

**Richmond Gateway Theatre Society
Company-Wide COVID-19 Plan**

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Version 8

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**Richmond Gateway Theatre Society
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INTRODUCTION

This plan has been developed as a guide to how we will complete work at Gateway while prioritising the health and safety of Gateway workers. Most of the information applies to all workers (which includes ongoing staff, stage services workers, artists, volunteers and contractors). Where there is job/department-specific information, it can be found in the appropriate appendix.

The plan reflects our worker needs as they are currently and doesn't currently address what may need to happen as additional workers start working onsite at Gateway. The situation is and will continue to be fluid, and as a result practices and guidance will evolve over the next several months, which could involve both 'forward' and 'backward' movement. The plan will therefore be updated on an ongoing basis.

In some cases, the approach Gateway is taking to health and safety protocols goes beyond the requirements dictated by Provincial Health Orders. The COVID Task Force takes into account things like the specific activities happening at Gateway, the approach the City is taking, and the comfort levels of staff in occasionally determining slightly higher levels of public or worker requirements.

It is essential that we communicate with each other, speaking up if we have concerns, saying if we are uncomfortable with what is being asked of us, and offering friendly reminders to each other if our colleagues forget the protocols.

COVID Task Force

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RESPONSIBILITIES

Executive Director:

- Ensure the plan is reviewed and updated as necessary.
- Ensure the development of supporting resources (such as signage).
- Assist with the risk assessment process and consult on risk controls, as needed.
- Ensure that training, safe workplaces, Personal Protective Equipment and other equipment are provided
- Ensure a system for documenting instruction & training is in place.
- Assess the risks related to the COVID-19 virus for individual workers positions as required
- Remove employees from the workplace who are unwell or who do not follow the Safe Work Practices established by this plan.

COVID Task Force

- Review the plan and offer input
- Share and discuss new information as it becomes available

Joint Occupational Health & Safety Committee (JOHSC):

- Ensure the plan is reviewed and updated as necessary.
- Ensure the development of supporting resources (such as signage).
- Assist with the risk assessment process and consult on risk controls, as needed.
- Ensure that training, safe workplaces, Personal Protective Equipment and other equipment are provided
- Ensure a system for documenting instruction & training is in place.

Directors, Managers & Supervisors:

- Prepare information and materials specific to workers under their supervision
- Ensure that awareness and information resources are shared with employees
- Ensure employees have been trained on the selection, care, maintenance and use of any Personal Protective Equipment
- Direct work in a manner that eliminates and if not possible, minimizes the risk to employees
- Ensure employees follow Safe Work Practices and use Personal Protective Equipment.
- Share information regarding worker concerns with the Executive Director and Joint Occupational Health and Safety Committee.
- Report any concerns or violation of safe work practices to the JOHSC or ED

Workers:

- Read awareness and information resources, ask questions and follow-up with supervisor to ensure understanding and adherence.
- Take part in training and instruction.
- Review and follow related safe work practices.
- **Report any concerns or violation of safe work practices to a supervisor**
- Selection, care, maintenance and use any assigned PPE as trained and instructed.
- Understand how exposure can occur and when and how to report exposure incidents.

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GENERAL PROTOCOLS

WORKER HEALTH

When To Stay Home

Workers who fall into the following categories must stay home:

- Are currently experiencing potential symptoms of COVID-19. These include:
 - Fever
 - Chills
 - New or worsening cough
 - Shortness of breath
 - New muscle aches or headache
 - Sore throat and painful swallowing
 - Stuffy or runny nose
 - Loss of sense of smell
 - Fatigue
 - Loss of appetite
 - Nausea
 - Diarrhea
- Have experienced potential symptoms of COVID-19 within the last 10 days.
- Have travelled outside of Canada within the last 14 days.
- Are a close contact of a person who has:
 - Experienced potential symptoms of COVID-19 within the last 10 days
 - Tested positive for COVID-19 within the last 14 days

THE BUILDING

Hand Washing Station

The hand washing station upon arrival is in the First Aid room just past the Green Room.

