

# COVID-19 Safety Plan



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## Introduction

This Covid-19 safety plan is prepared by Tightrope Impro Theatre for their location at 221 East Georgia Street, Vancouver, BC, using guidelines published by WorkSafe BC, The BC Centre for Disease Control and Health Canada.

## What Is COVID-19?

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

## Understanding The Risks

The virus that causes COVID-19 spreads in several ways, most often through respiratory droplets when a person coughs, sneezes or speaks/sings forcefully, and also from touching a contaminated surface before touching the face, mouth, nose or eyes. Changing behaviour and following these protocols can reduce the risk of becoming infected and of spreading the virus to others.

The risk of person-to-person transmission is increased the closer you come to other people (especially face to face), the amount of time you spend near them, if you are in a smaller enclosed space, and the number of people you come near. **Physical distancing measures and properly wearing a face mask do help mitigate this risk.**

The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and frequent hand hygiene/hand washing practices help mitigate this risk.

## Mitigating Risk

Different approaches and protocols offer different levels of protection. Wherever possible, the protocols that offer the highest level of protection should be used (example: universal physical distancing) and additional protocols can be added as

required for different situations.

- **First level protection (elimination):** Limit the number of people in the workplace where possible through work-from-home arrangements, occupancy limits, scheduling staggered work tasks, etc.  
Workspaces should be rearranged to ensure that people are at least 2 m (6 ft) apart as much of the time as possible.
- **Second level protection (engineering controls):** If physical distancing cannot be maintained, installed barriers such as plexiglass can be used to reduce risk.
- **Third level protection (administrative controls):** Rules and guidelines to guide behaviour so as to reduce risk. Examples are cleaning protocols, rules inhibiting the sharing of workplace materials or equipment, and implementing one-way doors or walkways.
- **Fourth level protection (PPE):** If the first three levels of protection aren't enough to control the risk, personal protective equipment (PPE) such as masks and gloves should be used. Workers should be trained on the use and maintenance of their PPE.

For all levels of protection, hand washing/hand hygiene is critically important.

### General Precautions To Be Implemented

- Anyone exhibiting any symptoms that could be COVID-19 should not come to Tightrope Impro Studio. Symptoms include cough, fever, chills, shortness of breath, muscle aches/ pain, nausea, vomiting, diarrhea, headache, sore throat, congestion/runny nose and new loss of taste or smell.
  - If personnel begin to develop any of the above symptoms while at the Theatre, they must immediately put on a mask and report to the COVID-19 Safety Officer and/or their primary care provider for assessment right away.
  - Wherever possible, personnel will maintain physical distancing of 2 meters (6 feet) from others.
  - The COVID-19 Safety Plan will be distributed to all who work with Tightrope Impro Theatre and they will confirm they have read and agree to adhere to it prior to coming to the Theatre.
  - At least one *COVID-19 Safety Officer* must be present at the Theatre. This Officer will be appointed by the Theatre.
  - Performers, Students, and Staff will be assured of confidentiality

should they report to the *COVID-19 Safety Officer* regarding any protocols that are not being adhered to (whistle-blower protection).

- All Actors / Performers / Staff / FOH/ Bar / Tech / Teachers will undergo health screening. Screening will consist of a regularly updated questionnaire regarding symptoms, travel and contact history as well as a temperature check.
- Before every show / class / meeting, a health and safety briefing will be held at the beginning.
- Masks will be required to be worn by all Staff during performance time, with the exception of Cast during the show. Regular hand hygiene/hand washing will be required of all personnel and stations will be marked / pointed out at the venue.
- Call sheets, production reports, contracts and other paperwork will be provided in digital format wherever possible.
- Personal animals, excluding guide and service animals, should be restricted from the workplace due to the potential for allergic reactions which could be mistaken as COVID-19 symptoms.
- Work schedules (both individual and department) should be staggered where possible to reduce the number of personnel in the space at a time.
- In high traffic areas, one-way flow patterns should be established to facilitate social distancing.
- Where personnel must work in close contact with one another, small working groups should be established to reduce the risk of broader transmission.
- Any materials or equipment that will be handled by personnel during their shift should be cleaned at the beginning and end of the workday with appropriate sanitizing materials. Whenever possible, materials and equipment should be issued to individuals as opposed to shared amongst personnel.
- Regular cleaning of high touch services should be done by a designated onsite person or team throughout the day.
- A daily record of all personnel that have entered the workspace should be kept for the purposes of contact tracing, if needed. This record should include names of individuals as well as a method of contacting them if not kept elsewhere (ideally a mobile phone number).

## Screening Procedures and Set Up

**Entry Area / Front-of-House** This area should be large enough so that persons awaiting screening can remain at least 6 feet apart. Visual markings on the floor or ground are recommended to ensure adherence to physical distancing. Masks must be available upon entry and worn immediately.

