



# **PANDEMIC: REOPENING SAFETY PLAN**

## **DIRECTIVE**

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# NATIONAL ARTS CENTRE CENTRE NATIONAL DES ARTS

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### 1.0 SCOPE

This directive applies to all employees, artists, volunteers, associates granted access, contractors and visitors to the National Arts Centre (NAC) upon their return to the centre following a pandemic or virus outbreak related closure of the facility.

### 2.0 PURPOSE

The purpose of this document is aimed to provide adequate and appropriate control measures on the related hazards as identified in order to facilitate the prevention of contracting an illness resulting from a pandemic, virus or disease. The foundation of this document will be determined in keeping with the guidelines, best practices and/or regulations from official authorities including but not limited to: The Canadian Government Public Health Agency, Ontario Public Health, the City of Ottawa Public Health or other levels of public health authorities.

### 3.0 DEFINITIONS

**Associates Granted Access** - Any contractor, partner, artist or client who is not an employee of the NAC, however is entering the NAC to undertake work or provide service.

**Employee** – Any person employed or engaged by the NAC that is full time, part time, temporary, permanent, student, term or artist.

**Pandemic** – Is the worldwide spread of a virus or disease. An influenza pandemic occurs when a new influenza virus emerges and spreads around the world, and most people do not have immunity.

**Volunteer** – Any person who volunteers their service to the NAC, including, but not limited to, members of the NAC Board of Trustees and the NAC Board of Directors.

### 4.0 RESPONSIBILITIES

#### 4.1 Employer

The employer shall ensure the resources are available to provide all relevant information and communications pertaining to addressing the control measures and strategies initiated to address the return to work plan.

#### 4.2 Senior Management

Members of Senior Management will be assigned to generate a collaborative return to work team to determine the necessary strategies, guidelines and protocols to follow while providing updated communications to all NAC groups. Departmentally each group is responsible to generate additional guidelines and protocols that are sector specific to address those identified hazards.

#### 4.3 Supervisor

The department Supervisor(s) are to ensure that their employees are provided with all of the control measures outlined in this document and to complete an initial training on the first day of each employees return to work.



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Additionally, supervisors' will:

- provide the necessary Personal Protective Equipment (PPE) to their employees as required;
- inspect their area of responsibility to ensure these control measures are being followed and the circumstances are under control;
- track dates and times that employees report to work and when they leave work at the end of their day or shift;
- provide recommendations to their Managers to improve the control measures or report previously unidentified hazards that have an impact on their employees;
- enforce compliance to the guidelines and protocols put in place, which may include taking disciplinary measures as necessary.

### 4.3 Employees

All employees are to report to their supervisor upon their first day returning to work in order to receive important information and training. Employees are required to complete a health screening questionnaire in order to be admitted to the NAC.

Employees are expected to:

- report to their supervisor, immediately, at any time should they feel ill or sick;
- complete the self-assessment tool on PHAC or OPH websites and self-isolate if so directed;
- report any potential hazardous situation that is likely to cause ill health to an employee directly to your supervisor;
- follow all prescribed guidelines, protocols and control measures outlined by the supervisor, use safety material, equipment, devices and clothing as necessary for your protection.
- recommend changes to the control measures or report any previously unidentified hazards for the improvement of everyone's safety;
- follow all guidelines and protocols put in place that correspond to this directive at all times.

### 4.4 Health & Safety Manager

The Health & Safety Manager will assist management in planning the strategies, guidelines, protocols, communication and training elements following a pandemic or virus event. Additionally, they will research and monitor the required web sites that provide the necessary guidance, documents and resources that aid in developing a return to work strategy.

### 4.5 Policy and Workplace Health and Safety Committees

The Committee shall review the planning strategies, protocols, communication and training elements for the return to work safety plan. Additionally, the Committee will:

- consult and provide guidance to management on hazard identification and assessment;
- recommend preventative and/or protective measures to eliminate or reduce the risks to the identified hazards;
- participate in monitoring and conducting workplace audits to the effectiveness and application of this safety plan.



### 5.0 GOVERNMENT AND AGENCY WEB SITES

#### 5.1 Public Health Agency of Canada

The Public Health Agency of Canada provides information on food, nutrition, product safety and many more categories related to health risks. Their responsibility is to provide information on diseases and conditions providing information on symptoms, risks, treatments and prevention. In times of critical risks or outbreaks of diseases, they will provide the necessary information which the NAC will follow.

[www.canada.ca](http://www.canada.ca)

#### 5.2 Government of Ontario

The Government of Ontario provides health and wellness information to help in navigating Ontario's health care system and connecting with programs or services.

[www.ontario.ca](http://www.ontario.ca)

#### 5.3 Ottawa Public Health

Ottawa Public Health works to protect the overall health and well being of the community, and one of their goals, is to protect the community from the risks of communicable diseases.

[www.ottawapublichealth.ca](http://www.ottawapublichealth.ca)

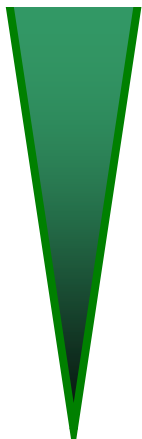
#### 5.4 World Health Organization

WHO is the directing and coordinating authority for health within the United Nations system. WHO is responsible for providing leadership on global health matters, shaping the health research agenda, setting norms and standards, articulating evidence-based policy options, providing technical support to countries and monitoring and assessing health trends.