Building Closed Apart from Scheduled Meetings

Other than the Box Office during scheduled box office hours, the building is closed to unscheduled visitors and external doors must remain locked.

Only scheduled in-person meetings can take place; in advance of these meetings, workers who will be in the vicinity must be notified of the planned visit in case they have concerns or wish to be elsewhere in the building at the time. It is recognised that City staff and workers may arrive unannounced. Any Gateway workers who have concerns should notify the Executive Director or the Joint Occupational Health & Safety Committee.

Academy students are an exception to this.

Office Closed to Non-Staff

The administration office is closed to everyone except ongoing staff. Seasonal IATSE staff may access the office but casual IATSE staff and Academy instructors should not.

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Health Checks

Health Check forms are required for any guests who enter the building. Gateway workers are not required to complete a form but they should not come to the workplace if they are exhibiting any symptoms.

Deliveries

Couriers and other delivery people will not be admitted to the building. To make a delivery, they should call the phone number posted on the Administration doors. Workers accepting a delivery should receive, unpack the items and dispose of packaging, then wash their hands.

Mask Wearing

Masks are mandatory throughout the building. The only exceptions in which masks are optional at Gateway are:

- a worker is at their workstation and is physically distanced from others
- a worker is in a non-shared room alone completing their work (a room, not a storage space)

The legal exceptions to mask wearing under the Provincial Health Order are:

- a psychological, behaviour or health condition, or
- a physical, cognitive, or mental impairment
- is unable to put on or remove a face covering without the assistance of another person

Space Use & Building Activity

The additional cleaning and protocols currently required put additional pressure on workers, both in terms of additional cleaning, and the requirement to determine logistics related to multiple groups of workers and/or members of the public.

The various spaces in the building therefore cannot be utilised at full capacity as they would in normal times. Attention must be paid to what other activities are happening elsewhere in the building before a space is booked, and conversations should take place with the Associate Manager regarding the capacity and schedule of the Building Services workers.

Work Zones

Due to the variety of activity in the building, there are no distinct work zones other than the Administrative Zone (see Appendix H), which is only to be entered by Office, Building Services, Box Office and Stage Services workers.

PHYSICAL DISTANCING

It is recommended that workers maintain a minimum distance of 2 metres/6.5 feet between themselves and others whenever possible. This includes refraining from gathering in or blocking high-traffic areas and refraining from sharing small enclosed spaces with others.

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PHYSICAL BARRIERS

Barriers will be in place at the Box Office between box office workers and members of the public.

HYGEINE & CLEANING

Handwashing

Workers must wash their hands well and often with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand sanitizer.

"Often" includes:

- upon arriving and when leaving work (in the First Aid Room, beyond the Green Room)
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before and after using shared equipment
- before, during and after preparing food
- before eating any food (including snacks)

Additionally:

- Avoid touching eyes, nose or mouth with unwashed hands

Cough/Sneeze Etiquette

All workers are expected to follow cough/sneeze etiquette which includes the following:

- Cover mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs
- Use tissues to contain secretions, and immediately dispose of any used tissues in the garbage as soon as possible and wash hands afterwards
- Turn head away from others when coughing or sneezing

Personal Protective Equipment (PPE) & Hand Sanitizer

Gateway will make available to all workers a supply of hand sanitizer, gloves and non-medical masks. Mask use is outlined in the attached poster.

Should workers decide to wear their own PPE, such as cloth masks, it is their responsibility to ensure that their equipment meets the required standards and is handled appropriately.

Worker Cleaning Responsibilities

If a worker or member of the public (incl. Academy student) coughs or sneezes and then touches an item of any kind before washing their hands, workers must immediately clean that item using equipment supplied.

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MISCELLANEOUS

Training

All workers will receive an orientation before their first time working in the building. Casual workers will receive an orientation at the start of each project.

Vehicle Use

If worker responsibilities require driving somewhere with other workers, it is recommended that they wear face masks during the journey.