*COVID-19 Safety Designated Officer* should wash their hands at the beginning and end of the Show / Rental Slot / Class shift and use hand sanitizer as necessary

**Screening Process** All personnel will be advised through prior communication that they should not attempt to be screened if they are exhibiting any symptoms or have been in close contact with someone with a suspected or confirmed case of COVID-19. Instead, they should report their status to the designated *COVID-19 Safety Officer*, or Supervisor, prior to coming to the venue.

Screening will consist of questions regarding symptoms, travel and contact history as well as a temperature check. The designated *COVID-19 Safety Officer* will document the results of each person's screening as a "pass" or "fail" in the screening summary. This summary may be used if contact tracing is necessary.

Any personnel that do not pass screening will be sent home and asked to follow up with their primary care provider for potential COVID-19 diagnostic testing.

## Temperature Screening

Non-contact thermometers should be used so as to limit cross-contamination between individuals. All personnel entering the workspace should be screened with a thermometer to ensure their temperature is not greater than 37.5 degrees Celsius.

## Screening Questionnaire

The below questionnaire will be used for the screening of personnel as they enter the Theatre (can be sent the morning off):

### HEALTH SCREENING FORM

Name of Staff/Patron/Talent/Student: \_\_\_\_\_

Form Completed at: Time: \_\_\_\_\_ Date: \_\_\_\_\_

**SYMPTOMS IS THE PERSON PERSON EXPERIENCING ANY OF THE FOLLOWING:**

- COUGH : YES \_\_\_\_\_ NO \_\_\_\_\_
- FEVER : YES \_\_\_\_\_ NO \_\_\_\_\_
- CHILLS AND/OR REPEATED SHAKING : YES \_\_\_\_\_ NO \_\_\_\_\_
- SHORTNESS OF BREATH / DIFFICULT BREATHING: YES \_\_\_\_\_ NO \_\_\_\_\_
- MUSCLE ACHES AND/OR PAIN : YES \_\_\_\_\_ NO \_\_\_\_\_
- NAUSEA AND/OR VOMITING: YES \_\_\_\_\_ NO \_\_\_\_\_
- DIARRHEA : YES \_\_\_\_\_ NO \_\_\_\_\_
- HEADACHE: YES \_\_\_\_\_ NO \_\_\_\_\_
- SORE THROAT: YES \_\_\_\_\_ NO \_\_\_\_\_
- NEW LOSS OF TASTE OR SMELL : YES \_\_\_\_\_ NO \_\_\_\_\_
- CONGESTION/RUNNY NOSE: YES \_\_\_\_\_ NO \_\_\_\_\_

**TRAVEL AND CONTACT HISTORY**

- HAS THE PERSON TRAVELED ANYWHERE IN THE LAST 2 WEEKS?  
• YES \_\_\_\_\_ NO \_\_\_\_\_
- HAS THE PERSON EVER BEEN TOLD THEY SHOULD BE QUARANTINED?  
• YES \_\_\_\_\_ NO \_\_\_\_\_
- HAS ANYONE IN THEIR HOUSEHOLD BEEN SICK IN THE LAST 10 DAYS?  
• YES \_\_\_\_\_ NO \_\_\_\_\_
- HAVE THEY HAD CONTACT WITH A PERSON WHO IS DIAGNOSED WITH OR IS UNDER INVESTIGATION FOR COVID-19?  
• YES \_\_\_\_\_ NO \_\_\_\_\_

TEMPERATURE: \_\_\_\_\_

**IF THE PERSON ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS OR THEIR TEMPERATURE IS GREATER THAN "37.5 C" THE PERSON MUST BE SENT HOME AND ASKED TO FOLLOW UP WITH THEIR PHYSICIAN. ADDITIONALLY COVID-19 Safety Officer MUST BE NOTIFIED IMMEDIATELY.**

SIGNATURE: \_\_\_\_\_

### Production / Class / Rental Information Form

The intent of this form is to have a record of people participating in a Show/ Class/ Rental/ Production

**Select One** : Production \_\_\_\_\_ Class \_\_\_\_\_ Rental \_\_\_\_\_

❖ **Main Point of Contact:** (Name/Email/Phone)

\_\_\_\_\_

❖ **Date:** \_\_\_\_\_

❖ **Total Number of People:** *please include (Name/Email/Phone) for all mentioned below:*

- Tech/Crew/Front of House
- Cast
- Students
- Rental Point of Contact and Names of People during Rental (“tenants”)

NAME	EMAIL	PHONE	





## Production / Theatre Office

- Whenever possible meetings should be held remotely using video conferencing.
- Personnel should work from home or in staggered shifts whenever possible to reduce the total number of people in the office at one time.
- The Production Office layout should be adjusted to allow for physical distancing of at least 2 meters.
- If there are other productions or existing rentals sharing the Theatre, establish joint protocols to facilitate the recommended physical distancing, hand washing, and enhanced cleaning of common areas.
- High contact surfaces within the office should be routinely cleaned and disinfected. These include door handles, counters, kitchen appliances and any other materials or equipment regularly handled by more than one person.

