

# PERFORMER/CLIENT

Date Written: June 4th, 2020

Date Approved:

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## OVERVIEW

Now that the industry is looking to welcome back clients and artists to our venues, we need to have procedures in place to protect all the users of our facilities.

This document is built generic enough to cover clients or performers in a venue, studio, hall, home, or backyard.

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 performers or rental clients are present at your venue during a viral outbreak or pandemic.

### Scope

Applies to anyone required to have performers or rental clients present at a venue anytime, whether employee or contractor.

## RESPONSIBILITIES

### For the Employer

#### Information

The Employer will ensure that everyone will have access to a copy of this document.

The Employer will post warning signs outside common areas or in prominent locations when this procedure applies. An example of which, regarding health checks, is [here](#).

#### Planning

The Employer/venue owner 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.
- confirm with artistic groups or individuals that they have considered and are actively taking steps to meet safety protocols, whether or not they have assigned prime contractor status in writing to those groups.
- ensure that anyone using a protective mask or shield is trained to use and dispose of the PPE properly.

#### Review

This procedure should be reviewed annually, or as necessary due to updates provided by public health or other interested parties, by the Employer with the workers to ensure that it continues to protect the workers.

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.

### 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 performers or rental clients are present at your venue during an outbreak or pandemic:

- If foreign cast is on-site, confirm that 14-day self-isolation—as long as it is a requirement by federal health order—has been followed.
- If an artist is feeling symptomatic (including: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, loss of appetite - from [BC Centre of Disease Control](#)) they should be told to stay home and complete the [BC COVID-19 Self-Assessment Tool](#) or call 8-1-1 for details on how to proceed.
  - If testing is required, the results have been made available within 24 hours.
  - Be aware that artists may or may not have sick benefits as part of their contract or collective agreement on a case-by-case basis.
- Determine if protocols need to be developed for groups where 2 metres or 5 square metres of space cannot be accomplished for your venue (see below for more information).
- Do current public health guidelines allow for the development of 'pods' of six people or less in order to rehearse close scenes or choreography? How do we ensure that a person is not part of several pods in different venues, or companies?
- How do freelancers fit into this without unnecessarily introducing excessive risk?

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

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

### Close contact with others

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

### Controls

- Elimination:
  - Not possible.
- Substitution:
  - Not possible.
- Engineering:
  - Physical distancing in place where possible.
  - Barriers between people in attendance where possible.
  - Limits on occupancy of the rehearsal space, adjoining hallways, washrooms, changing facilities, and/or break rooms.
- 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.
  - Promote passive ventilation (open doors and windows policy) to reduce contact on those areas and better air exchange - closer to 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 as well as:
    - 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:

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- Post signage in prominent places regarding occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared and personal equipment.
- 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).
- 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).

## 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

- Hand props
- Musical instruments
- Microphones
- Dance floors
- Wardrobes/wigs
- Scenery

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, on the next page, to reduce or eliminate the risk:

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Hazard Identified:	Risks Associated (from Risk Assessment)	Risk Rating (with controls in place)	Controls (summary from Risk Assessment)
Performers or rental clients present at venue	Close contact with others	Low	<b>Elimination:</b> Not possible <b>Substitution:</b> Not possible <b>Engineering:</b> Physical distancing, barriers, occupancy limits <b>Administrative:</b> Safe Work Procedure and signage, training <b>Personal Protective Equipment:</b> face masks, gloves
Performers or rental clients present at venue	Frequent or shared contact equipment	Low	<b>Elimination:</b> Not possible <b>Substitution:</b> Personal equipment where possible <b>Engineering:</b> Physical distancing, barriers <b>Administrative:</b> Safe Work Procedure & signage, training <b>Personal Protective Equipment:</b> face masks, gloves

Review health and safety protocols for the rehearsal at the beginning of the session with everyone in attendance.

Before arriving at the venue or 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:

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- 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 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.

## 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

- Communicate, Communicate, Communicate! Make sure you get this information out to your clients. Post information on your website.
- Check with your clients for their COVID-19 procedures early and often.
- Document, Document, Document! Write it down! When you have to make changes to your procedures (and you will) make sure you document it.

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