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ILLNESS, FIRST AID & EMERGENCY EVACUATION

Workers Who Begin To Feel Ill While At Work (*Academy Workers – see Appendix B for a different protocol*)

Any workers who feel ill with respiratory symptoms while at work must:

- Immediately report the symptoms to their direct supervisor, regardless of how mild the symptoms may be.
- Wash their hands and put on a mask.
- Vacate the workplace and call 8-1-1 to obtain medical advice.
- In cases where symptoms are mild, workers may be permitted to drive themselves home.
- In more severe cases or if a worker does not drive, workers should not utilise public transit. Instead, a member of the worker's household could be called to collect them or a taxi could be called to take the worker's home. In these instances the following additional steps should be completed;
 - The worker must wait in the First Aid Room away from other workers, until the ride arrives.
 - The worker must put on PPE (gloves and a non-medical mask) before entering the vehicle.
 - In the case of a taxi, a receipt should be obtained from the driver and the worker will be reimbursed at a later date.

Supervisors of workers who report illness must

- Immediately report the matter to the Executive Director
- Note any surfaces the worker has come into contact with and provide this to Building Services so additional cleaning can take place
- Complete an Injury/Incident Report as per existing Health and Safety policies.

First Aid

In the event that first aid treatment is required:

- First Aid Attendant must put on both gloves and a non-medical mask prior to any examination or treatment of the injured/ill person.
- Injured/ill person must put on non-medical mask prior to examination or treatment.
- If a worker is severely ill (e.g. difficulty breathing, chest pain) the First Aid Attendant must call 9-1-1.
- Immediately following examination or treatment all PPE must be disposed of and both First Aid Attendant and injured/ill person must wash their hands.
- At all times workers should prioritise the greatest risk to health and safety in a given moment.

Emergency Evacuation

In the event of an emergency evacuation all workers will:

- Evacuate the building as per existing emergency response procedures.
- Where possible, maintain 2 metres/6 feet between themselves and other workers members or utilise PPE.

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- If social distancing measures cannot be maintained and PPE is not readily available, workers should continue to follow all existing emergency response procedures and implement social distancing and/or PPE at the next available opportunity.
- At all times workers should prioritise the greatest risk to health and safety in a given moment.

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APPENDIX A – INSTRUCTIONS FOR STAGE & BUILDING SERVICES WORKERS

Scheduling

Additional time will be scheduled for all casual workers to allow for COVID orientation

Working in proximity

When workers must work in proximity or handle equipment at the same time they will engage additional protocols as practical such as:

- Rigorous mask wearing
- additional exterior ventilation
- Additional PPE to limit direct surface contact where appropriate
- limited duration of proximity
- outdoor breaks
- additional surface cleaning/wiping down

Hygiene & Cleaning Supplies

Hand sanitizer, and cleaning supplies are available in the First Aid room. Disposable masks can be requested from Building Services staff as required.

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APPENDIX B – INSTRUCTIONS FOR ACADEMY WORKERS

Mask Wearing

Wearing a mask is required for instructors teaching all levels and all Academy students.

Worker Prevention Responsibilities

- Pre-screening Questions of Students: Each day before students ages 7-13 enter the building for their Academy class, the Instructor will ask the parents/guardians the following pre-screening questions:
 - Does your child have a fever, chills?
 - Does your child have cough, sore throat and painful swallowing?
 - Does your child have shortness of breath or difficulty breathing?Students ages 14+ will be asked these pre-screening questions by the instructor directly. If “YES” is answered to any of the questions, and the symptoms are not related to a pre-existing condition (e.g. allergies), the child should NOT attend their Academy class.

- Cleaning: All supplies and shared equipment must be sanitized by Academy workers when class ends, if it was used, including:
 - Stereo unit
 - Speaker
 - Piano and stool
 - Tools in cabinet (e.g. pencils, pencil sharpener, markers)
 - Theatre boxes

Hygiene & Cleaning Supplies

Hand sanitizer is available in Studio B. Disposable masks and cleaning supplies can be found in the Academy cabinet.

