use; and
- Ensure that the appropriate staff resources and remote work policies and procedures and appropriate technology are in place to provide the services that will be needed over the full duration of the crisis to support all staff who are continuing to work on sustaining services as described above and on the recovery.

## Staged Approach to Service Restoration

CPAC and the CVRD are taking a staged approach to restoring services. The timing of each stage, and the restoration of programs and services within each stage, is subject to change as the COVID-19 pandemic and Provincial direction evolves. This plan assumes that there is no setback in the collective societal progress to flatten the curve of infections within the province.

The restoration of programs and services will necessitate changes in the way these services are delivered. A number of health and safety measures will be put in place across the facility to ensure the safety of both staff and public while utilizing the facility; however, it is the responsibility of the public to follow the established guidelines.

### Stage 1 (No Audiences)

Characterized by re-opening the theatre to the streaming of live and/or recorded performances, and stage rehearsals with no live audiences.

### Stage 2 (Audiences less than 50)

Characterized by the restoration of public access to the theatre for performances with audiences of less than 50 people.

### **Stage 3 (audiences of 50 – 250)**

Characterized by the restoration of public access to the theatre, once Provincial Health Orders permit, to audiences for performances of less more than 50 people but less than 250 people.

### **Stage 4 (audiences above 250)**

Characterized by the restoration of public access to the theatre, once Provincial Health Orders permit, for performances to audiences of more than 250 people.

## **Reopening Goals**

- Take a risk managed approach to reopening
- Eliminate touch points
- Break the chains of transmission
- Ability to trace any infections - **All tickets/entries must include names and contact information of all patrons.**

## **Minimizing Risk in the Theatre**

CPAC recognizes the importance of WorkSafeBC and its safety protocols put in place to protect workers, and all resources and guidelines have been considered when developing the plan.

**All Client Production personnel and Performers must complete a Daily Health Declaration Form** (ActSafe sample form attached) **upon entry.** Instructional signage will be posted at all entry points.

It is important to note that workers do have the right to refuse work if they believe it presents an undue hazard. If a worker feels they are being exposed to an undue hazard, they must follow the steps outlined in the CPAC Occupational Health and Safety Program.

It is important to incorporate strategies for reducing transmission risks of COVID-19 to safeguard workers. The following controls will be in effect:

1. **Working from Home/Changes to Workplace Setup** – CPAC has developed a Working from Home Policy to limit the number of people within the workplace at any one time. Where possible, schedules will be modified to minimize the number of workers in one space and those working on-site will be assigned areas that are at least 2m (6ft) apart for coworkers, customers and others.
2. **Strict Illness Policy** – increased measures will be put in place to ensure staff conduct self-screening prior to entering the workplace as outlined in the plan.
3. **Physical Distancing Controls** – this is the most fundamental health measure in decreasing the transmission of COVID-19. The essential implementation of this health measure is to provide a least two metres of space between people where possible.
4. **Engineering Controls** – plexiglass shields will be installed where staff provide sales and the 2m (6ft) apart isn't always possible.
5. **Administrative Controls** – CPAC is implementing a number of administrative controls outlined in this document to ensure good communication through signage, directional arrows/line up dots to assist with physical distancing, encouragement of card payments or online payments over cash, and reminders not to linger.
6. **Personal Protective Equipment (PPE)** – this will be utilized as a last resort, only to be implemented if no other options are available. The use of gloves and face masks may be considered where one of the above controls are not possible or effective. Workers must follow the proper usage guidelines included in staff training.

## Screening for Illness

### Before Entry

Staff will be expected to screen themselves for flu-like symptoms prior to daily entry of the facility. Please make use of the [COVID-19 Assessment Tool](#) prior to entering the facility each day. This tool helps determine if you need to call 8-1-1 to see a medical professional or need to self-isolate and monitor. This tool is preferred as a first step before calling 8-1-1 to manage call-load for our medical system.

Please pay particular attention to the tool stating the following:

- If you have a fever, sore throat, cough, difficulty breathing, or are sneezing you must stay home from work/school for 10 days and avoid going out in public as much as possible.
- If you have travelled outside of Canada in the last 14 days you are to stay home and self-quarantine.
- If you feel you are suffering from any other symptoms such as flu-like symptoms including diarrhea in the last 24 hours you are expected to stay home.

