

Theatre SKAM

Communicable Disease Prevention Plan



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Introduction

Theatre SKAM desires to continue making theatre and providing camps and classes for children and adults. The following is our Communicable Disease Prevention Plan, which follows the guidance from WorkSafe BC, Actsafe, and pulls from other industry standards.

This guide will be reviewed regularly and is subject to alterations. Supervisors have been trained to ensure that policies and procedures are being followed.

Training

All Workers participating in in-person projects must read and sign off on this guide and submit to their supervisors. This must be done before Workers can attend in-person sessions.

Communicable Disease Transmission

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. Examples of communicable disease that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

The level of risk of certain communicable diseases, including COVID-19, may increase from time to time or on a seasonal basis. This may occur at a local or regional level, or within a certain workplace.

Current PHO (BC) Restrictions

As at late-February 2022, the following restrictions relevant to our workplace are in place:

- Indoor or outdoor gatherings and events can happen at full capacity. Dancing is allowed.
 - Proof of vaccination required for entry (12+)
 - Masks required at indoor events, including when dancing
- Masks are required in all public indoor settings for all people born in 201 or earlier (5+).
- Businesses are once again required to have formal, written COVID-19 Safety Plans.
 - Theatre SKAM chose to transition our previous COVID-19 Safety Plan into this Communicable Disease Prevention Plan. We have continued to maintain the rigorous, formal written steps required in a COVID-19 Safety Plan as part of our CDPP. As such, this document serves as our COVID-19 Safety Plan.

Assessing Risks at our Workplace

Theatre SKAM manages many projects, in a number of venues, with differing Workers. In assessing our workplace(s), we have developed a number of addendums which reflect each unique situation and their inherent risks. Producer Logan Swain is responsible for monitoring and reviewing communicable disease-related information issued by the regional medical health officer and the provincial health officer. Reviews are done weekly and plan updates as needed.

For each situation, we have carefully considered the Hierarchy of Controls and we maintain the highest level of protection whenever possible. You will see the following five levels of protection referenced in this plan throughout.

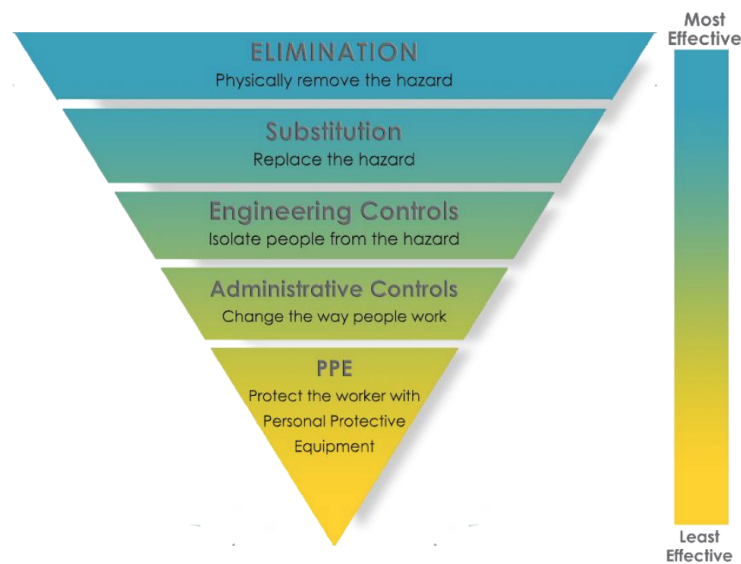


Figure 1 Hierarchy of Controls. From Actsafe Risk Assessment Guidelines
<https://www.actsafe.ca/wp-content/uploads/2020/05/Risk-Assessment-Guidelines-20200528.pdf>

Daily Health Check

Every Worker who participates in activities at 849 Fort Street, in-person SKAM school/camps, SKAMPede, SKAM Youth Presentations and the Pop-Up Theatre, or any other in-person work activity is required to complete a Daily Health Check before beginning work.

All Theatre SKAM Workers (and Students) who are ill or have symptoms of COVID-19 (fever or chills, recent onset of coughing, loss of sense of smell or taste, difficulty breathing) must stay home.