Steps in Case of Worker Illness

At the first sign of Academy worker illness, the following protocols will be followed:

- The worker will sanitise their hands, and put on PPE (gloves and a non-medical mask). The worker will continue to maintain distance of at least two metres between themselves and the students.
- The worker will call the Education Manager so that parents/guardians can be called to pick up the students as soon as possible. Should the situation warrant or allow, the Education Manager, the Executive Director or the Director of Artistic Programs will arrive on site as soon as possible.
- In the unlikely event that the worker is severely ill (e.g., difficulty breathing, chest pain), the worker calls 911.
- The worker will be encouraged to use the BC COVID-19 Self-Assessment tool (www.bc.thrive.health) or call 811 for assistance.

In cases where symptoms are mild, the Academy worker may be permitted to drive themselves home.

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In more severe cases, or if the Academy worker doesn't drive, a member of the worker's household or a taxi should be called to take the worker home – Academy workers should not utilise public transit to get home. In these instances:

- The worker must be wearing PPE (gloves and a non-medical mask) before entering the taxi.
- At that point, the worker will go home and monitor their symptoms, not returning to work until they have been cleared of having COVID infection from a testing centre or self-assessed and isolated for a period of ten symptom-free days
- In the case of a taxi, a receipt should be obtained from the driver; the Academy worker will be reimbursed at a later date.

The area will be thoroughly sanitised before another class is scheduled.

Supervisors of workers who report illness must

- Immediately report the matter to the Executive Director
- Note any surfaces the worker has come into contact with and provide this to Building Services so additional cleaning can take place

Complete an Injury/Incident Report as per existing Health and Safety policies.

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APPENDIX C – INSTRUCTIONS FOR WORKERS INVOLVED IN AUDITIONS, REHEARSALS, WORKSHOPS AND PERFORMANCES

Modified Rehearsal Activities

- Workers will be wearing a mask at all times. The only exception is when they are performing an aspect which cannot be completed with a mask on; in which case, physical distance of at least two metres is mandatory (three metres for singing).
- Singing requires additional arrangements to be made including some or all of the following as determined by the Programs Administrator:
 - Using Plexiglas barriers, singing masks, and/or a minimum of 3 metres distance
 - Avoiding singing while facing each other
 - Taping the floor to indicate appropriate spacing

Entering & Exiting Studios & Spaces

Workers will use the specified route to enter and exit the studios and spaces as directed. The Programs Administrator or Productions Services staff will determine the route based on other building activities.

Washroom Use

Workers will use the specified washrooms as directed. The Programs Administrator or Productions Services staff will determine which washroom should be used based on other building activities.

Air Circulation

When possible, depending on the weather and other building activities, internal and/or external doors will be opened to increase air circulation.

Equipment Use

Everyone will avoid sharing surfaces, musical instruments, props, microphones, tools or equipment. If sharing is unavoidable, disinfecting of all surfaces and shared items is required before sharing takes place.

Cleaning Responsibilities

At the end of the day workers will wipe down any equipment they have used. Surfaces and washrooms will be cleaned daily by Building Services staff.

Hygiene & Cleaning Supplies

Hand sanitizer, disposable masks (on request) and cleaning supplies will be available.

Illness

In case of illness, workers should notify the Programs Administrator or Productions Services staff and follow the protocol for all workers.

ROOM CAPACITIES

Studio A

The maximum capacity of the room is ten people.

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Studio B

The maximum capacity of the room is eight people.

Dressing Rooms 3 & 4

The maximum capacity of each dressing room is four people.

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APPENDIX D – INSTRUCTIONS FOR PUBLIC EVENTS

Training

All workers, including volunteers, must complete COVID training prior to working a shift at Gateway.

Barriers

Plexiglas barriers will be provided for 'counter service' interactions between workers and members of the public, such as picking up tickets, purchasing items or checking in.

Members of the Public

All attendees at a public event will be required to complete a health declaration prior to participating at an event. They will also be required to wear masks inside at all times and recommended to wear masks outside when not seated.

Worker Presence

The number of workers scheduled to work at public events will be kept to a minimum.

