

EQUIPMENT

Date Written: June 11th, 2020

Date Approved:

OVERVIEW

Purpose
Scope

Scenery and floors (dance)

Fog and haze

Personal tools

RESPONSIBILITIES

For the Employer
For the Worker

EQUIPMENT

SAFE WORK PROCEDURE

RISK ASSESSMENT

Various microphones, headsets,
cameras, and related equipment
Musical instruments, spit-valves
Hand props, wardrobe, and wigs

SUPERVISION

REPORTING

SUGGESTIONS

OVERVIEW

Equipment is one of the wildcards in the COVID-19 challenge. From rental gear to equipment supplied by clients, you need to ensure you can use it safely while still doing a show. Below are some suggestions on how to assess that risk and controls to mitigate them.

This document is designed to serve two purposes:

- As a resource for information and direction to create your own procedure.
- As a template that you can edit for your own use.

Purpose

To provide instruction on how workers can protect themselves as they interact with various equipment that is shared or personal during a viral outbreak or pandemic.

Scope

Applies to anyone required to make use of shared or personal equipment, anytime whether employee, volunteer, or contractor.

RESPONSIBILITIES

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

RISK ASSESSMENT

Factors to consider when using shared or personal equipment during an outbreak or pandemic.

This risk assessment is largely focused on the cleaning, disinfection, and sanitization of various equipment found at a venue where live events and performances take place.

Activities to consider include setup and strike, sound check, rehearsals, and performance.

Further equipment to consider:

- Hand props and wardrobe and wigs
- Musical instruments and spit-valves from wind instruments
- Vocal microphones, belt pack microphones, and microphones
- Consoles
- Dance floor
- Headsets
- Scenery
- Flaming hoops
- Cameras
- Fog and haze machines
- Personal tools

Follow the guidance in Actsafe's [risk assessment](#) COVID-19 document and apply it to your Pandemic Operating Procedure. Once the level of risk is determined, rate your risk as high, medium, or low, as per the guideline.

Risks associated with the hazard: Equipment (personal or shared)	Probability (Rare, Unlikely, Moderate, Likely, Very Likely)	Impact (Minor, Moderate, Major, Extreme)	Risk Rating (Before controls)
Various microphones, headsets, cameras, and related equipment	Likely	Moderate	Medium
Musical instruments, spit-valves	Moderate	Major	Medium
Hand props, wardrobe, and wigs	Likely	Minor	Medium
Scenery and floors (dance)	Very Likely	Minor	Medium
Fog and haze	Moderate	Minor	Medium
Personal tools	Moderate	Moderate	Medium

Confused? See our [risk assessment](#) document for more guidance.

Various microphones, headsets, cameras, and related equipment

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

Controls

- Elimination:
 - Only use microphones, headsets, cameras, and other equipment as needed.
- Substitution:
 - Use boom or shotgun microphones when able to separate the performer, artist, or musician from the equipment.
- Engineering:
 - Determine if barriers may be used, such as disposable muff covers for headsets, or personal foams on vocal microphones (creating a barrier).
- Admin:
 - Refer to and implement manufacturer directions regarding sanitization of audio or other consoles and equipment on site.
 - Develop a policy where one microphone is used by a single person.
 - Double up on high contact equipment (microphones) so you can clean one set while another is in use.
 - Record the current cleaning, disinfection, and sanitization process for various equipment. Look for opportunities to increase frequency and review cleaning agents for efficiency in killing viruses.
 - Quarantine equipment (minimum three days) to ensure any virus is inactive. Use this in combination with cleaning.
 - Be sure to include training and communication on these protocols
- PPE:
 - Consider using face masks or shields to separate performers and crew from microphones.

Musical instruments, spit-valves

Controls

- Elimination:
 - Provide physical distancing opportunities between musicians.
- Substitution:
 - N/A
- Engineering:
 - Install barriers between musicians where possible.
- Admin:
 - Separate musicians. Woodwinds on stage, strings in the pit, percussion in the wings, etc.
 - Develop a policy where only the musician playing the instrument is permitted to touch, play, or move the instrument and protective cases.
 - Record the current cleaning, disinfection, and sanitization process for various equipment. Look for opportunities to increase frequency and review cleaning agents for efficiency in killing viruses.
 - Ensure the risers and floors are cleaned where spit-valves may have contaminated the surface.
 - Be sure to include training and communication on these protocols.
- PPE:
 - Consider using face masks or shields to separate performers and crew from each other and the spread of droplets through sweat or other fluids.

