



## COVID 19 - WORKPLACE OPERATIONS POLICY

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<p><b>K-Audio adheres to and follows the COVID 19 policies and procedures required for businesses to have in place to operate under the updated Province of PEI Public Health Order issued on May 1, 2020.</b></p> <p>These guidelines are to provide direction and guidance, and act as a resource for contractual employees to stay safe and help limit the spread of COVID-19. Please remember that these control measures and operational procedures need to be followed and are in place to keep everyone safe.</p> <p><b>SELF ASSESSMENT TOOL:</b></p> <p><a href="https://www.princeedwardisland.ca/en/service/self-assessment-covid-19">https://www.princeedwardisland.ca/en/service/self-assessment-covid-19</a></p>	<p><b>SYMPTOMS OF COVID-19 INCLUDE:</b></p> <ul style="list-style-type: none"><li>• Cough (new or exacerbated chronic)</li><li>• Headache</li><li>• Fever/chills</li><li>• Sore throat</li><li>• Marked fatigue</li><li>• Sneezing</li><li>• Congestion</li><li>• Body aches</li><li>• Runny nose</li></ul> <p>COVID transmission is mainly through direct or indirect contact with an infected person (respiratory droplets, direct contact and potentially contact with contaminated surfaces).</p>

### POLICY FOR ALL INDEPENDENT CONTRACTORS

"I declare that I have read and understand the COVID-19 Workplace Operational Policy and that I agree to abide by all guidelines as outlined. By signing this form, I declare I have not been out of Prince Edward Island within the last 14 days and will not be traveling outside the Province without advising K-Audio which requires 14 days of self-isolation, upon return.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

## SOCIAL DISTANCING

SOCIAL DISTANCING MEASURES	STEPS TO ENSURE MINIMAL INTERACTION OF PEOPLE
<b>OWNER AND INDEPENDENT CONTRACTORS</b>	Employees must wipe down all high contact surfaces, mics and speakers after each use
	Hand sanitizer will be available for sound board, vehicles, near mics and speakers and all other contact surfaces.
	For loading and unloading of equipment, employees must distance by 6 feet from all other persons and should wear gloves
	Independent contractors who are feeling unwell are to stay at home, in order to avoid the spread of any illness in the K-Audio environment
	Employees are asked to wash your hands frequently using soap and water to ensure their own health as well as the health of our clients.
	Only designated persons can be within 6 feet of the sound booth
	All K-Audio personnel must keep a log of where they are and when, as well as any stops to and from the location (in the event of contact tracing)
	Gloves and non-medical masks are supplied by K-Audio
	Lavalier & headset mics will not be used unless both parties are using a mask
	The amount of microphone users will be limited, and microphones will be replaced each time a new presenter/performer/artist uses one.
	All K-Audio personnel must wash hands with soap and water frequently and use hand sanitizer when water and soap are not available
<b>FOR CLIENTS</b>	All clients will be screened with questions when booking events and again 3 days prior to the event to ensure no one is experiencing COVID 19 symptoms. If clients have been sneezing, coughing, generally feeling unwell, or have been out of the country in the past 14 day they <u>must</u> cancel the booking to ensure safety of all.
	Lavalier & headset mics may only be used if both the contractor and the client are wearing a disposable mask
	Bands, entertainers, speakers and others are asked to cancel bookings if someone is unwell
	Contract tracing is required by the client to track all event participants for contact information
	Suppliers and guests that are required to access the premise for normal operations will be notified of our policy to maintain 2m (6ft) distance and our social distancing markers for meetings will be identified.
<b>GENERAL INFORMATION</b>	All employees must self-monitor for symptoms and report to Chris Knox if they have concerns about positive COVID exposure or possible symptoms.
	Any staff that have COVID-19 symptoms or that feel ill, must report to 811 immediately to arrange testing and avoid all other employees & contacts
	Symptomatic employees are required to self-isolate immediately until testing results are confirmed as being negative
	Self-distancing measures are communicated and reinforced to all employees
	If test results are negative for COVID-19 but an employee remains ill and/or symptomatic, they must remain at home
	Employees should not share drinks, food or utensils

## HAND WASHING AND SANITIZING

Practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- wash your hands often (in addition to routine times such as after using the washroom, before eating, after eating, when handling food for the public),
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer, if soap and water are not readily available.