## Casting / Auditions

- Travelers to BC from outside of Canada may not be permitted to enter the province, and if they do, they are required by order of the Provincial Health Officer to self-isolate for 14 days upon arrival.
- Wherever possible casting should be done remotely by video conferencing or other means.
- If in-person casting is required, audition times should be assigned, and performers should not be permitted to enter the facility until their scheduled time.
- Physical distancing of at least 2 metres should be adhered to at all times. When not possible, additional controls such as masks should be used to reduce the risk of transmission.
- Health screening should ideally be performed on all personnel entering the facility.
- Hand sanitizer should be available for use at the beginning and end of all auditions.
- When possible, forms and other paperwork should be completed electronically ahead of time. If paper forms are required, writing utensils should not be shared among personnel.

## Delivering and Receiving Goods

- A designated pick-up/drop-off zone should be established which ensures that physical distancing of 2 metres can be maintained throughout all interactions.
- Contactless delivery should be used whenever possible. While handling materials or packages personnel should wear disposable gloves if possible.
- While wearing disposable gloves, personnel may wish to remove and dispose of outer packaging.
- Personnel should disinfect their hands before and after handling materials or packages.
- If a signature or paperwork is required, writing utensils should not be shared.
- A record of all pick-ups and deliveries should be maintained including locations, company name and pertinent contacts for the purposes of contact tracing, if needed.

## Tools and Equipment

- The sharing of tools, equipment and products should be kept to a minimum. When sharing is required, personnel should disinfect the tool, equipment or product before they are used by another person.
- Where possible, equipment should be assigned and kept with a specific department, working group, or individual. For example, only A/V personnel should handle the gear.
- Visual and audio equipment such as microphones, radios, cameras, headsets, etc. should be personally assigned and stored in labeled, sealed bags or bins when not in use.
- Wipeable covers for electronics should be used whenever possible.
- Gloves should be used for handling tools or equipment whenever possible.

## Stage / On Stage Procedures

- Anyone exhibiting symptoms of COVID-19 will not be permitted on stage. Symptoms include cough, fever, chills, shortness of breath, muscle aches/pain, nausea, vomiting, diarrhea, headache, sore throat, congestion/runny nose and new loss of taste or smell.
- If personnel begin to develop any of the above symptoms, they should

immediately put on a mask, perform hand hygiene and report to the *COVID-19 Safety Officer*. They will be removed from the production and directed to their primary care provider for assessment.

- Wherever possible, all personnel will maintain physical distancing of 2 meters from others.
- Masks will be required to be worn by all personnel on/off stage with the exception of actors - during the show.
- Regular hand hygiene/hand washing will be required of all personnel and stations will be made available on set.
- The COVID-19 Safety Plan will be distributed to all personnel who will confirm they have read and agree to adhere to it prior to coming to every production and shoot day.
- At least one *COVID-19 Safety Officer* must be present (FOH), and a designated consultation area is to be provided for the purposes of health screening.
- The *COVID-19 Safety Officer* is responsible for overseeing health screening and helping ensure compliance with safety policies. Cast and Crew will be assured of confidentiality should they report to the *COVID-19 Safety Officer* of any protocols that are not being adhered to.
- All personnel will undergo health screening prior to entering every show/class/rental.
- Screening will consist of a questionnaire regarding symptoms, travel and contact history as well as a temperature check.
- Before every show/class/rental, a health and safety briefing will be held at the beginning.
- Call sheets, production reports, contracts and other paperwork should be provided in digital format wherever possible.
- Personal animals, excluding guide and service animals, should be restricted from the workplace due to the potential for allergic reactions which could be mistaken as COVID-19 symptoms.
- Work schedules (both individual and department) should be staggered where possible to reduce the number of personnel in the space at a time.
- In high traffic areas, one-way flow patterns should be established.
- Where personnel must work in close contact with one another, small working groups should be established to reduce the risk of broader transmission.
- Any materials or equipment that will be handled by personnel during their shift should be cleaned at the beginning and end of the workday with appropriate sanitizing materials. Whenever possible materials and equipment should be issued to individuals as opposed to shared among personnel.

