

# PERFORMING ARTS INDUSTRY RELAUNCH FRAMEWORK

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## Industry Relaunch Framework

Please note that information updates are frequent, and this information is relevant as of July 2020. Consult [WorkSafeBC's COVID-19 and returning to safe operation guide for the performing arts](#) and orders, notices, guidance, and information from the [Public Health Office \(PHO\)](#) for the most up-to-date information.

### Purpose of the framework

Worker safety in British Columbia is enforced by WorkSafeBC who provide industry employers with resources to develop plans which reduce the risk of COVID-19 exposure and transmission in the workplace.

By [Order of the PHO](#), employers are required to develop a COVID-19 Safety Plan to outline the policies, guidelines, and procedures in place to reduce the risk of COVID-19 transmission. To help performing arts and live event employers create and implement their COVID-19 Safety Plan, this framework has been developed.

The Resources section of this document provides important information to be consulted when completing the plan, including WorkSafeBC's [COVID-19 Safety Plan Template](#). These items are to be posted on your website, if available, and at your location prior to reopening. Depending on your situation, other orders may be applicable such as [Mass Gatherings](#) and [Food Service Establishments and Liquor Services](#). You should regularly review all orders to ensure you have the most up to date information.

In collaboration with industry stakeholders, Actsafe is developing support guidelines and other resources for the performing arts and live events industries. You can find more information on developing your safety plan on the WorkSafeBC [website](#).

If you would like Actsafe to review your safety plan, you can submit it through our [Performing Arts and Live Event Return to Operations Submission Form](#).

## Responsibilities (Employer)

### Who will be affected? (understanding risks)

Regarding the risk of transmission of the virus causing COVID-19, all functional areas of your operation need to be considered and recorded in a specific COVID-19 Safety Plan. This includes workers, volunteers, patrons (audience), and more. Remember to include Worker Safety Representatives and/or your Joint Health and Safety Committee in this process, early and often.

**The risk of virus transmission is related to close person-to-person contact (respiratory droplets), the use of shared equipment (and then touching nose, eyes, or mouth), and the exposure to a case.**

**Develop a COVID-19 [risk assessment](#) process that covers places where people gather or are likely to share equipment, including but not limited to:**

- 1) Worker related:
  - Breakrooms, washrooms, elevators, doorknobs, and light switches.
  - [Wardrobe/makeup](#) and hair.
  - [Loading or unloading of vehicles/shared lifting of heavy objects](#).
  - [Shop](#) or construction spaces or related [equipment](#).
  - [Sound/lighting booths, on consoles and other related equipment](#).
  - Interaction with [performers](#) and rental clients.

This framework is a recommended guideline only. Consult all applicable rules and regulations.

## Responsibilities (Employer, continued)

- 2) Other groups who may face the risk of transmission in your venues include:
  - Audience services (patrons).
  - Volunteers or students.
  - Incoming performance groups, productions, or renters of the space.
  - Contractors (such as audio/visual, lighting).

### Controls

Once you have identified the areas and activities where the risk of transmission exists, you can proceed to explain and discover a variety of controls to eliminate or reduce the risk.

#### Most Preferred (Elimination):

- 1) You should limit the number of people at the workplace:
  - a. Provide work-from-home opportunities and maintain minimum staffing.
  - b. Establish occupancy limits for the site and for various areas within the site.
  - c. Reconfigure the space to provide 2m (6.5') distance between individuals.
  - d. Reschedule tasks to reduce occupancy of various spaces during activities such as load-in, strike, various construction activities, breaks.

#### Preferred (Engineering):

- 2) You should install barriers or partitions where possible and consider interactions between people which may include but limited to:
  - a. Public or worker washrooms.
  - b. Box office services.
  - c. Concession sales and seating.
  - d. Merchandise sales.
  - e. Performers and audience and/ or audience and ushers.