Hand props, wardrobe, and wigs

Check out our '[Wardrobe and Wigs!](#)' Guideline for specific control considerations.

Controls

- Elimination:
 - Determine if the props, wardrobe, and/or wigs are necessary for the effect. Eliminate those that are not.
- Substitution:
 - Not possible. However, depending on the effect, other options may be available
- Engineering:
 - Reduce props that require interaction from cast or artists (especially props that would be interacted by multiple users).
- Admin:
 - Develop a policy where only the props master or artist who interacts with the prop is authorized to touch, use, clean, and store the prop.
 - Record the current cleaning, disinfection, and sanitization process for various equipment. Look for opportunities to increase frequency and review cleaning agents for efficiency in killing viruses.
 - Be sure to include training and communication on these protocols.
- PPE:
 - Consider whether masks, shields, or gloves should be worn for handling and interacting with the props or wardrobe.

Scenery and floors (dance)

Controls

- Elimination:
 - Determine if the scenery is necessary for the effect. Eliminate those that are not.
- Substitution:
 - Not possible. However, depending on the effect, other options may be available.
- Engineering:
 - Reduce scenery as much as possible.
- Admin:
 - Develop a policy where only the crew interact with scenery as much as possible, and that frequently contacted areas (such as ladders or handles for adjustment) are restricted to authorized personnel only.
 - Record the current cleaning, disinfection, and sanitization process for various equipment. Look for opportunities to increase frequency and review cleaning agents for efficiency in killing viruses.
 - Be sure to include training and communication on these protocols.
- PPE:
 - Consider whether masks, shields, or gloves should be worn for handling and interacting with the scenery or dance floors.

Fog and haze

Controls

- Elimination:
 - Eliminate use of fog and haze.
- Substitution:
 - Not possible.
- Engineering:
 - Create physical barriers to zones where fog or haze may be concentrated.
- Admin:
 - Limit the amount of time the fog or haze machine operates.
 - Limit the number of people responsible for the machine.
 - Limit access to areas where the fog or haze machine is in operation.
 - Be sure to include training and communication on these protocols.
- PPE:
 - Consider whether masks, shields, or gloves should be worn.

Personal tools

Controls

- Elimination:
 - Not possible.
- Substitution:
 - Not possible.
- Engineering:
 - Promote individualized tool cribs (places to store tools) that reduce multiple user opportunities.
- Admin:
 - Develop a policy where only the owner of the tool interacts with it.
 - Colour coding tools: Blue = Cheryl, Green = Duncan, Yellow = Matt, etc.
 - Record the current cleaning, disinfection, and sanitization process for your various personal tools. Look for opportunities to increase frequency and review cleaning agents for efficiency in killing viruses.
 - Be sure to include training and communication on these protocols.
- PPE:
 - Consider whether masks, shields, or gloves should be worn for handling and interacting with personal tools.

EQUIPMENT

This section does not include a list of tools that a worker may require to perform their tasks during the workday. The Supervisor and Worker shall determine what tools are required.

Suggested

- Hand props and wardrobe and wigs
- Musical instruments and spit-valves from wind instruments

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

- Vocal microphones, belt pack microphones, and microphones
- Dance floor
- Headsets
- Scenery
- Flaming hoops
- Cameras

SAFE WORK PROCEDURE

The most recent information indicates that current cleaning, disinfection, and sanitization protocols may be adequate.

- Record what you are doing currently, and what efforts you have taken to ensure the protocol in place is being performed properly, as well as what improvements you have incorporated or considered.
- A schedule of who is cleaning, what they are cleaning, when they are cleaning it, and how it is being cleaned may be the best solution here.

Follow instructions from your supervisor.