Those who have travelled outside of Canada in the last 7 days, or are a close contact of a person with a confirmed case of COVID-19 must stay home and self-isolate in accordance with guidance from the BC Centre for Disease control.

Symptoms include: any cold, flu or COVID-19 symptoms: Fever or chills, Cough, Loss of sense of smell or taste, Difficulty breathing. Other symptoms may include: Sore throat, Loss of appetite, Extreme fatigue or tiredness, Headache, Body aches, Nausea or vomiting, Diarrhea.

Workers must stay home when sick. Workers must also report any illness or symptoms to their supervisor immediately.

Sick Day Policy

Workers must stay home when sick. Employees are entitled to 3 days unpaid sick leave per year. Eligible employees are entitled to 5 days paid sick leave per year. A formal Paid Days Off Policy is currently being developed.

Personal Hygiene Measures

Anyone entering any of the Workplaces must follow the guidance provided by the Provincial Health Officer to reduce their risk of infection of Communicable Diseases, including:

- Wash your hands frequently throughout your day for at least 30 seconds using soap and water. If a sink is not available, 60-90% alcohol-based hand sanitizer can be used to clean hands if they are not visibly soiled. If they are visibly soiled, you can use an alcohol-based disposable hand wipe to remove the dirt and then use an alcohol-based hand rub. Hand sanitizer will be on hand at each Workplace.
- Do not touch your face/eyes/mouth with unwashed hands.
- When you sneeze or cough, cover your mouth and nose with disposable tissues or the crease of your elbow, and then wash your hands.

Reporting

A safe working environment is the shared responsibility of the Employer, Supervisors, and Workers. Creating a safe working environment is a collaborative effort. If a worker has concerns about safety or hazards, they should report those concerns to their supervisors.

Site/ Project Specific Protocols

A series of site/ project specific Addendums follow. Please read your relevant site/ project Addendum thoroughly and be in touch with your supervisor should you have any questions or concerns.

I _____, confirm that I have read and understood Theatre SKAM's Communicable Disease Prevention Plan and will abide by it.

Name:

Signature:

Date:

Position Title:

Addendum I - Mask Policy

Updated: January 12, 2022

Mask Requirement

Everyone (Workers & Guests) is required to wear a well fitted 3-layer non-medical mask (or better) on the premises at 849 Fort Street, and at other indoor Theatre SKAM events.

A face shield is not a substitute for a mask as it has an opening below the mouth.

Please refer to [Appendix I](#) for instructions on how to wear a mask.

Exemptions

Exemptions may be granted on a case-by-case basis for those with medical circumstances. Masks are not required for:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one
- People who cannot remove a mask on their own
- Children under the age of 5
- People who need to remove their masks to communicate due to another person's hearing impairment

Exceptions

In certain circumstances masks it is permissible for masks to be lowered.

- Masks may be removed to help communicate due to another person's hearing impairment.
- Masks may be removed when eating and drinking.
- Artists may remove masks while performing.
- Employees may lower their mask when working alone in an area separate from other employees, when no guests are in the building. In the Back Room, 2 metres/ 6.5 feet is sufficient distance between Workers to lower masks.

Addendum II - Vaccination Policy

Updated: February 22, 2022

Employees

Theatre SKAM is a mandatory vaccination workplace. All staff, employees, artists, and contractors are required to be vaccinated as a condition of employment for in-person activities.

Patrons

Theatre SKAM requires proof of vaccination for all patrons age 12+ attending in-person events. This is required by order of the PHO, and we believe it is an important part of creating a safe environment for our employees, artists and patrons. This includes but is not limited to: performances, workshops, and space rental users.

BC Vaccine Card

Theatre SKAM uses the BC Vaccine Card program as our method of verifying vaccination status. The BC Vaccine Card is simple and secure, with the QR code storing only the minimum amount of information needed.

Record of Vaccination Status

The majority of Theatre SKAM's events are recurring. To reduce strain on patrons and employees, we have implemented a process to record that a patron has provided proof of vaccination. This process requires written consent from the patron and is entirely optional. Patrons who do not consent to Theatre SKAM recording their proof of vaccination status will be required to show their BC Vaccine Card every time they attend an event.