**If you answer YES to any of the above, STAY HOME.**

While at Facility:

If a patron/staff member becomes ill while attending the facility we ask that you remove yourself from the facility immediately and contact our office to notify staff. This will allow us to take the following measures:

- Staff to conduct a thorough cleaning of the spaces/equipment where the symptomatic person was and no one is to enter these spaces until cleaning has been completed.
- If a patron tests positive for COVID-19, staff will immediately follow directions provided by Island Health.

If a staff member feels a patron/staff member displays symptoms while at the facility, they will be asked to leave. The following measures will take place:

- Staff member who requested the patron/staff member to leave will contact their supervisor to inform and document.
- Patron/Staff member must exit premises as quickly as possible. If immediate departure is not possible, then they will be asked to self-isolate in an appropriate area, distancing themselves from other staff and patrons.
- Staff to conduct a thorough cleaning of the spaces where the symptomatic person was and no one is to enter these spaces until cleaning has been completed.
- Patron/Staff member who becomes ill will be given the Illness Policy Handout and will be required to follow the Illness Policy guidelines prior to returning to the facility.
- If patron/staff member tests positive for COVID-19, follow directions provided by Island Health.

## Proper Hygiene

To reduce the spread of COVID-19, handwashing has been identified as the most effective method. Staff will be required, and patrons strongly recommended, to increase handwashing for all utilizing the facility. Proper handwashing procedures have been posted throughout the facility and handwashing is recommended:

- Upon arrival and before departure of the facility
- Before and after any transitions

- Before and after eating and drinking
- After using the toilet
- Before and after playing on any play structure or use of equipment
- After sneezing or coughing
- Whenever their hands are visibly dirty

## **Coughing and Sneezing**

It is expected that coughing and sneezing that is unrelated to illness may occur. Staff, volunteers, and patrons are expected to use good hygiene and protocol when this occurs

- Coughing and sneezing into elbow
- Nose blowing - use enough layers of tissue paper so that the fingers do not touch the secretions
- Immediately dispose of tissue paper in a garbage can with a bag and lid, if possible
- Wash the hands with soap and water
- Tissues will be made readily available throughout the facility

## **COVID-19 Safety Plan Posting**

The COVID-19 Safety Plan must be posted and provided to renters and performers.

## **Worker Health and Safety Representative**

A worker with appropriate medical and risk management knowledge will be designated the “Health and Safety Representative” for the venue. This role is essential during this pandemic, and will be incorporated into health and safety plans.

The *Health and Safety Representative* will have the following functions.

- Coordinate with, communicate, and help implement public health guidelines.
- Work closely with the event producers and performers to develop and implement event health plans.
- Ensure existing safety plans are modified for compatibility with new health plans.
- Help create worker training that applies current information about hazards and infection control measures, including physical distancing, handwashing, temperature checking, and disinfecting high-touch surfaces.
- Determine, in conjunction with the venue or event organizer, if a worker or patron may safely enter the event space when there is a health concern.

## **Practices for Sick Workers and Volunteers**

Workers must notify their supervisor and stay home from work if they have symptoms of acute respiratory illness consistent with COVID-19 – such as fever, cough, chills, muscle pain, headache, sore throat, or shortness of breath – that is not explained by another medical or allergic condition. Workers with symptoms of acute respiratory illness associated with COVID-19 may return to work after (a) home isolation for 14 days since their first symptoms or positive test, and/or (b) medical authorization inclusive of a negative test result.

## Sanitizing the Venue

Prior to load-in for any performance or event, arrangements with the Operations Department will be made for a thorough sanitizing of the work area, lobby, access points, and communal spaces. Surfaces and objects that are touched frequently must be regularly disinfected using products approved by the BC Health Authority. Arrangements will be made with Operations to determine the sharing of tasks.