**Due to the nature of the sound business, the availability of water and hand soap may not always be possible. For this reason, K-Audio will ensure we have numerous hand sanitizer and disinfectant products set-up throughout the sound assignment to encourage good hand hygiene.**

Hand sanitizer stations will be available as follows:

- For your vehicle
- At the sound board
- Near microphones and speakers
- And any other locations that are deemed essential for use.

## ENHANCED CLEANING AND DISINFECTION OF SHARED AREAS AND SERVICES

**We will be using products approved by the Government of Canada for use in cleaning and disinfection of COVID-19. The cleaning products are intended to remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses.**

**Health Canada – List of disinfectants for use against COVID-19**

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

We will focus our cleaning and disinfection on the following areas:

Cleaning – Location	Frequency	Disinfecting - Location	Frequency
Sound board	After each use	Sound board	After each use
All electronics & computers	After each use	All electronics & computers	After each use
Speakers, Podiums	After each use	Speakers, Podiums	After each use
Mics	After each use	Mics	After each use
Vehicle	After each use	Vehicle	After each use
All other equipment	After each use	All other equipment	After each use

<p><b>Cleaning product</b></p>	<p><b>Speakers, Cables, Handheld Mics &amp; Pencil Mics:</b> Soap &amp; water is the best solution. Also, Goo-Gone or similar product can be used to removed residue. Avoid getting water into connectors. Careful cleaning.</p> <p><b>Computer, Mouse, Keyboard, Track Mouse:</b> Soap &amp; water with a damp cloth. Make sure computer is turned off.</p> <p><b>Recorders, Wireless, Mixers and other Electronics:</b> (same as above)</p> <p><b>Podiums:</b> Wood, laminate and metal can be wiped down with soap and water. Glass and plexi can be wiped down with Windex glass cleaner or vinegar and water (after being disinfected).</p> <p><b>Glass/Plexi:</b> Windex Original Glass Cleaner after using the disinfectant.</p>
<p><b>Mixing instructions</b></p>	<p>Normal mixing instructions for soap and water.</p>
<p><b>Disinfecting product</b></p>	<p><b>Speakers, Recorders, Wireless, Mixers, Microphones (Lavaliers, headsets, clips, booms, grids, adapters, power point clickers, laser pointer, laptop, mouse, keyboard, track mouse)</b></p> <p>70% Isopropyl Alcohol Wipes or Spray on disposable or lint-free cloth, or cotton swabs. Use soft toothbrush for hard to reach dirt and particles around buttons.</p> <p><b>Lav Mics:</b> If it has a foam head, remove it and lightly spray with the solution and let dry. The head can be cleaned with a Q-Tip and the solution. Cleaned lavalier mics should be stored in a clean zip lock bag.</p> <p><b>Shotguns:</b> Leave foam on to protect the element and spray with disinfectant.</p> <p><b>Cables:</b> After disinfecting with 70% Isopropyl Alcohol, recondition cable with olive oil as the alcohol dries out the cable.</p> <p><b>Headphones &amp; Earpieces:</b> Metal and plastic parts can be wiped with disinfectant. Change out earbud tips and earpads between users. For certain brands, you must disassemble the earpiece and wipe down with approved cleaning product spray (on a damp cloth).</p> <p><b>Bags, Covers &amp; Cases:</b> Can be wiped with the Isopropyl alcohol Do not use bleach, Lysol or any other type of disinfectant wipes as most are corrosive.</p> <p><b>Podiums:</b> Microban 24 (or equivalent) for finished wood, laminate, and metal. Glass/plexi Windex Disinfectant Multi-Surface cleaner or equivalent.</p> <p><b>Smart Phones &amp; Tablets:</b> 70% Isopropyl Alcohol wipes or Clorox Disinfecting wipes.</p>
<p><b>Mixing instructions</b></p>	<p>No mixing</p>

K-Audio is known as a safety conscious and diligent professional services company and as we work through this situation we will learn, continuously improve and take our capabilities to new heights as we serve our customers, clients and the communities that we are part of.