



COVID-19 HEALTH AND SAFETY PLANS & POLICIES

Please note that during these times, COVID protection plans are ever changing and all items below should be cross-referenced for accuracy through your own Provincial Health Center, even those listed above. A list of these centers is provided at the end of the section.

For the most recent, up-to-date information please see: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

GUIDELINES FOR WORK AT PROGRESS LAB 1422 (OFFICE & REHEARSAL)

Preamble

While restrictions on public gatherings and various health orders remain in place to prevent the spread of COVID-19, Electric Company Theatre Society (ECT) and our Progress Lab facility management organization, Vancouver Creative Space Society (VCSS) are limiting work-related activities, functions, operations, procedures and facility access for the purpose of maintaining health, safety and physical distance of all workers, employed, contracted or volunteer.

At this time, ECT and VCSS are doing everything we can to maintain a safe workspace. Our policies are in place to keep everyone as safe and healthy as possible. It is everyone's responsibility to follow our policies and public health best practices. **We cannot guarantee that you will not become sick**, nor do we take responsibility should you become sick. If you do develop symptoms within 14 days of any work or interaction with ECT, you must notify both ECT management at info@electriccompanytheatre.com / 604-253-4222. If you see anything that concerns you during work, please let us know at info@electriccompanytheatre.com and/or health@c-space.ca.

Definition of a Worker

A worker is defined as an employee, independent contractor, service provider or volunteer engaged in activity directed by or for the Electric Company Theatre Society, its Board of Directors, Artists, Independent Contractors, Employees, Volunteers, Service Providers or Funders.

Workplace Safety Accommodations or Alterations for Covid-19

Workers are encouraged and required to express any concerns around Covid-19 workplace safety to the Artistic Producer, who shall respond within 48-hours to discuss accommodations or alterations to duties or operations with the worker. Accommodations or alterations that impact duties, functions or operations of other workers may require collaborative discussion to resolve, examining all potential impacts to all workers related to the accommodation or alteration of work.

Accommodation or Alteration Request Confidentiality

Requests will be treated with confidentiality until action or further collaborative examination by multiple parties is required.

Registered Workers Only at 1422 William Street

Any worker entering the premises at 1422 William Street must be registered with VCSS at www.c-space.ca/visit to provide contact information so the society can alert them should any potential exposure to COVID-19 be discovered at PL 1422, and be a staff member, contractor, service provider or volunteer of one of the Resident Companies at PL 1422 (Company 605, Electric Company Theatre, Newworld Theatre, Playwrights Theatre Centre, Rice and Beans, Rumble Theatre, Theatre Conspiracy, Tara Cheyanne Performance).

Health and Safety Requirements

All workers are required to adhere to current public health guidelines and orders while working, as well as ECT and VCSS guidelines and requirements for health and safety as follows:

1. **Maintain Physical Distance** - all workers are required to maintain 2 meters distance from others who are not a part of their daily living household.
2. **Use of Masks / Face Shields** - all workers are required to use face masks or face shields when unable to maintain 2 meters distance from others.
3. **Personal Hygiene and Sanitizing** - all workers are required to regularly wash or sanitize their hands before and after touching surfaces or using any facilities, including washrooms. Workers are advised to avoid touching their face, eyes, mouth, nose, ears, head or other areas of their body where viral transmission is possible.
4. **Cleaning and Sanitizing Surfaces and Shared Workstations, Items and Equipment** - all workers are required to use spray sanitizers provided to clean and sanitize any surfaces they touch or use in the building after use, including door knobs, light switches, alarm panels, faucets, chairs, tables, desks, photocopiers, printers, counters, computers, consols, appliances or other equipment. Workers are encouraged to clean frequently used items such as pens, pencils, staplers, hole punches, etc. regularly with provided supplies.
5. **Reporting Concerns and Potential Exposures** - all workers are required to report health concerns, hazards and potential exposures to Covid-19 to VCSS immediately at health@c-space.ca. Should a worker develop symptoms of Covid-19 within 14 days of use of PL1422, they will notify VCSS immediately.
6. **Leave Premises If Symptomatic** - Should a worker develop symptoms of Covid-19 during use, they will leave the premises immediately, and notify VCSS immediately at health@c-space.ca.
7. **Maintain and Monitor Occupancy Levels** - all workers are required to monitor occupancy to ensure compliance with current Overall Building Capacity levels. This may require a worker to leave the premises.
8. **Self-Isolation** - in the event of known potential exposure to Covid-19, the appearance of any symptoms of Covid-19, or should a worker be travelling outside of Canada prior to work, they must self-isolate for a period of 14 days prior to working for Electric Company Theatre.
9. **Visiting/Returning from Out of Province** – any worker who is working within 14 days of traveling outside of the province of British Columbia must disclose that information to the ECT Artistic Producer before starting work.
10. **Stay Home When Feeling Ill** - all workers must stay home and/or offsite if they feel at all ill, sick, under the weather or otherwise unwell, and report that to VCSS at health@c-space.ca.