### Public Areas (lobby, hallways, concession, service areas)

- Door handles, handrails, push plates
- Handrails for stairs, ramps, and escalators
- Elevator buttons – inside and out
- Concession counter
- Telephones, Point of Sale terminals, and other keypads
- Tables and chairs, including high chairs and booster seats
- Water fountains
- Trash receptacle touch points

### Restrooms (front and back of house)

- Door handles and push plates
- Sink faucets and counters, and toilet handles (auto flush recommended)
- Lids of containers for disposal of sanitary products
- Soap dispensers and towel dispenser handles (auto dispensing recommended)
- Baby changing stations
- Trash receptacle touch points

### Back of House Offices, Dressing Room Areas, Green Rooms, Production Areas

- Dressing and Green Room furniture
- Door handles, push plates, doorways, railings
- Light switches and thermostats
- Telephones, computers, other keypads, mouse
- Microphones (single performer usage)
- Backstage and technical equipment
- Trash receptacle touch points
- Plexi between mirror 'stations'
- Cables – cleanse on rollup

### Control Booth

- Limit access – closed during performances
- Increase ventilation
- Install barriers between stations

## Handwashing Stations

Stations with either soap and water or sanitizer must be provided at all points of ingress and other well-marked and illuminated locations throughout the venue. These stations should allow no-touch activation if possible.

**Sanitizer Stations.** Sanitizer stations containing at least 60% ethanol or 70% isopropanol to be available in all lobby areas (one by each entrance), and near the concession, elevators, and outside of washrooms. Once a patron has presented their ticket or checked in and entered the venue, there will be additional hand sanitizers inside the theatre entrances. Volunteers to act as hand sanitizer monitors at points of ingress to ensure that all patrons enter with clean hands. Additional sanitizing stations are recommended for egress exit doorways for usage before leaving.

## Ingress/Egress Queues

One-way directional flow. Patrons enter through lobby and exit out egress doors.

**Queuing for Ingress.** Schedule staggered ingress to minimize event entry lines.

- Additional usher positions possibly required to monitor and explain queues.
- Events with a specific start time could schedule patron arrival times.
- During the ticketing process, patrons could select their ingress time.
- A limited number of unscheduled entries is recommended to accommodate patrons stuck in traffic or physically unable to sit in a seat for a long time.
- Seating may be required in queues for patrons with mobility or standing issues

**Where to Queue.** Patrons will queue in the main lobby and at the elevator by the ticket centre before going up the stairs. A second queue will be needed at the theatre out lobby. Additional queues will form at the left and right House entrances.

**How to Queue.** Waiting lines will be managed using ground markers and stanchions, in combination with volunteers who provide information about anticipated wait time, ingress procedures, and also enforce physical distancing. The area where patrons wait will have signage describing health rules, including physical distancing guidelines.

**Scheduled Egress from Back to Front.** Physical distancing shall be managed the same way passengers exit an airplane at the end of their flight. After events end, patrons nearest the exits should leave first, by row starting with row A, in order to clear space for patrons further inside to follow. Volunteers will ensure that patrons understand the procedure and comply with physical distancing requirements until they are outside the venue doors. An announcement explaining the egress procedure will play at the start of all events.

**Emergency Egress.** The goal of maintaining 2 metres between people becomes a secondary consideration if there is a clear and imminent danger requiring an emergency evacuation. Emergency egress plans will reflect that moving patrons away from the most urgent hazard is the first order of business.

## Ticket Takers and Security

**Refund Policy.** A refund policy in case of patron or performer illness to be set in place.

**Ticket Scanning.** All events will be ticketed with assigned seating. Tickets will be available in advance by phone or online. Electronic tickets can be scanned by ticket-takers wearing face coverings and gloves. Ticket Takers will welcome patrons in front of the House entry doors to avoid congestion of traffic flow.

**Security Workers and Ticket Takers.** Security workers and ticket takers will wear face coverings whenever they are among patrons. Tickets will be scanned and not torn. Workers need to avoid touching tickets or patrons unless their task requires it. If touching does become necessary, the worker must immediately, wash their hands before resuming work.

### **Disability Accommodations**

Health screening measures require accommodations for persons with disabilities. For example, patrons with hearing impairments who read lips require screening from a worker wearing a clear face covering or one with a see-through window over their mouth. Reduced capacity will still offer enough accessible seating, including companion seats, to comply with disability laws. Patrons whose disability makes them unable to wait in a long line may need a more expedited access procedure, volunteers to monitor.



## Restrooms

Theatre Lobby restroom occupancy will be limited to 2-3 (pod dependent) to ensure physical distancing. This will result in patrons waiting outside the restroom doors. The waiting area will require monitoring by a Volunteer to preserve (a) appropriate space between patrons and (b) an easily discernible line to avoid conflict about where the line begins. Policies will be posted on the CPAC web site, social media platforms, and physical signage inside the event space to avoid surprised patrons waiting impatiently in long lines. Physical considerations include hands free washing, drying (paper towels recommended over dryers), keeping doorways open.

