

PERFORMING ARTS INDUSTRY RELAUNCH FRAMEWORK

GVPTa

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ARTS + CULTURE

 bc touring council

Industry Relaunch Framework

Please note that information updates are frequent, and this information is relevant as of May 2021. 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](#) and the [Reviewing and Updating Guide for Employers](#). The COVID-19 Safety Plan and other resources 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 [Gatherings and Events](#) and others unique to your scenario. You should regularly review all orders to ensure you have the most up to date information. This [Province Wide Restrictions Webpage](#) provides information related to the [Mask Mandate](#), travel advice, and sports/youth programs.

In collaboration with industry stakeholders, Actsafe continues developing support guidelines and other resources for the performing arts and live events industries.

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](#). It is a non-binding review, kept in confidence and is in no way to be interpreted as a good-to-go or approval.

Responsibilities (Employer)

Who will be affected? (understand risks)

Regarding the risk of aerosol 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 list of places where people gather, or cannot avoid close-proximity 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.
- 2) Other groups who may face the risk of transmission in your venues include:
 - Audience (patrons).
 - Volunteers or students.
 - Incoming performance groups, productions, or renters of the space.
 - Contractors (such as audio/visual, videographers, lighting).

Responsibilities (Employer, continued)

Controls (implement protocols)

Once you have identified the risks, you can proceed to identify and communicate a variety of controls to eliminate or reduce the risk. These should be actions specific to your venue and or production that reduce risk through work practices, configuration (such as controlled access) and equipment.

Most Preferred (Elimination):

- 1) You should limit the number of people present:
 - a. If able, move the event outdoors.
 - b. Prohibit entry for people who are sick, have been told to self isolate or have travelled international (including the U.S.) in the last 14 days.
 - c. Provide work-from-home opportunities and maintain minimum staffing.
 - d. Establish occupancy limits for the site and for various areas within the site.
 - e. Reconfigure the space to provide 2m (6') distance between individuals, or more if activities result in increased respiration.
 - f. Reschedule tasks to reduce occupancy of various spaces during activities such as load-in, strike, various construction activities, breaks.

Preferred (Engineering):

- 2) - Install devices (stanchions) and floor markings to help people maintain distances.
- Ventilate by ensuring your Heating, Ventilation, and Air Conditioning (HVAC) equipment is operating properly (airflow rates, filters) and fresh air intake is as high as possible and kept clear. The nature of some tents or other semi-outdoor environments may also benefit from HVAC systems.
- If able to do so, without reducing ventilation (introduction of fresh air), consider installing barriers or partitions in these or more spaces:
 - 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 communicate your new rules and guidelines taking advantage of Actsafe resources related to:
 - a. Promoting your sick policy to your workers, develop or revise as needed.
 - b. What is the protocol for patrons or others who are sick or develop symptoms? Be prepared to co-operate with the health authority in investigations of suspected cases.
 - 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).
 - occupant flow through the building.
 - 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 encourage the highest standard of the [Mask Mandate](#), if in force.
 - i. Select and use mask or shield using the information sheet found [here](#). Consider providing masks for those who need them.
 - ii. Provide appropriate disposal.
- 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 then take notes on what works and what can be improved, seek improvement ideas from various workers/JHSC and visitors to your venue.

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 and a point of contact from other groups expected at your venue and share yours. Give everyone an opportunity to ask questions.

Responsibilities (Worker)

Complete a daily Health Declaration Form

1. Confirm you are healthy or complete a declaration as required by law, prior to entering the workplace.
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:

- Stay away when you have symptoms or are awaiting a test result.
- Physical distancing.
- Hand hygiene.
- Sanitization and cleaning of materials and surfaces.
- Wear a mask as per the [Mask Mandate](#) and other Personal Protective Equipment as required.

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.
- Asking questions if you are unsure of something.

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

Actsafe 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 Actsafe's resources, please contact Actsafe's Performing Arts and Live Events team at performingartssafety@actsafe.ca.

Government sources of valuable information outside of Actsafe include:

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

[BC Centre for Disease Control COVID-19 webpage](#)

[BC Centre for Disease Control Infection Prevention Guidance](#)

[Regional Health Authority Links and Map](#)

[Mask Mandate](#)

[Province Wide Restrictions Webpage](#)

Performing Arts and other Employer Resources from WorkSafeBC include:

[COVID-19 Safety Plan Template & Reviewing and Updating Guide for Employers](#)

[Performing Arts Protocols](#)

[Motion Picture and Television Production Protocols](#)

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

