

LIVE STREAMING

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Provided

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OVERVIEW

This was created in response to many venues and festivals turning to live streaming to sustain their operations. Small venues, large venues, studios, outdoors, or in a garage there are many things to consider to avoid spreading COVID-19.

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 while live streaming from a venue during a viral outbreak or pandemic.

Scope

Applies to anyone required to be at a live streaming event anytime, whether employee, contractor, or volunteer.

RESPONSIBILITIES

For the Employer

Information

The Employer will:

- ensure that everyone will have access to a copy of this document.
- post warning signs outside common areas or in prominent locations when this procedure applies. An example of which, regarding health checks, is [here](#).
- post warning signs outside the workspace and or studio when this procedure applies.

Planning

The Employer will

- arrange training prior to commencing work.
- provide advance communication of policies and procedures related to the prevention of spread of COVID-19 to attendees. Check out our 'Reporting and Communication' guideline for ideas.
- ensure that anyone using a protective mask or shield is trained to use the PPE properly.

Review

The Employer will keep informed regarding public health best practices and orders when a pandemic has been declared and will modify this procedure as necessary.

This procedure should be reviewed annually by the Employer with the workers to ensure that it continues to protect the workers.

For the Worker

Reporting

The Worker, regardless of whom they work with, will stay home when sick.

The Worker will complete a 'Health Declaration'.

The Worker will report any illness or symptoms to their supervisor immediately.

Any suggestions or comments regarding the procedure should be directed to the COVID-19 representative, supervisor, JHSC or any reporting process outlined in the employer's safety program.

RISK ASSESSMENT

Factors to consider when setting up, broadcasting or striking a live stream from a venue during an outbreak or pandemic:

- Consider the layout of crew, equipment, and performers.
- Consider performer access and egress, as well as necessary holding areas for people or equipment.

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

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: Of Performers and/or Rental Clients present at your venue	Probability (Rare, Unlikely, Moderate, Likely, Very Likely)	Impact (Minor, Moderate, Major, Extreme)	Risk Rating (Before controls)
Close contact with others	Moderate	Moderate	Medium
Frequent or shared contact equipment (floors, barres, audio equipment)	Moderate	Moderate	Medium
Access and Egress of Performers	Moderate	Minor	Medium

Close contact with others

Controls

- Elimination:
 - Not possible.
- Substitution:
 - Not possible.
- Engineering:
 - Physical distancing in place where possible.
 - Barriers between people in attendance where possible.
 - Barriers for operators (monitors, FOH, and lighting).
 - Limits on occupancy of the booth areas, performance areas, adjoining hallways, washrooms, changing facilities, and/or break rooms.

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

- Admin:
 - Post signage in prominent places regarding occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared and personal equipment.
 - Training.
 - Separate operators: LX in the booth, Video in the house, Audio at the back of the house or separate booth.
 - Taped off areas for workers on stage: monitors, flies, etc.
 - Stagger set-up: LX day 1, Audio (including stage/monitors) day 2, Video day 3.
 - Strike order: Band and personal equipment (band only), followed by house gear onstage. Leave LX restore for another day.
 - Do not load the artists' gear. Let them handle their own equipment if possible.
 - Stagger breaks and eating opportunities.
 - Promote passive ventilation (open doors and windows procedure) to reduce contact on those areas and better air exchange - closer to an outdoor environment.
 - Request all attendees wear freshly laundered clothes at each rehearsal.
 - Request artists/artistic groups:
 - consider health and safety protocols when creating and rehearsing their vision.
 - not work for multiple companies at the same time to prevent cross-contamination.
- PPE:
 - Procedural or surgical masks to be worn by wardrobe workers and cast.
 - Use of gloves (non-allergenic where possible).

Frequent or shared contact equipment

Controls

- Elimination:
 - Not possible.
- Substitution:
 - Ask user groups if they can supply some or all of the equipment they plan on using, especially personal use items such as water bottles, utensils, Tupperware (nothing left behind).
 - In-house gear used by in-house crew and outside gear used by outside users.
- Engineering:
 - Physical distancing in place where possible.
 - Barriers between people in attendance where possible.
- Admin:
 - Post signage in prominent places regarding occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared and personal equipment.
 - Training.
 - Stagger breaks and eating opportunities.
 - Consider requesting all utensils, packaging, Tupperware are to be brought in and taken out by the user (nothing left behind).

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

Pandemic Operating Procedure

- Restrict contact of certain equipment to a few necessary people (such as iPods, iPads, stereo equipment, props, light switches, temperature controls, doorknobs, elevator buttons, etc.).
- PPE:
 - Procedural or surgical masks to be worn by wardrobe workers and cast.
 - Use of gloves (non-allergenic where possible).

Access and Egress of Performers

Controls

- Elimination:
 - Not possible.
- Substitution:
 - Consider outdoor venues or staging areas (with limited capacity) to provide more space.
- Engineering:
 - Provide physical barriers between performers where possible.
- Admin:
 - Post signage in prominent places regarding occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared and personal equipment.
 - Arrange specific arrival times for artists and have all unnecessary crew clear out when they arrive.
 - Only give the deck to performers after work by the crew is complete.
 - Training.
 - Stagger cast calls, breaks, and eating opportunities.
 - Promote passive ventilation (open doors and windows policy) to reduce contact on those areas and better air exchange - closer to outdoor environment.
 - Request artists/artistic groups:
 - consider health and safety protocols when creating and rehearsing their vision.
 - not work for multiple companies at the same time to prevent cross-contamination.
- PPE:
 - Procedural or surgical masks to be worn by wardrobe workers and cast.
 - Use of gloves (non-allergenic where possible).

EQUIPMENT

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

Suggested

- Vocal microphones
- Belt pack microphones
- Headsets
- Musical instruments
- Spit-valves from wind instruments
- Dance floors
- Flaming hoops
- Cameras

Safe work procedures for any of the above items should be created if they are present in your venue during a performance or rehearsal. There should be clear communication between the venue and the client/performers as to the SWP and disinfecting protocols, regardless of ownership.

SAFE WORK PROCEDURE

- Follow instructions from your supervisor
- Implement the following controls to reduce or eliminate the risk:

SUGGESTIONS

- Contact Actsafe if you need help navigating you own risk assessments.
- You will likely need to review COVID specific risk assessments and procedures more frequently as the information evolves.
- Remember to put N/A for controls that didn't apply to your organization to demonstrate that you have considered them.
- Move higher risk hazards to the top of the table to demonstrate they were addressed first.