#### Less Preferred (Administrative):

- 3) You should develop protocols and utilize Actsafe guidelines to encourage the separation of people:
  - a. Prohibiting entry for the sick, those instructed to self-isolate, or recent international travelers, or those in contact with a person who has COVID-19. You should consider reviewing and promoting your sick policy for your workers.
  - b. What is the protocol for patrons or others who are sick or develop symptoms?
  - c. Identify when, where, and how workers are to wash their [hands](#).
  - d. Improve respiratory hygiene practices and display hygiene [signage](#) in your venue.
  - e. Implement updated cleaning and sanitization protocols. Do we need to consider more/different strategies? How do we ensure it is done properly and consistently?
  - f. Add signage to remind people of new protocols such as:
    - prohibiting entry when symptoms present.
    - established occupancies.
    - proper handwashing and where facilities are available.
    - respiratory hygiene (cover your cough or sneeze).
    - designated work areas and who can access them.
      - See the industry collaborations with Actsafe guidelines for more details [here](#).

*For information on sanitizing and disinfecting, see the BCCDC [info sheet](#).*



## Responsibilities (Employer, continued)

### Least Preferred (Personal Protective Equipment):

- 4) After all other controls have been considered, you should determine if face masks or shields will help control the risk for your unique circumstances.
  - i. Select and use mask or shield using the information sheet found [here](#). If masks are required, provide them.
  - ii. If masks are optional, consider providing them.
- a) Provide training on how to use, clean and/or dispose of a mask properly. WorkSafeBC's [poster](#) illustrates the steps to follow.

**Updating, monitoring, and supervising safety (especially controls when they are new) is often a challenge, but it is also one of the best ways to improve your outcomes and protect people and the industry through this challenging time. We recommend you make a plan and write it down.**

### Communicate

You should:

1. have the highest level of authority support and promote your COVID-19 Safety Plan.
2. involve workers (or representatives), users, and visitors of the space in developing and improving the plan early and often – document every step along the way.
3. make your COVID-19 Safety Plan, Protocols, Rules and Guidelines available to all. Provide training and monitor and document your successes and challenges.
4. hold safety talks and debriefs that include a variety of user groups.
5. designate and empower a COVID-19 representative/supervisor/manager to be the point person for your organization and have them contribute at staff meetings.
6. request COVID-19 Safety Plans from other groups expected at your venue and share yours.

## Responsibilities (Worker)

### Complete a daily Health Declaration Form

1. Complete as required by the employer or public health authority.
2. Refer to Actsafe's Worker Health Declaration Form [here](#).
3. Remember that the information collected here would only be disclosed for a lawful request, such as the Public Health Office asking for contact tracing purposes.

### Controls

Follow the procedures the specific work location has adopted to help prevent the spread of COVID-19. They may not be the same at every workplace, so ask questions if you are unsure. Know and follow safe work procedures/written instructions/protocols such as:

- Physical distancing.
- Hand and respiratory hygiene.
- Sanitization and cleaning of materials and surfaces.
- Personal Protective Equipment.



## Responsibilities (Worker, continued)

### Rights

**To know** about workplace hazards and your responsibilities regarding controls in place.

**To participate:**

- By following protocols, procedures, and directions regarding controls of those hazards.
- By anticipating and reporting hazards or suspected hazards to your Supervisor/Crew Chief or Employer.

**To refuse** if your circumstances mean you face an "unwarranted, inappropriate, excessive or disproportionate risk", report this to your supervisor/crew chief or employer for assistance.

## Resources

### Actsafes Safety Association Links:

[Plan Submission Form](#)

[Guidelines](#)

[Posters and Signage](#)

[Personal Protective Equipment Providers](#)

If you have any comments or questions in relation to this framework or any of Actsafes resources, please contact Actsafes Manager of Performing Arts Programs and Services, Don Parman, at [donparman@actsafe.ca](mailto:donparman@actsafe.ca).

### Government sources of valuable information outside of Actsafes include:

[Office of the Provincial Health Officer COVID-19 \(Novel Coronavirus\) \(Orders\)](#)

[British Columbia Centre for Disease Control COVID-19](#)

[Regional Health Authority Links and Map](#)

### Performing Arts and other Employer Resources from WorkSafeBC include:

[COVID-19 Safety Plan Template](#)

[Performing Arts Protocols](#)

[Motion Picture and Television Production Protocols](#)

[Occupational First Aid Protocols and other Forms and Resources](#)