11. **Work From Home When Possible** - all workers agree to work from home as much as is possible for the duration of the Covid-19 Pandemic, limiting the number of potential exposures to the virus or possible transmission to others at work.
12. **Ventilation of Spaces** - While using facilities, workers are required to ensure that windows and skylights are open for ventilation, leave exterior doors open when possible and secure, avoid using fans that move air across spaces, and ensure any ventilation systems are on while they are in the building.
13. **Dishes and Dishwasher Use** – All workers must provide their own reusable dishes which will not be left in the kitchen area at PL 1422. PL will provide a limited number of disposable cups and cutlery that must be safely disposed of after use. Hand Washing of dishes is not permitted. Any dishes used at PL1422 must be thrown away or taken away by the worker. Any dishes left out, on counters, in fridges or on sinks will be disposed of. Workers may use the dishwasher to clean their dishes on the day of use. No soiled dishes will be left at PL overnight.
14. **Removing All Organics** - All workers will remove any organic waste they bring into the premises upon departure. Organics must not be left in fridges, appliances, or garbage/compost receptacles. Regular, non-organic garbage may be left in garbage receptacles.
15. **Altered Traffic Patterns** - to maintain physical distancing, all workers will adhere to the following entry, exit and shared space use traffic patterns:
 1. When using the Studio, Workshop and Rumpus Room, workers must enter the building from the front door, and exit from the side door.
 2. When using the Electric Company offices exclusively, workers must enter and exit using the side door only
 3. Only workers from Newworld Theatre, Rumble Theatre, Theatre Conspiracy and Tara Cheyenne Performance may use the front staircase to access upper offices.
 4. Only workers from Electric Company Theatre, rice & beans and VCSS may use the back staircase to access upper offices.
 5. Only Registered Workers from Newworld Theatre, Rumble Theatre, Theatre Conspiracy and Tara Cheyenne Performance and Playwrights Theatre Centre may use the corridor between the front door and the Washroom/Kitchen areas for any movement beyond entry (i.e. Washroom, Kitchen, Studio, Workshop or Rumpus Room use).
 6. The worker in the building will ensure the side door deadbolt is locked, and will exit from the front door, arming the alarm.
16. **Specific Washroom Assignments** - to limit contacts, cross contamination and potential transmissions of the virus, workers will only use washroom facilities as assigned, as follows:
 1. Accessible Washroom - Immune Compromised or Vulnerable Workers Only
 2. Single Washroom A - Studio, Rumpus and Workshop Workers Only
 3. Single Washroom B - Office Workers Only
17. **Non-Work Related Activities Outdoors or Offsite** - when not directly engaged in work-related activities, workers agree to leave the premises when possible. Such activities include visiting, eating lunch, taking breaks, phone calls etc.
18. **Lingering in Communal Spaces and Areas** - workers will limit use of common areas as much as possible, and avoid lingering in communal spaces and areas (e.g. kitchen, hallways, entry ways).
19. **ECT Right to Closure and Cancellation** - ECT retains the right to cancel bookings for use, and/or close the building without notice.

Assumed Liability and Responsibility of Registered Workers

1. All workers should **assume that all surfaces are contaminated** upon entry to the building.
2. **Upon arrival**, workers should wipe down commonly touched surfaces including door handles, light switches, alarm panel, kitchen counters, kitchen taps, bathroom taps and toilet handle with the cleaning solutions provided, to minimize hazards to all individual workers.
3. **Upon departure**, workers should wipe down commonly touched surfaces including door handles, light switches, alarm panels, kitchen counters, kitchen taps, bathroom taps and toilet handles with the cleaning solutions provided. Additionally, all surfaces and furniture used in the studio must be wiped down or cleaned with chemical cleaning agents, including tables, chairs, music stands, and the floor to prevent potential spread of Covid-19.
4. **If the kitchen is used or occupied in any way**, all surfaces including counter tops and taps must be sanitized and all food or food service items removed and/or disposed of.
5. **When washrooms are used**, all surfaces, including taps, toilet handle and countertops must be wiped down with sanitizer.
6. **Cleaning time before and after use** must be included/completed within your work schedule, to ensure zero overlap between bookings. Time shall be allocated for this purpose by Electric Company Theatre.