## Seating

A new seating plan has been developed in Theatre Manager to automatically provide physical distancing of 2 meters around ticket purchasers/pods.

## Intermission

Initial events will be under 90 minutes long and will not include an intermission

## Concession - Food and Beverage Service (When appropriate)

Safe service of food and beverages presents many operational challenges. A touchless service experience that avoids crowds of patrons waiting for their beverage is required.

**Ordering.** Large highly visible menus required to enable distancing.

**Counter Service.** The number of counter staff will be limited consistent with physical distancing. Workers to place food and beverages on the table, counter, or other surface rather than handing purchases directly to patrons.

**Partitions.** Physical barriers/clear plastic partitions to be installed at registers.

**Point of Sale Terminals.** POS terminals will be assigned to one worker and they must be sanitized between each user and before and after each shift. Workers who handle money will wear gloves and cannot not serve food or beverages. This may require 2 servers, one for cash and one for product. Where a point of sale system requires a signature or entry of a PIN, a disposable wooden stylus may allow a touchless transaction. POS machines need to be sanitized after each use.

**Bar Hygiene.** Bartenders will wear a face covering and gloves when they are behind the bar. Patrons to hold their own identification for bartender inspection. If a worker must handle a patron's ID, the worker must then dispose of their gloves and wash their hands before resuming service.

**Coffee/Tea condiments.** Condiments will be served with orders or only at patrons' request, in disposable single-use packages, or containers that can be sanitized after each use. Open condiment service will not be used.

**Separate Entry and Exit Points.** Send patrons away from the food and beverage area in a different direction than the way they entered. Stanchions, signage, and floor markers will be used to direct flow.

## Merchandise Sales (when invited)

Posting signage with Merchant website sales links is recommended instead of live sales.

Merchants, if invited, must contractually present their own infection mitigation plan as a condition of engagement to work the event. Merchandise set up must include physical distance markers for lineups, and will require barriers. POS terminals will be assigned to one worker and must be sanitized between transactions. Point of sale systems that use Square or a similar app eliminate the need for workers to touch patron credit cards. Cash transactions may not be accepted until further notice. No returns or exchanges. All sales are final.

## **Parking Lots**

Consideration will need to be given for events if they coincide with hockey games, including adding traffic control to the parking lot. To ensure that patrons observe physical distancing at larger scale events, parking lot operators may have to kill spaces between vehicles.

## **Booking of Spaces**

Site visits and venue tours for marketing and booking will be replaced by virtual tours. Companies seeking to book a space must be prepared to submit a health and safety plan consistent with these guidelines regarding the risks particular to their event.

## **Patron Education**

Widespread messaging that is positive, practical, and proportionate will be provided to patrons through social media and physical signage. Messaging will accomplish two essential goals: (a) patrons will learn that the new rules are for their protection, which will eventually lead to greater compliance; and (b) transparently showing new sanitary practices will coax nervous people back into the venue.

## **Information for Clients, Production Personnel & Performers**

### **General**

- 1.2 Each rental client must submit a written safety plan to the Technical Director for approval by two weeks before the rental date.
- 1.3 Each rental client must provide in advance a contact list of all persons entering the building.
- 1.4 The CPAC Technical Director will meet your group at the door prior to load-in, to discuss health and safety protocols and answer any questions.
- 1.5 Physical distancing of 2m from technicians and janitorial staff is mandatory.
- 1.6 Performing as a cohort or bubble with others must be discussed in advance with the Technical Director and indicated on the contact sheet..
- 1.7 When in the building your group should regularly wash hands with soap and use sanitizer in-between washings.
- 1.8 Please note that CPAC does not provide sanitizer for our clients.

### **Arrival/ Load-in**

- 2.1 The client's group must enter and exit the building at the loading door only.
- 2.2 Any group who work or perform as a bubble must be identified on the sign-in sheet.
- 2.3 Only House crew are permitted to ride in freight elevator.