Addendum III - Building Entrance Policy

Updated: January 14, 2022

Introduction

This policy is intended to simplify the process of following all required protocols while attending in-person activities at Theatre SKAM spaces. It serves as a step-by-step guide for arriving at and entering the building. Staff, employees, artists, contractors, and renters are to follow this policy when welcoming guests, patrons, and students into the building.

Masks

Is the person entering the building wearing a well fitted 3-layer non-medical mask (or better), in accordance with **Addendum I - Mask Policy**? Provide a new single-use mask if their mask is insufficient or they are not wearing a mask and are not eligible for an exemption. If a person refuses to comply with **Addendum I - Mask Policy**, they are not permitted to enter the premises.

Health Check

Is the person ill, required to self-isolate under BC CDC Guidelines, or do they have symptoms of COVID-19? If yes, they are not permitted to enter the premises.

Symptoms include: any cold, flu or COVID-19 symptoms: Fever or chills, Cough, Loss of sense of smell or taste, Difficulty breathing. Other symptoms may include: Sore throat, Loss of appetite, Extreme fatigue or tiredness, Headache, Body aches, Nausea or vomiting, Diarrhea.

Proof of Vaccination

In accordance with **Addendum II - Vaccination Policy**, ask the person to provide their BC Vaccine Card (or another form of accepted proof-of vaccination) and if they are 19 years of age or older, a piece of valid government photo ID. Verify that the name on their ID matches their proof of vaccination, and scan their BC Vaccine Card using the the BC Vaccine Card Verifier app. If a person is not fully vaccinated, or refuses to comply with **Addendum II - Vaccination Policy**, they are not permitted to enter the premises.

Personal Hygiene Measures

Direct the person to sanitize their hands with 60-90% alcohol-based hand sanitizer, or go to the washroom to wash their hands for at least 30 seconds using soap and water.

Addendum IV - 849 Fort Street

Updated: February 23, 2022

*** Please also refer to **Addendum III - Building Entrance Policy** ***

Risk Assessment Statement

- All shared workspace areas have been identified.
- Tasks where Workers would normally come close to one another have been identified.
- Tools, equipment, materials and machinery that Workers share while working have been identified.
- High-touch surfaces, such as door handles, faucets, light switches, equipment controls, etc., have been identified.

Our Protocols

First Level Protection - Elimination

- At this time, 849 Fort Street is closed to members of the general public unless they are attending an event.
- Workers will work from home when possible to limit the number of people at the office.
- Most meetings are conducted virtually.

Second Level Protection - Substitution

- Workers are invited to bring any of their own equipment for personal use. This includes items for personal use including water bottles, utensils and Tupperware. All personal effects must be removed at the end of each working day, unless the Worker has a designated station/place to store them.

Third Level Protection - Engineering Controls

- Physical distancing of 2 metres/ 6 feet should be maintained between everyone on the premises when possible. Exceptions may be approved for care aids or support workers.
- Room occupancy limits (per ActSafe's Capacity Guidance for Spaces Occupied by Non-Patrons guide) are in place and must be adhered to. The total building occupancy is 25. Room limits are:
 - Front Lobby: 6
 - Front Room: 6
 - Back Lobby: 6
 - Washroom: 1
 - Storage Room: 2
 - Office: 2
 - Back Room: 25
 - Accessible Washroom: 2
 - Staff Room: 3

- When staff need to work onsite, multiple workstations are available in the building in separate areas of the building.
- Two high-capacity air purifier units are in place for 24-hour operation in the Back Room to promote better air exchange. Two smaller air purifier units are available to move around the premises as needed.

Forth Level Protection - Administrative Controls

- Safe Work Procedures have been published in this guide and will be reviewed regularly.
- Signage has been posted throughout the building. In addition, a bulletin board in the Front Lobby displays important Health & Safety information, posters and the Communicable Disease Prevention Plan.
- Scheduling - All meetings or events should be added to the SKAM Satellite Studio calendar.
- A minimum 15-minute cross over period must be scheduled between all rehearsals, events and SKAM School of Performing Arts classes, at which point high-touch surfaces are sanitized.
- Whenever possible, equipment will not be shared and Workers will use their own individual equipment.
- When equipment sharing must occur, Workers are responsible for cleaning and disinfecting equipment before and after each use.