Limiting Capacity

The following temporary restrictions on capacity shall be observed at 1422 William Street:

Temporary **Overall** Building Capacity Limit: **19**

Temporary **Studio** Capacity Limit: **8**

Temporary **Workshop** Capacity Limit: **2**

Temporary **Rumpus Room** Capacity Limit: **1**

Temporary **Office** Capacity Limits: **2** per enclosed office space.

It is the responsibility of all workers to monitor and maintain capacity limits to support health and safety of the workplace. Specific permissions for increased capacity for meetings and events will be communicated to workers by ECT.

Guidelines for Accessing Space and Communicating Use of 1422 William Street

1. Workers accessing the ECT offices at Progress Lab are requested to use VCSS SLACK channel #Office-Visits to alert fellow companies of their intention to access their office or check the mail in advance, or alert ECT Artistic Producer or Producing Coordinator of their intended use, including arrival and departure times, prior to accessing offices. Should an office be at capacity, the worker must leave the space until the capacity levels permit their entry.
2. Workers accessing the Studio, Rumpus Room or Workshop spaces are required to book those spaces in advance with the VCSS Facility Manager or the ECT Artistic Producer or Producing Coordinator, and requested to check the SLACK channel #Office-Visits and #Studio-Visits to avoid any unnecessary contact with fellow workers during their visit.

Found in Contravention of Safety Plan and Policies

ECT reserves the right to deny workplace access to any worker found in contravention of the above policies.

ECT Preventative Measures and Actions

ECT shall take the following measures and actions to support this health and safety plan, and the policies and guidelines within it:

1. Provide Hand Sanitizer, Soap, Sanitizing Spray, Sanitizing Floor Cleaners, and Disposable Gloves.
2. High contact or potentially hazardous surfaces will be marked with yellow tape to draw attention to the need for sanitization and hand washing.
3. Signages detailing this policy, occupancy loads, worker assignments of washrooms, and best practices for hygiene will be posted to remind workers of policy and support compliance.
4. A complete copy of this safety plan will be posted in each space within the building.
5. Cleaning and sanitization supplies will be distributed throughout the building to each space.
6. No more than two Studio worker groups will be permitted per day. One hour will be allotted between bookings for non-offices spaces to avoid overlap of workers.
7. Disseminate / Communicate this plan to all workers through:
8. Email copy of this complete policy
9. Registering workers using an acknowledgement of reading and understanding of this policy, and attestation / agreement to comply.
10. On site guidance/training provided on the first day of use
11. Regular reminders of the policy, health guidelines, cleaning and hygiene practices
12. Provide printed copies of the policy at all workplaces
13. Online via the Electric Company Theatre website
14. Should a confirmed or presumptive case of Covid-19 be connected to ECT or Progress Lab, all on-site work will be immediately cancelled until further notice, all workers will be notified. The workplace will remain empty for a period of at least three days, following which a rigorous cleaning and sanitizing of the premises will be completed prior to reopening.
15. Electric Company Theatre cannot compel workers to follow these policies and assumes no liability if a worker falls ill.

Collection and Use of Registered Worker Data

Registered worker data is collected for purposes of **contact tracing only**. It will be used and/or shared to contact registered workers if a case of Covid-19 occurs at Progress Lab or at any ECT work site. It may be passed on to health authorities for contact tracing if requested. It will **not** be released to the public, shared with other registered workers, or used for marketing purposes. Data will be kept for **360 days**, after which it will be deleted.

Evaluating Safety in the Home Work Environment

ECT workers are requested to provide the following information on their home working environment prior to commencing work, to ensure workplace safety:

1. Detail any safety concerns related to electrical, material (asbestos, lead paint, etc), ventilation, tripping or slipping hazards.
2. Detail an evacuation plan for their home work environment.
3. Detail any concerns around ergonomics of workstations.

Reporting Injury in the Home Work Environment

ECT Workers are required to report any injury during work at the home workplace to the Artistic Producer within 24 hours, complete any necessary reporting documentation, including a Worksafe BC injury report, and submit that to the Artistic Producer following any injury regardless of severity.

Reporting Home Workplace Violence

ECT Workers are required to disclose any potential risk of, or incident of, violence in the Home Work Environment. Such disclosures will be treated with confidentiality unless required by law, and discussed with the worker to seek safe resolution and support a safe home work environment.