Implement the following controls to reduce or eliminate the risk:

Hazard Identified:	Risks Associated (from Risk Assessment)	Risk Rating (with controls in place)	Controls (summary from Risk Assessment)
Equipment	Various microphones, headsets, cameras, and related equipment	Medium	<p>Elimination: Only use as needed</p> <p>Substitution: Boom supported microphones</p> <p>Engineering: Physical distancing, personal foams, or muff covers</p> <p>Administrative: Safe Work Procedure and signage, training</p> <p>Personal Protective Equipment: face masks, gloves</p>
Equipment	Musical instruments, spit-valves	Medium	<p>Elimination: Physical distancing between musicians</p> <p>Substitution: Pre-recorded audio</p> <p>Engineering: Physical distancing, barriers</p> <p>Administrative: Safe Work Procedure & signage, training, limit access to single users</p>

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

			Personal Protective Equipment: face masks, gloves
Equipment	Hand props, wardrobe, and wigs	Low	<p>Elimination: Eliminate unnecessary props, wardrobes, or wigs</p> <p>Substitution: Use props and wardrobe requiring less contact</p> <p>Engineering: Reduce interaction with props, especially for multiple users</p> <p>Administrative: Safe Work Procedure & signage, training, limit access to single (few) cast and prop master</p> <p>Personal Protective Equipment: face masks, gloves</p>
Equipment	Scenery and floors (dance)	Low	<p>Elimination: Eliminate unnecessary scenery</p> <p>Substitution: Use scenery that doesn't require as much contact</p> <p>Engineering: Create barriers around scenery</p> <p>Administrative: Safe Work Procedure & signage, training</p> <p>Personal Protective Equipment: face masks, gloves</p>
Equipment	Fog and haze	Low	<p>Elimination: Eliminate fog and haze</p> <p>Substitution: Not possible</p> <p>Engineering: Create barriers around fogged or hazed areas</p> <p>Administrative: Safe Work Procedure & signage, training</p> <p>Personal Protective Equipment: face masks, gloves</p>
Equipment	Personal tools	Low	<p>Elimination: Not possible</p> <p>Substitution: Not possible</p> <p>Engineering: Create personal tool cribs to</p>

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

			reduce number of users of one's personal tools Administrative: Safe Work Procedure & signage, training Personal Protective Equipment: face masks, gloves
--	--	--	--

Review health and safety protocols related to various equipment that is expected to be present at the space.

Before arriving at the performance or rehearsal space:

- As able ensure persons using transit, shuttles, car-sharing, ridesharing, tour buses adhere to all protocols in place. Any client procedures (tour protocols) should be communicated with the venue in advance.
- Complete a 'Health Declaration' if you are a performer, technical crew, or someone who participates in a hands-on physical sector such as acting or dancing. This should include volunteer crew and performers for the purpose of contact tracing.

While at the venue, performers and rental clients are expected to:

- Respect occupancy limits (only show up when you are healthy, and leave when finished cleaning and disinfecting, as needed).
- Maintain a physical distance whenever possible. It is recommended to stay two metres (2m) apart where possible.
- Disinfect commonly touched tools and surfaces, with which they interact (special considerations: dance barres, floors, audio equipment).
- Follow general hygiene practices such as frequent handwashing and coughing/sneezing into your elbow.
- Pack out everything that you brought into the rehearsal space, except properly recycled or disposed of products.
- Stagger breaks and eating opportunities.
- Only allow authorized persons to adjust lights, temperature control, windows, doors, audio/video equipment, etc. If you don't know then you are not authorized.
- Consider changes to artistic vision as needed to comply with health and safety protocols of various agencies and facility requirements.

SUPERVISION

What level of compliance and enforcement (including authority levels for supervisors) is going to be needed to promote and enforce (if needed) venue protocols? Remember to consider areas where an expectation of privacy is present such as dressing rooms.

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

REPORTING

Any COVID-19 issues should be reported to the designated COVID-19 representative or pushed through the employer's reporting procedure that is part of their safety program.

- A COVID-19 representative role can be performed by multiple supervisors in an organization, such as:
 - Crew Chief
 - Department Head
 - Stage Manager
 - Technical Director

SUGGESTIONS

- Ensure you are communicating changes as you adapt your procedures to the reality of your work.
- You WILL be adapting your procedures as you start rehearsing. That's ok! Just write down your changes.
- Expect to have to adapt your plans to the changing requirements of the regulators!