[www.who.int](http://www.who.int)

### 6.0 MITIGATION CONTROL STRATEGY

Most Effective



Least Effective

To mitigate and reduce the risk of a virus spread the employer is implementing guidelines and protocols to protect against all identified risks. Different guidelines and protocols offer varying levels of protection. Wherever possible, use the protocol that offers the highest level of protection. When considering control levels, begin at the **Most Effective** level and if it isn't feasible or does not completely control the risk, proceed down the scale. Most likely it may require to incorporate control measures from varying levels to address the risks within the workplace.

1. **Elimination:** the need for face to face contact (work from home, limit number of people in building, meetings).
2. **Engineering controls:** that place barriers in areas of interaction that cannot maintain physical distancing.
3. **Administrative control:** would limit the number of people in rooms, post room capacity limits, one way directional doors and pathways.
4. **Personal Protective Equipment (PPE):** should only be used as a last resort to deal with the risk, where the hazard cannot be removed or reduced by any other means. An example is the use of non-medical facial coverings to aid in reducing



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the risk when physical distancing is not available; however, in certain higher risk tasks, the PPE would be upgraded to N95 masks, face shield and gloves.

### 7.0 RE-OPENING PHASES

#### 7.1 Phase 1 – Building systems

All building systems have been powered down to enable only basic operations of the systems themselves in order to prevent malfunction. Building systems includes: heating, cooling, potable water, domestic hot and cold water, humidification, etc. In addition, other systems, such as elevating devices, fire alarm, access control, security cameras, kitchen facilities, cleaning measures, etc. must be tested and certified. All these systems will be brought back to normal operating condition to enable the return of employees to a safe and healthy environment. A limited number of employees will return to work to begin the process of rebooting the systems and to perform necessary improvements to facility systems. Once the operational systems are back up to normal parameters an additional, limited number of employees will return to the building to begin the process of cleaning and disinfecting the building.

#### 7.2 Phase 2 – Return of Employees

This phase must be accomplished in stages, in strict adherence to guidance from public health agencies. Sanitizing, physical distancing and safety protocols will be established and put in place in order that employees may begin to return to work. Only a fraction of employees will return at any one time for the assigned departments that are granted access. This phase will occur in progressive steps as changes are announced and following the guidance of the local public health agencies. The option to work remotely will still be available for employees whose work allows them to do so, provided it has their Director's agreement

#### 7.3 Phase 3 – Welcoming Visitors

The manner in which the NAC begins to welcome visitors to our public spaces will be dictated by guidance from local public health agencies. With its sweeping footprint, interconnected public spaces, multiple entrances and potential bottleneck locations, the NAC is a very complex building for the management and control of public access. There will be control measures put in place to mitigate the risks of interactions between employees and visitors to the NAC.

#### 7.4 Phase 4 – Performances on Stages

In order to have performances on the stages there will be a need to create an environment that is safe for the employees, the orchestra, or the artists not only on the stages; but also, in the backstage areas and activities such as: rehearsals, dressing rooms, the green room, interactions with other staff, etc. Once we are permitted by the local health authorities to invite audiences, of any size, back into the venues, the guidelines and protocols will extend to the practices and procedures.

### 8.0 HEALTH & SAFETY POLICIES, GUIDELINES AND PROTOCOLS

All Health & Safety policies and practices remain in force in their entirety as established prior to closure of the NAC, in response to the pandemic. For example, the process for reporting of



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injuries and incidents, worker's compensation claims, first aid requirements, hazard reporting and work refusal, etc. remain the same.

Introduction of new guidelines and protocols will accompany this safety plan in the form of Appendices. These guidelines and protocols will adapt to meet the changing nature of the pandemic and directives from the local health authorities when necessary.

### 9.0 WORKPLACE ASSESSMENT AND SAFETY AUDIT

Hazard identification, risk assessment and control are on-going processes. It is important to conduct a hazard and risk assessment prior to the re-opening of the NAC following the mandated closure due to a pandemic. The NAC, under the consultation of both Senior Management and the Policy / Workplace Health & Safety Committee, shall prepare the guidelines and protocols to address all identified hazards.

The workplace safety audit process is conceptually designed to evaluate the quality and application of the appendices and training completed in conformance to the guidelines and protocols generated in establishing this directive. The onsite workplace assessment will consist of consultations with a number of the personnel working in various departments. In order to verify conformance to the guidelines and protocols set out to re-open the NAC, the assessment will consist of the following elements:

- employee interviews to assess the information provided according to the documentation;
- employee observations of personnel to ensure the guidelines are in practice; and
- review training records to ensure the guidelines were communicated.

### 10.0 REFERENCES

- Canadian Labour Code Part II
- Occupational Health & Safety Regulations Part XIX
- Public Health Agency of Canada
- Ontario Public Health
- Ottawa Public Health
- Event Safety Alliance, The ESA Reopening Guide, May 2020
- Workplace Safety and Prevention Services, Post Pandemic Business Playbook, 2020

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