Hygiene & Cleaning Supplies

Hand sanitizer, disposable masks and cleaning supplies are available in Coat Check.

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APPENDIX E – ADDITIONAL CLEANING DETAILS

The following will be cleaned multiple times a day:

- Admin entrance doors & pin pad
- The First Aid Room

Green Room will be wiped down before and after typical lunchtime hours including but not limited to the following:

- Table tops
- Door handles
- Fridge handle
- Microwave handles
- Sink taps
- Boiling water tap

The following Administration office areas/items will be cleaned twice a day, during the current level of occupancy:

- Door handles
- Light switches
- Elevator buttons
- Photocopier/printer
- Watercooler handles
- Admin fridge handle

The following areas/items Backstage will be cleaned twice a day, during the current level of occupancy:

- Door knobs/handles
- Light switches
- Dressing Room Washrooms

Studio spaces

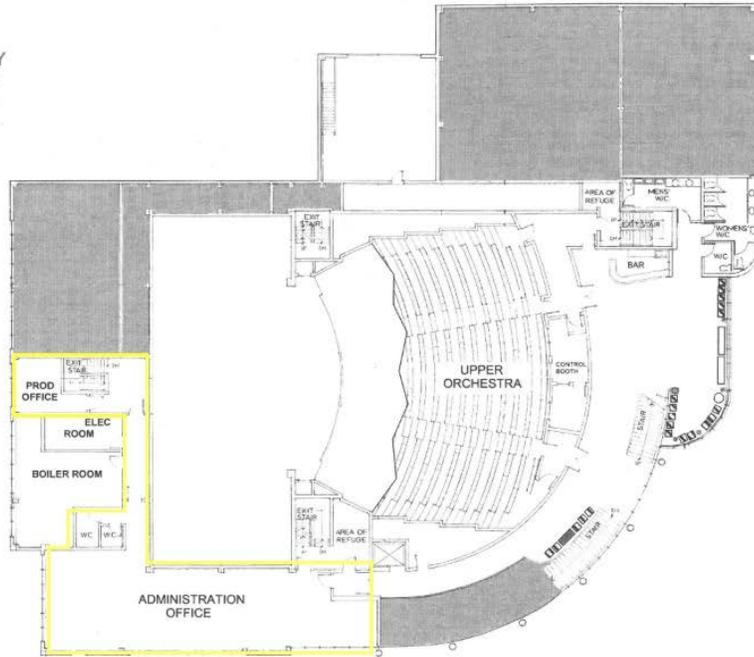
- Washrooms on the main floor will be cleaned between classes or rehearsals
- Studios A and/or B will be wiped down between classes or rehearsals including:
 - Floor
 - Door handles
 - Light switches
 - Table top
 - Crash bar on exit doors
 - Plexiglas barriers
 - Academy Cabinet handles

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APPENDIX H – FLOOR PLANS



2ND FLOOR
6500 Gilbert Road
Richmond, BC V7C 3V4

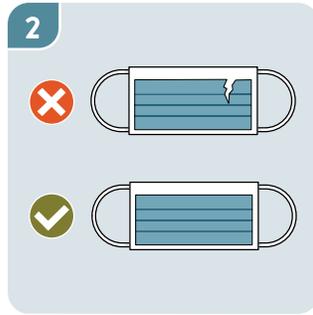


 ADMIN, STAGE SERVICES, BUILDING SERVICES & BOX OFFICE STAFF ONLY

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



1 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.



2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



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



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



6 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.



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

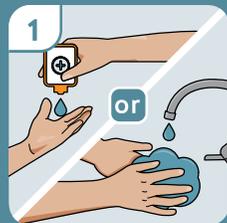


8 Don't touch the mask while you're wearing it. If you do, wash your hands.



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

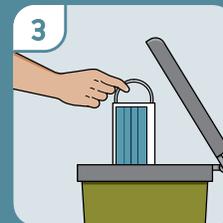
Removing the mask



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



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



3 Dispose of the mask safely.



4 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."