Personal Protective Equipment

- Everyone (Workers & Guests) is required to wear a non-medical mask on the premises, in accordance with Theatre SKAM's Mask Policy.
 - Please refer to Addendum I - Mask Policy.
 - Please refer to Appendix I for instructions on how to wear a mask.
- Single-use non-medical masks are on hand.
- Disposable gloves are also on hand for Workers.

Cleaning & Hygiene Practices

- Cleaning occurs at least once per week, with increased frequency for increased in-person activity.
- Sanitization of all high-touch surfaces occurs daily.
- Hand sanitizer is in multiple locations throughout the building.

Addendum V - SKAM School of Performing Arts

Updated: February 23, 2022

This Addendum covers the protocols for the point-of-view of the Worker. A separate policy will be distributed to the parents/ guardians/ students.

*** Classes take place at 849 Fort Street, please also refer to **Addendum IV - 849 Fort Street** ***

*** Camps take place at 932 Balmoral Rd, please also refer to **Addendum IX - 932 Balmoral Rd** ***

Risk Assessment Statement

- All shared workspace areas have been identified.
- Tasks where Workers would normally come close to one another have been identified.
- Tools, equipment, materials and machinery that Workers share while working have been identified.
- High-touch surfaces, such as door handles, faucets, light switches, equipment controls, etc., have been identified.

Our Protocols

First Level Protection - Elimination

- Most classes will be limited to 10 students. And one instructor. The maximum class size is 12 students and 2 instructors.
- Parents and caregivers should remain outside of the venue to drop off their children.
- Workers and students are asked to avoid close greetings such as hugs, high fives or handshakes.
- Classes will incorporate more individual activities or activities that encourage more space between Workers and Students.
- Final presentations will be recorded and sent out for viewing. There will be no audiences for presentations.

Second Level Protection - Substitution

- Classes take place in the back room of the SKAM Satellite Studio where there is room to allow for physical distancing.
- Workers are invited to bring any of their own equipment for personal use. This includes items for personal use including water bottles, utensils and Tupperware. All personal effects must be removed at the end of each working day, unless the Worker has a designated station.

Third Level Protection - Engineering Controls

- Physical distancing of 2 metres/ 6 feet should be maintained between everyone on the premises when possible. Exceptions may be approved for care aids or support workers.
- Room occupancy limits (per ActSafe's Capacity Guidance for Spaces Occupied by Non-Patrons guide) are in place and must be adhered to. The total building occupancy is 25. Room limits are:
 - Front Lobby: 6
 - Front Room: 6
 - Back Lobby: 6
 - Washroom: 1
 - Storage Room: 2
 - Office: 2
 - Back Room: 25
 - Accessible Washroom: 2
 - Staff Room: 3
- Two high-capacity air purifier units are in place for 24-hour operation in the Back Room to promote better air exchange. Two smaller air purifier units available to move around the premises as needed.

Forth Level Protection - Administrative Controls

- All staff are required to be fully vaccinated.
- We recommend that all participants aged 5 to 12 have at least one dose of the vaccine and that everyone 12+ have at least two doses of the vaccine. Vaccines are safe and effective.
- Safe Work Procedures have been published in this guide and will be reviewed regularly.
- Signage has been posted throughout the building. In addition, a bulletin board in the Front Lobby displays important Health & Safety information, posters and the Communicable Disease Prevention Plan.
- Passive ventilation is promoted - doors and windows are recommended to remain open.
- A minimum 15-minute cross over period must be scheduled between all rehearsals, events and SKAM School of Performing Arts classes, at which point high-touch surfaces are sanitized.
- Whenever possible, equipment will not be shared and Workers will use their own individual equipment. If required for class, Workers will provide enough props and craft supplies for each student to have their individual supplies. Shared supplies will not be available.
- When equipment sharing must occur, Workers are responsible for cleaning and disinfecting equipment before and after each use.
- If a student develops symptoms the Worker is required to:
 - Separate the symptomatic student from others in a supervised area.
 - Contact the student's parent or caregiver to pick them up immediately.
 - Remain 2 metres from the ill student.