- Regular cleaning of high touch services should be done by a designated on-site person or team throughout the day.
- A daily record of all personnel that have entered the workspace should be kept for the purposes of contact tracing if needed. This record should include names of individuals as well as a method of contacting them if not kept elsewhere.
- Access to the Theatre should have a defined entrance and exit area with posted signage, sanitation stations and clear marked passages.
- Scenes involving singing, yelling, the use of wind instruments or crowds can increase the risk of transmission. Wherever possible ensure adequate distancing between performers and other personnel.
- Establish and post occupancy limits in gathering areas.
- Consider eliminating close contact where practicable, creating seating in the audience in a way to minimize contact.
- Covid-19 Safety Officer will generate a work-place movement flow pattern/outline based on the placement of seating, staging and staff. This will be displayed for talent and works to easily follow.
- PPE packets will be provided to everyone coming onto the site and the use of a mask inside the facility will be mandatory,during the show.
- FOH/Staff will be compartmentalized into zones and/or working groups to the best of their ability in order to have less cross-contamination between workstations and personnel.
- There will be sanitizing stations near the high traffic/high touch/use areas.
- A Maximum Capacity, as deemed by the studio owner, is set at \_\_\_ people at one time inside of the theatre. This is to ensure the adequate spacing and social distancing of individuals at all times.

## Bar

- A hand-washing station will be near to the BAR and there will be a one-way traffic.
- Bar services and catering should be set up to allow 2 meters of distancing at all times.
- Signage should be posted displaying effective hand hygiene practices.
- All BAR staff personnel must wash their hands regularly and wear the appropriate PPE at all times while preparing and handling food.
- Restrict tables to parties of six people and require 2 meters between patrons sitting at different tables.

## Backstage

- Performers should apply their own makeup, hair or prosthetics where possible.
- When professional personal services are required, masks should be worn by all personnel as much as possible for the duration of the interaction. Face shields can also be considered in addition to masks, or where wearing a mask is not feasible (for example, after makeup application).
- Individual hairstylists and makeup artists should be assigned to work on performers consistently, one at a time.
- Makeup application tools and supplies should be assigned for each performer and used only on that individual. When not in use the tools and supplies should be kept in a sealed and labeled bag or bin.
- Use disposable make-up kits, applicators (cotton swabs, sponges, mascara wands) and brushes when possible.
- All personnel should wash their hands before and after each personal service session.
- Tools and equipment must be cleaned and disinfected in between uses.
- Clothing and costumes should be stored and distributed to performers in a cover to protect against cross contamination.
- Where dressing rooms restrict to single occupancy.
- Dressing facilities should be arranged to allow for physical distancing. If this is not possible, physical barriers should be installed.
- If adjustments are required, performers should do themselves under advisement if possible.
- Where physical distancing is not possible, all personnel should wear masks and/or face shields.
- Personnel should disinfect hands before and after the handling of any clothes or costumes.
- In between fittings/use, clothes and costumes should be disinfected where feasible.

## Washrooms

- Washrooms facilities should be regularly serviced and sanitized.
- Washroom facilities should be fully cleaned and sanitized each day
- High touch surfaces such as door knobs, counters, sinks as well as toilet paper and paper towel dispensers should be sanitized between uses ?
- All washroom facilities should be single occupancy only wherever possible
- Signs should be posted displaying proper hand washing procedure.

## Hand Washing

- Hand washing/sanitizing stations should be easily accessible for workers so as to support regular hand hygiene practices.
- Signage should be displayed at stations showing proper hand washing technique and instructions.
- Personnel should regularly wash or sanitize their hands before and after performing tasks, particularly using shared tools, equipment or materials.
- Hot water and soap should be used whenever possible. Where not feasible, alcohol-based hand sanitizer may be used instead.
- Personnel should avoid touching their eyes, nose or mouth as much as possible.



## We Can All Do Our Part

- Everyone has an individual responsibility and duty to prevent the transmission of COVID-19 to protect our communities.
- There are simple things we can all do to reduce the risk of transmission:
  - ❖ Physical distancing of 2 meters from other individuals whenever possible.
  - ❖ Wash your hands frequently with soap and hot water.
  - ❖ When this is not possible use alcohol-based hand sanitizer to disinfect regularly.
  - ❖ Cough or sneeze into your elbow or a tissue, not your hands.
  - ❖ Refrain from touching your face as much as possible.
- Regularly clean high touch surfaces such as doorknobs, counters and handles. Wipe down equipment after use.
- In all situations do your best to minimize risk - look for ways to accomplish tasks with as little close contact as possible, use physical barriers and PPE when it's not.
- Be patient with other personnel as everyone navigates the health measures in place to keep us all safe.
- Stay Vigilant and Aware - We All Control Our Collective Destiny.





I \_\_\_\_\_ (Insert Name) acknowledge that I have read and understand the safety plan outlined above. I agree to follow the safety plan and guidelines set forth in the above document, will not arrive at the Theatre if I am displaying any symptoms of COVID-19 or have been in contact with a confirmed case of COVID-19 and will wear all PPE as required.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date