### **Room maximums**

- 3.1 Physical distancing regulations call for 5m<sup>2</sup> per person in each room, that number is reduced by walls and entranceways, room furnishings, couches and chairs.
- 3.2 All rooms now have reduced capacity and are normally closed. Please discuss your use of dressing rooms and other spaces with the Technical Director in advance.
- 3.3 Small dressing rooms T1 & T2: 2 persons maximum.
- 3.4 Large dressing rooms 1 & 2: 6 persons maximum
- 3.5 Greenroom: 8 persons maximum
- 3.6 Rehearsal hall: 18 Persons Maximum
- 3.7 Lobby : 50 persons maximum
- 3.8 Stage: 50 Persons Maximum ( with NO drapes)

## Stage

- 4.1 Stage entry is via downstage right stairs.
- 4.2 Stage Exit is via downstage left stairs.
- 4.3 Use the rear hallway to avoid crossing the stage.
- 4.5 Musicians shall place and set-up their own equipment on stage.
- 4.5 When equipment is in place musicians should leave the stage area to allow the house technicians to set up microphones and monitors.
- 4.6 Vocalists are asked to bring and use their own microphones (Shure SM58 or better).
- 4.7 Vocal mics must be removed by their owners when leaving the stage.
- 4.8 Each vocalist's mic stand must be wiped down with a sanitizer wipe before it is re-used.
- 4.9 If house vocal mics *are* used, staff will provide microphone pop filters and take care of cleaning.
- 4.10 The installation of flats and set pieces must be discussed with Technical Director in advance and may require more stage crew.

## Technical Control areas

- 5.1 No-one except house or guest technicians are permitted in the booth and control areas except a stage manager however;
- 5.2 Stage managers are encouraged to call the show from the stage instead of the booth.

## Lavaliere Microphones

- 6.1 The use of lavalier mics have special considerations and musical theatre groups should discuss these with the Technical Director in advance.
- 6.2 If house lavalier mics are to be used they must not be shared. Foam pop filters are available.
- 6.3 Battery pack replacement should be done by the user. Ask a house technician for directions.
- 6.4 Lavalier mics and beltpack will be assigned a location when not in use.
- 6.5 Each mic and beltpack will be cleaned by theatre staff at the end of the run.

## Dance Rehearsals and Dance competitions

- 7.1 Dance groups are encouraged to operate their music playback from their own laptop or another source. The house crew can provide a stage sound system if required.
- 7.2 Clients must have personnel stationed at the loading bay doors to regulate performers in and out of the building.
- 7.3 The client may need to provide other backstage personnel to direct dancers to and from the stage.
- 7.4 Costuming and makeup should be done off-site whenever possible.
- 7.5 Dressing rooms may be closed or for washroom-use only unless arranged otherwise with Technical Director in advance.

## Protocols for House Technicians (ATD's)

### General

- 1.1 House technicians are required to carry a face mask as PPE when working on CPAC events. A mask will be provided by CPAC.
- 1.2 The Technical Director will send a copy of the CPAC Safety Plan and Client Guidelines to each rental client in advance.
- 1.3 Clients are required to send a contact list of all personnel in advance.
- 1.4 The Theatre Health & Safety Representative (Technical Director) will meet client groups at an agreed arrival time to give a health and safety orientation prior to load-in.
- 1.5 Incoming production personnel will be checked off against the contact list.
- 1.6 Any group who will work or perform together as a cohort or bubble will be identified on the sign-in sheet.

### Control Room

- 2.1 Only Technical staff are permitted in control room - with the exception of 2.2.
- 2.2 Guest technicians may use the pre-set table space.
- 2.3 Client stage managers will be encouraged to call the show from the stage.
- 2.4 Ensure the control room air conditioning is active and optimized.
- 2.5 Observe 2m physical distancing at all times.
- 2.6 Use pre-designated workplaces for video, lighting, sound control.
- 2.7 Enter and exit from door closest to your work station.
- 2.8 Keep crying room door closed if in use by the public.
- 2.9 Use the egress stairwells to go between control room and stage.
- 2.10 Wash hands with soap regularly in the course of your work shift.
- 2.11 Use hand sanitizer in-between hand washings.
- 2.12 At the end of the shift wipe down all tools and control surfaces with appropriate sanitizer wipes.

### Lunch Room – Upper shop

- 3.1 Only house technical staff permitted.
- 3.2 Wash hands with soap before and after going on break.
- 3.3 Keep 2m physical distancing.
- 3.4 Keep shared areas clean, such as counters, table, refrigerator, cups and utensils.
- 3.5 Sanitize surfaces and appliances after use.