- Provide the student with tissues to cover their coughs or sneezes and ensure that the tissues are thrown away immediately. Staff must wash their hands thoroughly.
- Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them.

Personal Protective Equipment

- Everyone (Workers & Guests) is required to wear a non-medical mask on the premises, in accordance with Theatre SKAM's Mask Policy.
 - Please refer to Addendum I - Mask Policy.
 - Please refer to Appendix I for instructions on how to wear a mask.
- Single-use non-medical masks are on hand.
- Disposable gloves are also on hand for Workers.

Cleaning & Hygiene Practices

- Sanitization of all high-touch surfaces occurs daily.
- Hand sanitizer is in multiple locations throughout the building.

Students will be told to wash their hands:

- When they arrive at school and before they go home
- Before eating and drinking
- After using the toilet
- After sneezing or coughing into hands or tissue
- Whenever hands are visibly dirty
- When moving between different learning environments (ie. outdoor-indoor transitions)

Addendum VI - Pop-Up Theatre

Updated: October 14, 2021

Risk Assessment Statement

- All shared workspace areas have been identified.
- Tasks where Workers would normally come close to one another have been identified.
- Tools, equipment, materials and machinery that Workers share while working have been identified.
- High-touch surfaces, such as truck door handles, steering wheel, etc., have been identified.

Our Protocols

*** A number of Pop-Up Theatre rehearsals take place at 849 Fort Street, so please also refer to **Addendum I - 849 Fort Street** ***

First Level Protection - Elimination

- Audiences watch performances from outside for the truck.
- ~~The flat bed truck used as a performance platform has been modified to be open air. Therefore, a number of rehearsals and all performances take place outside.~~
- The number of audience members will not exceed current PHO numbers. If the number of patrons exceeds the maximum, artists will not perform.
- Hand props, instruments and costumes will only be implemented when necessary.

Second Level Protection - Substitution

- The Workers for Pop-Up Theatre are designated as a cohort.
- Workers are invited to bring any of their own equipment for personal use. This includes items for personal use including water bottles, utensils and Tupperware. All personal effects must be removed at the end of each working day.
- Pop-Up Theatre donations are collected through digital services (Canada Helps and Eventbrite) as a preferred method. Should donations be made on the day-of performances, the booker (a non-Worker) is requested to collect donations in a Ziplock bag to hand off to a designated Worker.

Third Level Protection - Engineering Controls

- Physical distancing of 2 metres/ 6 feet must be maintained between Workers and audience, and whenever possible between Workers.
- Barriers have been installed in the cab of the truck to allow for separation between the Pop-Up Theatre Workers.

Forth Level Protection - Administrative Controls

- Safe Work Procedures have been published in this guide and will be reviewed regularly.

- Workers are expected to refer to the information posted on the bulletin board in the Front Lobby when participating onsite at 849 Fort Street.
- Whenever possible, equipment will not be shared and Workers will use their own individual equipment.
- When equipment sharing must occur, Workers are responsible for cleaning and disinfecting equipment before and after each use.
- Access to the cab of the truck is limited to the Pop-Up Theatre cohort.
- Each artist will have a designated seat in the cab of the truck.
- Each artist will only handle their own props/ costumes/ instruments and will have a designated place in the truck for this equipment for its transport.

Personal Protective Equipment

- Everyone (Workers & Guests) is required to wear a non-medical mask, except when performing (outside) when distance between Workers will be maintained if possible. Please refer to Appendix I for instructions on how to wear a mask.
- Disposable gloves are also on hand for Workers.

Cleaning & Hygiene Practices

- Sanitization of all high-touch surfaces occurs daily.
- The barriers installed in the cab of the truck are regularly sanitized.
- Hand sanitizer is available in the truck cab and it is expected that each passenger will sanitize upon entry and exit of the cab.
- As applicable, surfaces will be disinfected upon completion of each rehearsal or performance where spit-valves may have led to contamination.

Addendum VII - SKAMpede Festival

Updated: July 8, 2021

Risk Assessment Statement

- All shared workspace areas have been identified.
- Tasks where Workers would normally come close to one another have been identified.
- Tools, equipment, materials and machinery that Workers share while working have been identified.
- High-touch surfaces have been identified. (There are few.)

