



Safety Procedures

Back to Work during the COVID-19 Pandemic

Update: May 14, 2020

Preamble

The Arts Club Theatre Company (ACTC) cares deeply about the health and welfare of its employees and independent contractors. The scope of this policy is to cover those workers who may be coming back into the workplace during the COVID-19 pandemic, with the intent of providing them the safest work environment possible. This does not currently cover patron safety in our venues, nor does it include rehearsals or live performance protocol.

This policy is to be considered in conjunction with recommendations by the Provincial Health Authority and Worksafe BC, and as such, will be subject to change as the situation during the pandemic lessens or worsens.

The return to work plan is based on an understanding of the “Hierarchy of Controls”. This means that physical distancing and/or the physical removal of contact of with other workers remains the most effective method of preventing illness at this time, and any recommendations herein regarding (second) administrative controls and (lastly) personal protective equipment are to be used only in conjunction with the priority of physical separation and should not be used to replace distancing whenever possible.

If you do not feel comfortable returning to work during this time due to a personal medical or care situation, please speak to your supervisor or manager who can work to accommodate your situation if possible.

Physical Distancing

The ACTC must assure that no staff comes into work with even the slightest symptoms of COVID-19. Each day before a shift staff must submit a digital declaration of fitness answering the following:

1. Are you experiencing or have you experiences in the past 10 days, any of the following:
 - New onset or worsening of existing cough
 - Fever (38C or 100.4F)
 - Shortness of breath or trouble breathing
 - Sore throat
 - Severe fatigue
2. Have you travelled to any countries outside of Canada (including the United States) within the last 14 days?
3. Did you provide care or have close contact with someone who has symptoms of COVID-19 (cough, fever, sneezing, difficulty breathing or sore throat) with the last 14 days?

4. Have you had close contact with someone who is being tested for COVID-19 or who has been diagnosed with COVID-19?

If the answer is yes to any of these questions – you must not enter the premises of the Arts Club Theatre Company.

Any staff that are coming into work must first obtain permission to do so by their manager or supervisor and adhere to the schedule of hours provided to them.

Workers who do not need to work within the premises and are able to work from home, must do so.

The ACTC will attempt to schedule staff with physical distancing as a priority, relying on a policy of “Physical Siloing” between departments. Unless where absolutely necessary, the Administration, Finance, Marketing, Development, Box Office, Education, Artistic and Production departments must stay isolated to their work areas while at work. The physical barriers between departments must stay closed where able.

At all times possible, a physical distance of 2 Meters shall be kept between all workers.

The Shared kitchen resources and the breakrooms use is limited and the ACTC recommends bringing lunch from home and washing dishes at home. Microwaves are to be wiped down after use. Lunch and Coffee breaks should be taken at your workstation, or outside. Common seating areas are not to be used. No shared foods. Fridge use will be restricted by department.

Each department will be assigned a washroom, and employees within that department must use only that washroom.

Shared workstations should be avoided as much as possible. Where possible the use of tools and equipment should not be shared between workers. Where the use of equipment must be used between multiple workers, the equipment shall be wiped down with antibacterial wipes before and after use.

When At Work

Upon arrival to work, all workers must wash their hands for at least 20 seconds in their designated washroom area.

At the start of a shift, after the lunch break, and at the end of the day, all staff must wash their hands for at least 20 seconds, and all common workstations, door handles and surfaces must be wiped down with provided for antibacterial wipes. This includes wiping down any light switches, railings, door knobs, alarm panel face, fridges, cupboards, desk drawers, phones, computer keyboards and computer mouse. Be vigilant on cleaning up after yourself before departure. Disinfecting work areas will be scheduled inside your paid working shift hours.

Avoid touching your eyes, nose or mouth with unwashed hands. Cough or sneeze into your sleeve, not your hands.

Where a physical distance between workers cannot be consistently upheld, the use of homemade or surgical masks should be used by all parties affected. Where the work is particularly physically rigorous, the use of masks is recommended. Masks will be provided to workers who do not have their own.

Be aware of any additional directional arrows on the building floors or walls which may be posted in order to navigate staff safety. In offices there may be a marked place for people to stand to maintain physical distancing.

At work, in person social events are prohibited.

Meetings shall be held digitally over Zoom or otherwise wherever possible, even with internal meetings between departments.

All other policies regarding working at home, or working alone that may be triggered due to this return to work policy must be followed.

If you feel sick at work with COVID symptoms, notify your supervisor, who will allow you to go home to self-quarantine for a minimum of 10 days, and will be required to disinfect the work place, and assess if other workers may need to be sent home.

Signage

The ACTC will provide signage at all used entrances to remind staff and contractors to not enter the premises if experiencing symptoms of COVID-19, and to maintain physical distancing.

Signs with information regarding proper handwashing protocol will be posted in all washroom locations.

Deliveries

Any deliveries to our venue can be received outside of the venues while maintaining physical distancing. Unless required, delivery people are to remain outside of the building. Packages can remain in the lobby until they are picked up by the recipient.

Enforcement

Any person failing to comply with the above rules and regulations and thereby causing hazards to either themselves or others, will be required to leave the site and may be subject to disciplinary action if necessary.

Right to Refuse Unsafe Work

Employees can refuse work if they believe it presents an undue hazard, such as unwarranted, inappropriate, excessive or disproportionate risk.

- Follow steps within your workspace policy to resolve the issue.
- If the matter is not resolved, the worker and supervisor or employee must contact Work Safe BC. A prevention officer will then investigate and take steps to find a workable solution

Ashlie Corcoran – Artistic Director

Peter Cathie White – Executive Director