Check-Ins:

It is understood that ECT workers often manage their own schedules when working from home - and will check in with the Artistic Producer each day when hours are known and scheduled.

--

OFFSITE REHEARSALS/PERFORMANCE – FOR CAST, CREW, AUDIENCE

- No more than 50 workers total will be gathered, including all cast, crew, and staff.
- No more than 50 patrons will be allowed, and they will be held in an area that allows 6' distance between patrons, and at least 3 metres from performance space.
- All workers will be required to self-monitor daily for symptoms, and not come to work if they have any symptoms, even if that affects the production. **Coming to work is your declaration of good health.** Current symptoms include (source: BCCDC):
 - Fever
 - Chills
 - Cough or worsening of chronic cough
 - Shortness of breath
 - Sore throat
 - Runny nose
 - Loss of sense of smell or taste
 - Headache
 - Fatigue
 - Diarrhea
 - Loss of appetite
 - Nausea and vomiting
 - Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain

- Skin rashes or discoloration of fingers or toes.

Second level protection:

- 6 feet of distance between performers will be maintained at all times, unless prior consent has been arranged, or unless performers are in the same household.
- All personnel will be required to bring masks (plus we will have some onsite for anyone who does not have one). Masks will be required for any moment where 6 feet can't be maintained. All will be encouraged to wear masks should they feel more comfortable doing so, even while distanced.
- Rehearsals will happen in a room large enough to allow more than 5 square metres of room per worker, or outside.
- If contact is needed between a performer and crew at any point, all people involved will be masked, hands cleaned before and after interaction, and crew will be provided with gloves to wear.
- There will be hand sanitization stations at multiple sites in the rehearsal hall and theatre, as well as running water sinks in the washrooms, along with signage reminding everyone on proper hand washing technique.
- All personnel will be required to clean their hands upon arrival, before departure, after using the washroom, before and after eating, after touching or using shared tools.
- All personnel will be asked to bring their own food, and to pack all garbage home with them. There will be no craft services.
- There will be temporary spacing markers on the ground in the rehearsal hall to mark each performers location. Production tables and any seating around the performance area will be distanced to remind crew of spacing.
- For the audience holding area, there will be temporary marks on the ground in place of seats, to keep patrons distanced.
- All common surfaces will be cleaned by staff minimum once per hour.
- Performers will all be given a package of supplies on first day of rehearsal (script, pencils, Kleenex), so shared supplies not used.
- There will be a PA system, so the Director, Choreographer, and Stage Manager can communicate to the cast & crew in a distanced manner.
- The show will not be publicized, so as not to attract crowds. Any guest we invite to watch (keeping within 50 patron mass gathering capacity), will be held in a roped area more than 3 metres from performance space, with distance markers on the ground, and staff to monitor guests. They will be emailed our covid plan the day before the performance, and asked to sign a health declaration, and to not attend if showing any symptoms. There will be no interaction between workers and the audience, except for our front of house staff.

Third level protection (administrative):

- All policies and code of conduct will be communicated before cast and crew commit to the project.
- Cast and crew will be emailed a reminder of the safety plan and how to arrive at work the day before rehearsals start.
- Policy will be posted on our website.
- Hard copy of policy will be posted at rehearsal hall and theatre.
- There will be signage throughout the rehearsal hall and site reminding workers of protocols, as well as verbal reminders from staff throughout the day.
- We will provide adequate amounts of hand sanitizer and cleaning supplies, as well as masks and gloves for those that come without.

- There will be a COVID monitor on site at all times to oversee safety measures are happening, bring up any concerns, and be a point person for all personnel to bring questions and concerns to.
- Should anyone develop symptoms while at work, they will alert the Covid safety monitor, who will keep them isolated (asking them to clean their hands and remain masked) until they can be safely sent home and directed to call 811. The Covid safety monitor will determine if any other workers were in close contact with the individual and should also be sent home. All touch surfaces will immediately be sanitized.
- Contact information for all workers and patrons will be kept on file for 30 days in the case of contact tracing needs.

--

Duration of Policies and Guidelines

The above will remain in place until September 30, 2020 or until there is a change in government policy. After September 30, ECT will review and may extend or alter these policies. ECT reserves the right to change this policy at any time.

Special thanks and additional credit to: Keltie Forsyth, Vancouver Creative Space Society, Rumble Theatre Society and WorkSafeBC