Our Protocols

First Level Protection - Elimination

- The SKAMpede Festival takes place outdoors.
- Theatre SKAM contracts groups for their completed performances - Theatre SKAM is not responsible for rehearsals. (SKAMpede Young Company show is the exception, which is covered in Addendum V - SKAM Young Company.)
- Theatre SKAM will limit the number of performers to the maximum of 7 in each troupe, but each troupe will be assessed on a case-by-case basis to ensure that social distancing can be maintained between performers and audience.
- Theatre SKAM has altered the structure of the event so it runs 4 tours of 4 shows plus an installation, with each tour beginning at its own launch Point. Each tour will operate as a smaller individual event within the festival.
- The Shipyard Wrap up is limited to 100 tickets.
- The number of audience members per tour departure time is capped at 12.
- Select events that have encouraged gathering of people historically will be canceled this year, including: Friday night dinner.
- Artists will not report to the Hub as in previous years - they will just go to their show site.

Second Level Protection - Substitution

- Workers are invited to bring any of their own equipment for personal use. This includes items for personal use including water bottles, utensils and Tupperware. All personal effects must be removed at the end of each working day.
- Attendees are encouraged to pre-book their Pay-What-You-Can (PWYC) ticket through Elevent. Should cash donations be collected on the day of, there are large buckets at the Launch Points for touchless exchange, and a QR code for digital donations.

Third Level Protection - Engineering Controls

- Physical distancing of 2 metres/ 6 feet will be maintained between Workers and audience whenever possible.

- Audiences will be provided enough room to stand 2 meters/ 6 feet from one another's groups. The designated place for audiences to stand is marked.
- Audiences will arrive at specific Launch Points, which is adequate to maintain social distancing.

Forth Level Protection - Administrative Controls

- Safe Work Procedures have been published in this guide and will be reviewed regularly.
- Increased Staff presence will be implemented to enforce social distancing.
- Signage reflecting direction of travel and social distancing will be posted throughout the Festival.
- Whenever possible, equipment will not be shared and Workers will use their own individual equipment.
- When equipment sharing must occur, Workers are responsible for cleaning and disinfecting equipment before and after each use.
- Each artist will only handle their own props/ costumes/ instruments. This will be part of the agreement signed by both Theatre SKAM and the performance groups.

Personal Protective Equipment

- All Workers will have masks that are to be worn when less than 2 metres/ 6 feet from Patrons and other Workers. Please refer to Appendix I for instructions on how to wear a mask.
- Audience members are encouraged to bring and wear a mask as they wish.
- Disposable gloves are also on hand for Workers.

Cleaning & Hygiene Practices

- Sanitization of all high-touch surfaces occurs daily.
- Hand sanitizer is available in multiple locations.
- As applicable, surfaces will be disinfected upon completion of each performance where spit-valves may have led to contamination.

Addendum VIII - Mainstage Productions (at 849 Fort Street)

Updated: October 14, 2021

Risk Assessment Statement

- All shared workspace areas have been identified.
- Tasks where Workers would normally come close to one another have been identified.
- Tools, equipment, materials and machinery that Workers share while working have been identified.
- High-touch surfaces have been identified.

Our Protocols

*** As Mainstage Productions will be rehearsing and performing at 849 Fort Street please also refer to **Addendum I - 849 Fort Street** ***

First Level Protection - Elimination

- The number of audience members will not exceed current PHO numbers. The cap of audience members will be regularly reviewed..
- Hand props, instruments and costumes will only be implemented when necessary.

Second Level Protection - Substitution

- Workers are invited to bring any of their own equipment for personal use. This includes items for personal use including water bottles, utensils and Tupperware. All personal effects must be removed at the end of each working day.

Third Level Protection - Engineering Controls

- Physical distancing of 2 metres/ 6 feet must be maintained between Workers and audience, and whenever possible between Workers.