### Stage

- 3.1 Stage entrance is via downstage right stairs.
- 3.2** Stage Exit is via downstage left stairs.
- 3.3** Use the cross-over hallway to avoid crossing the stage.
- 3.4 Musicians shall place and set-up their own equipment on stage.
- 3.5 When equipment is in place musicians should be asked to leave the area to allow house technicians to set up microphones and monitors.
- 3.6 Vocalists are asked to bring and use their own microphones.

- 3.7 At the end of each set the vocal mics shall be removed by their owners as they leave.
- 3.8 Each house mic stand used by a vocalist must be sanitized after use.
- 3.9 The installation of flats and set pieces must be discussed with Technical Director in advance.

#### Load-in

- 5.1 The client crew and performers are to enter and exit the building at the loading door only.
- 5.7 Only House Crew are permitted to ride in the freight elevator.

#### Loading & unloading trucks

- 5.8 If two or more house crew are needed to carry a piece of gear they must wear PPE masks.
- 5.9 Sanitize the equipment cases and handles prior to load in and out.
- 5.10 Make use of a loading ramp, hand-carts and rolling dollies wherever possible.
- 5.11 Crew shall bring equipment to the truck opening.
- 5.12 Only one crew member shall work within the box of the truck to place and secure equipment.
- 5.13** Stack equipment on a single level whenever possible to minimize the need for extra lifting.

#### During Showtime

- 7.1 Close control room door and remain at workstations.

#### Strike

- 8.1 Be aware that performers may have been sweating during the event. Increase your physical distancing precautions, wear your mask, and increase your hand washing and sanitizing.
- 8.2 Performers must remove their own personal belongings and equipment from stage area.
- 8.3 If house mics were used by vocalists wear the house technicians should wear PPE vinyl gloves to remove the mics and sanitize the pop filters in 70% isopropyl alcohol.
- 8.4 Wipe monitor handles with sanitizer before handling.
- 8.5 Wipe cables with sanitizer wipes as you roll them up.
- 8.6 Damp wash risers before putting them away.
- 8.7 Wash Marley before removal from stage.
- 8.8 The house technicians clean the stage. Damp wash stage floor after every use.
- 8.9 Use sanitizer to wipe down common touch points such as door handles at the end of each shift.
- 8.10 Complete the Stage Cleaning log located on stage right.

## **Outbreak/Case Reported**

Should a case or outbreak occur, early detection of influenza-like-illness or gastrointestinal symptoms will facilitate the immediate implementation of effective control measures to limit the size and length of an outbreak. It is important that once symptoms have been reported, enhanced cleaning measures are implemented as this is one of the most important factors in limiting the size and length of an outbreak.

If a case or outbreak is reported, the following measures are to take place:

- Patrons exhibiting symptoms of illness to be escorted by staff wearing PPE to the Board Room which will be held in reserve during each performance for such situations.
- Staff member taking the report needs to complete an incident report and notify the Manager immediately
- Ensure person reporting has been given direction from Health on next steps and ensure they have a copy of our Illness Policy (Appendix 4) and advise individuals to self-isolate as per policy. Individuals can contact 8-1-1 if further health advice is required or 9-1-1 if it is an emergency
- Manager will contact Facility Coordinator to determine sanitization measures required
- Manager will determine what needs to be modified or cancelled within the facility based on consultation with CCC management and direction from the General Manager of Community Services
- In the event of a suspected case or outbreak, immediately report and discuss with the Medical Health Officer (or delegate) at Island Health and follow their direction in regards to next steps and contact tracing
- Implement Illness Policy for other contacts as directed by Island Health

## **References:**

ActSafe BC - Health and safety guide for live performance theatre  
ActSafe BC - Performing Arts Industry Relaunch Framework  
BC go forward strategy checklist  
BC Recreation and Parks Association Restarting Guidelines  
Canadian Federation of Musicians – Music Safety Guidelines  
CVRD CCC Recreation Safety Plan  
Performing Arts Centre Consortium Reopening Advisory Draft  
The Event Safety Alliance Reopening Guide  
UNESCO: Culture and Covid-19  
WHO Key planning recommendation for Mass Gatherings 2020  
WORKSAFE BC protocols for arts and culture facilities

Attachments:

CPAC COVID 19 Assumption of Risk Addendum, COVID 19 Worker Health Declaration