



EMV COVID-19 HEALTH & SAFETY PLAN Developed July 2020

1.

Assess the risk at your workplace

- H&S plan developed with input & consultation from the PBO Players' Committee, frontline workers, staff & volunteers, and will follow the WorkSafeBC guidelines;
- Staff (venue & EMV) have been consulted on issues like risk assessment, safe working procedures, safety barriers, cleaning, and equipment purchasing;
- Training will be provided to all workers attending the festival before work commences via this handout on the plans we have set out for safe return; updates will be communicated via emails and in person;

Risk assessment

- Musicians rehearsing, low/mid level risk, moderate contact with masks and social distancing
- EMV Staff, low/mid level risk, moderate contact with masks and social distancing
- Worker Health: Communicating Measures to reduce the risk:
 - Email summarizing all points to all staff & musicians
 - Distribution of this plan to all staff & musicians
 - Supervisors to have in person discussions with reports either in the building or via Zoom calls during production;
 - Signage and directional arrows will be placed at the workplace;
- Safety Plan Publication
 - Posted on the EMV website;
 - Posted in both Hodson Rehearsal rooms, kitchen, entryway;
 - Distributed via email to all staff and musicians;
 - Communicated to other potential occupants and companies of the building;
- Transportation
 - Workers should drive their own vehicles wherever possible and use these to get to the venues; in the event of contamination this will allow them to self-isolate;
- Worker screening
 - Workers will assess themselves for possible Covid illness before entering the building;



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- Staff & musicians will be asked to fill out a short questionnaire daily, and send to the EMV Production Manager to keep on file;
- Signage will be posted requiring people to go home if they are feeling ill, are coughing, have a fever. They should then be screened by a medical professional;

2. Implement measures to reduce the Risk

We have identified areas and developed plans for workers to safely social distance during performances and rehearsals:

- Each worker will conduct a self-assessment before entering the work place every day, this is a mandatory component; a list of Covid-19 symptoms can be found here <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>; If assessment indicates possible Covid-19 diagnosis the worker will remain outdoors and call 8-1-1 to determine next steps for treatment;
- It is recommended for all workers to wear a mask when at the Chan Centre, this is not compulsory but highly recommended; the venue will have a small amount of disposable masks to distribute but it is strongly recommended that all workers bring their own reusable cloth masks and wear them at all times except when recording or outside the venue taking a break; see attached document on how to properly use a mask;
- All workers should wash their hands on arrival at the workplace, and continue to wash their hands after breaks when returning to work;
- Separate rehearsal spaces will be used for groups rehearsing each day, separation will be maintained for bathrooms & rehearsal space;
- Different Ingress & Egress doors & patterns will be observed and signage that is posted with floor markings will indicate proper routes inside the building;
- All dressing rooms (Chan Centre) will be open as single use bathrooms in the back of house;
- Chan sanitation crews will clean throughout the day and between different rehearsal groups, focus will be on high touch surfaces such as light switches, door handles, and bathrooms, and equipment; Chan stage crew will clean stage area between rehearsal groups;
- All workers will be expected to make physical distancing a priority during breaks, keeping minimum 2 metres apart;
- Food should not be consumed in groups and except where not practical workers are encouraged to go outside to take breaks and eat meals;
- Communication to and with staff & musicians each day will occur by email, and an orientation will be conducted at the beginning of a rehearsal;



- We will establish and post occupancy limits for areas within the facility including dressing rooms, break rooms, and washrooms. Performing arts venues are subject to the provincial health officer's order prohibiting mass gatherings of 50 people or more. Projects will be rehearsed & performed one at a time (or in different venues) to reduce worker interaction;
- Stage plans will space workers at least 2 metres apart at all times;
- Wind instruments will be further distanced to prevent spread and contact (3 metres or more);
- Shared instruments to be sanitized (wiped down with soap & water before & after use), and between users and tuners (keyboards are only shared instruments);
- Each worker will be assigned their own music stand, there should be no sharing of music stands or scores;
- Keyboard cleaning protocol
 1. Players should wash hands thoroughly with soap and water prior to the playing session.
 2. A bottle of hand sanitizer will be provided and left near the instrument for players to use as needed.
 3. The keyboards and register levers should be wiped down with a dry rag and a very light amount of Methyl Hydrate (supplied by EMV) on the cloth.
- All contractors delivering instruments will wear a cloth mask and gloves when handling instruments that are delivered;

3. Develop policies to manage your workplace

- No one may come to the workplace with symptoms of sickness; workers will not forfeit their pay or have any retribution against them whatsoever for deciding to stay away from the workplace for precautionary health reasons;
- If anyone becomes ill at the workplace they should report to EMV Production Manager (in person or by cell phone 604-657-1748); that person will be isolated in one of the dressing rooms, staff will phone 8-1-1 and proceed according to health authorities' instructions;
- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache;
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions;
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms;



- Workers will self-assess for symptoms of COVID before entering to the workplace, if they feel ill they should phone 8-1-1 and follow instructions and not enter the workplace;
- All workers will complete the COVID-19 Worker Health Declaration each day and submit to EMV Production Manager via email daily;
- Food cannot be eaten in groups; it's discouraged to bring food into the workplace except where necessary;
- Guests will be prohibited from the workplace except for ticketed events and in front of house only;
- Hand sanitizer and hand washing stations will be clearly signed at Hodson Manor and the Chan Centre; cleaners will come in daily to sanitize: washrooms and public areas, high touch surfaces (such as light switches & door handles), and to empty garbages;
- Handwashing and sanitizing guidance via signage will be sent to workers and patrons ahead of time;
- If there are other productions or existing tenants sharing the complex, we will establish joint protocols to facilitate recommended counter-measures: physical distancing, hand washing, and enhanced cleaning of common areas.
- Areas on stages will be marked to ensure each worker is assigned a designated area in which they can move about to maintain physical distancing with other workers.
- Audience will be provided instruction prior to the attending performances to emphasize changes and new expectations around audience behaviour, regular egress, emergency egress and washroom use; these will be sent by email to all attendees;
- Masks may not protect the wearer from the virus, but they can reduce the spread of the wearer's respiratory droplets to others. For that reason, patrons should be encouraged to wear masks in these situations to protect workers. Workers should also wear masks to protect patrons. Refer to WorkSafeBC guidance on selecting and using masks.

4. Develop Communication plans and training

- Workers will be trained before entering the workplace and we will insist anyone who is sick not come to the workplace;
- Signage will be posted where appropriate, as well as our H&S plan posted at the worksite;
- Staff will be trained on monitoring worker safety at the event;



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5. Monitor your workplace and update your plans as needed

- New concerns will be adapted to as we go and workers will be encouraged to raise safety issues if they feel concerned; the main point of contact for concerned workers will be the head of the PBO Players' Committee (Chair, Natalie Mackie) and the EMV Production Manager (Jonathan Evans);

6. Assess and address risks from resuming operations

- Training will be provided on new procedures for operating safely in the COVID environment;

7. Ticketing

- We are inviting up to 35 ticketed guests to 1 90 minute recording session each day; there will be no interaction between performers and audience members; Chan FOH staff will be the only contact with audience members;
- All guests will have their information recorded for contact tracing, including name, email & phone, and will be expected to assess themselves for symptoms of COVID before entering the premises;
- No programmes will be printed (digital sent only) and tickets will be scanned without touching them;
- Guests will be given detailed instructions beforehand for which doors they should use for entry/exit, and safely using the washrooms;
- Ticketing will be at assigned seats only and guests will be expected not to mingle;
- Any lines should observe physical distancing and we would post signage outside advising patrons as well as sending expected protocol information beforehand;