Forth Level Protection - Administrative Controls

- Safe Work Procedures have been published in this guide and will be reviewed regularly.
- Workers are expected to refer to the information posted on the bulletin board in the Front Lobby when participating onsite at 849 Fort Street.
- Whenever possible, equipment will not be shared and Workers will use their own individual equipment.
- When equipment sharing must occur, Workers are responsible for cleaning and disinfecting equipment before and after each use.
- Each artist will only handle their own props/ costumes/ instruments and will have a designated place in the truck for this equipment for its transport.

Personal Protective Equipment

- Everyone (Workers & Guests) is required to wear a non-medical mask, except when performing, when distance between Workers will be maintained whenever possible. Please refer to Appendix I for instructions on how to wear a mask.
- Disposable gloves are also on hand for Workers.

Cleaning & Hygiene Practices

- Sanitization of all high-touch surfaces occurs daily.
- Hand sanitizer is available in multiple locations.
- As applicable, surfaces will be disinfected upon completion of each performance where spit-valves may have led to contamination.

Addendum IX - 932 Balmoral Rd

Updated: February 23, 2022

*** Please also refer to **Addendum III - Building Entrance Policy** ***

Risk Assessment Statement

- All shared workspace areas have been identified.
- Tasks where Workers would normally come close to one another have been identified.
- Tools, equipment, materials and machinery that Workers share while working have been identified.
- High-touch surfaces, such as door handles, faucets, light switches, equipment controls, etc., have been identified.

Our Protocols

First Level Protection - Elimination

- Only Spring Break Camps take place at this location.
- Schedule and room use has been coordinated with the building operator to minimize overlap.

Second Level Protection - Substitution

- Workers are invited to bring any of their own equipment for personal use. This includes items for personal use including water bottles, utensils and Tupperware. All personal effects must be removed at the end of each working day, unless the Worker has a designated station/place to store them.

Third Level Protection - Engineering Controls

- Physical distancing of 2 metres/ 6 feet should be maintained between everyone on the premises when possible. Exceptions may be approved for care aids or support workers.
- Room occupancy limits (per ActSafe's Capacity Guidance for Spaces Occupied by Non-Patrons guide) are in place and must be adhered to. The total building occupancy is TBD. Room limits are:
 - TBD

Forth Level Protection - Administrative Controls

- Safe Work Procedures have been published in this guide and will be reviewed regularly.
- Signage has been posted throughout the building. In addition, a bulletin board in the Front Lobby displays important Health & Safety information, posters and the Communicable Disease Prevention Plan.
- Scheduling - All meetings or events should be added to the SKAM Satellite Studio calendar.

- A minimum 15-minute cross over period must be scheduled between all rehearsals, events and SKAM School of Performing Arts classes, at which point high-touch surfaces are sanitized.
- Whenever possible, equipment will not be shared and Workers will use their own individual equipment.
- When equipment sharing must occur, Workers are responsible for cleaning and disinfecting equipment before and after each use.

Personal Protective Equipment

- Everyone (Workers & Guests) is required to wear a non-medical mask on the premises, in accordance with Theatre SKAM's Mask Policy.
 - Please refer to Addendum I - Mask Policy.
 - Please refer to Appendix I for instructions on how to wear a mask.
- Single-use non-medical masks are on hand.
- Disposable gloves are also on hand for Workers.

Cleaning & Hygiene Practices

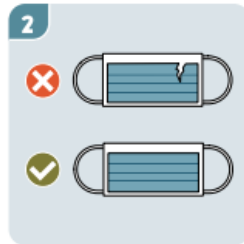
- Cleaning occurs at least once per week, with increased frequency for increased in-person activity.
- Sanitization of all high-touch surfaces occurs daily.
- Hand sanitizer is in multiple locations throughout the building

Appendix I - How to Wear a Mask

Help prevent the spread of COVID-19: How to use a mask



Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



Inspect the mask to ensure it's not damaged.



Turn the mask so the coloured side is facing outward.



Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



Put the loops around each of your ears, or tie the top and bottom straps.



Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



Don't touch the mask while you're wearing it. If you do, wash your hands.



Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



Wash your hands with soap and water or use an alcohol-based hand sanitizer.



Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



Dispose of the mask safely.



Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

References

<https://www.actsafe.ca/wp-content/uploads/2020/06/Audience-Services-Guidelines-20200603.pdf>

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