

Royal & McPherson Theatres Society COVID-19 Safety Plan

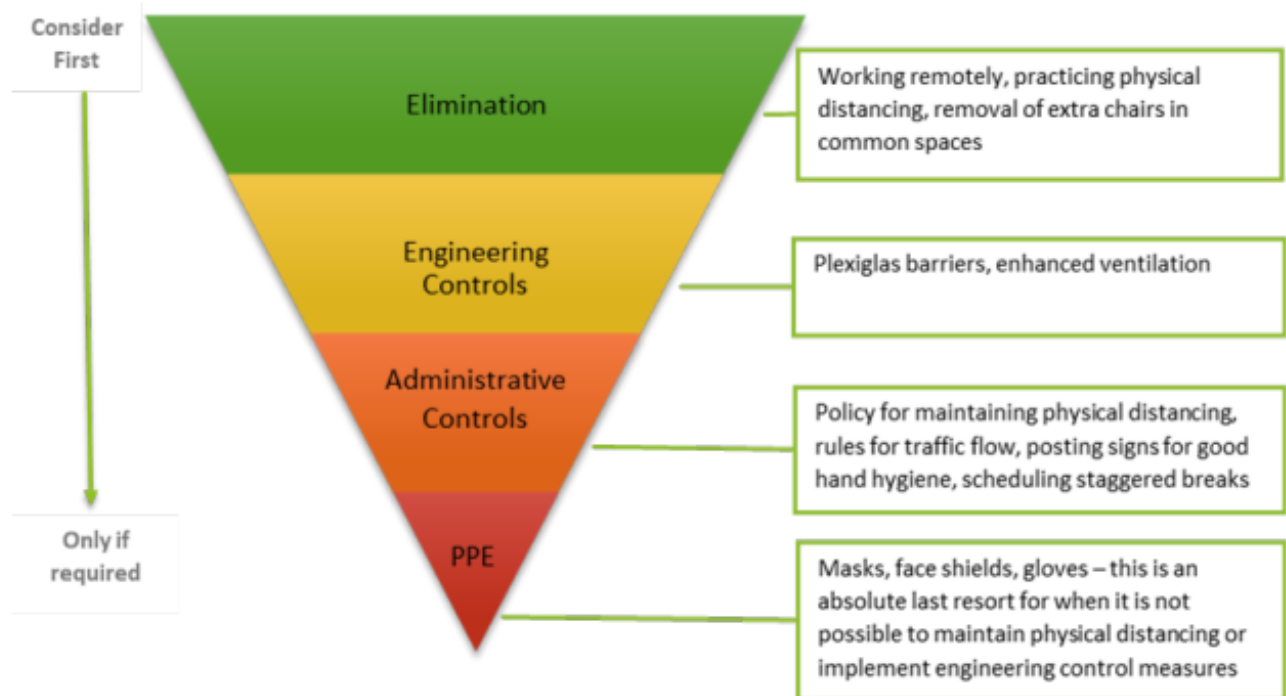
The Royal Theatre, McPherson Playhouse and the RMTS Administration Office are currently closed to the public.

To ensure the safety of our employees, clients and contractors, the Royal & McPherson Theatres Society has implemented the following procedures as per WorkSafeBC recommendations. This plan has been uploaded to our website and is posted at our worksites/theatres.

Contact information will be collected from any persons working on the premises, as a record for the Provincial Health Office (PHO). Any other site access must be coordinated in advance by phone or e-mail – no exceptions.

Everyone must adhere to the safety plan and uphold the standards included herein.

*The RMTS Joint Health & Safety Committee must be involved in the development of risk controls, and informed of any health or safety concerns.



REF: WORKSAFEBC, 19 MAY 2020

Elimination / Physical Distancing

Common to all activities

- All non-essential face-to-face activities should be reduced or suspended
- No unscheduled visit to the Admin Office or the Theatres
- Remote working can be utilized when feasible
- Employees must not attend work if:
 - Experiencing symptoms of COVID-19
 - Fever or chills
 - New or worsening cough
 - Shortness of breath
 - Difficulty breathing
 - Fatigue
 - New muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Recently travelled internationally and have not yet self-isolated for at least 14 days upon return; refer to the Quarantine Act
 - Residing with a person diagnosed as having COVID-19
- Anyone who is experiencing symptoms of illness, or suspects they have been in contact with persons known to have or suspected of having COVID-19 should complete the [BC COVID-19 Self-Assessment](#) and follow the instructions provided. Employees must also inform their manager / supervisor
- All employees, clients and contractors must check in at the applicable point of entry (stage door / key access door) in order to be logged for contact tracing and allowed access on site.

Engineering Controls

Common to all activities

- Where feasible, the ventilation rate of indoor spaces is to be increased and re-circulation of indoor air eliminated. Doors, hatches and windows are to be opened where possible to reduce the residence time of potentially “infectious” aerosols in indoor locations.

Office work

- Access should be restricted to RMTS employees
- Work areas are to be configured to maintain at least 6 feet / 2 metres of physical distancing
- Commercial deliveries are to be arranged to be dropped off/picked up outside the office door in a no-contact manner
- Personal workstations must be wiped down regularly with disinfectant wipes
- Common areas (kitchen / photocopier / bull pen) must be wiped down at the end of each work day with disinfectant wipes

Custodial work

- Surfaces that may become contaminated shall be cleaned and disinfected. Cleaning products must be on the Health Canada list of approved disinfection products.

- Products that are acceptable for use must have a current Safety Data Sheet (SDS)
- Vacuums used during cleaning activities shall be equipped with a HEPA filter
- The theatres will be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings
- A cleaning schedule that focuses on cleaning high-traffic areas and high-contact surfaces, such as doors and cabinet handles, stair railings, washrooms, light switches, and common areas must be maintained

Administrative Controls

Common to all activities

Gatherings

- RMTS employees, clients and contractors must maintain physical distancing of at least 2m/6ft from each other
 - In-person meetings shall be well considered and must be scheduled in advance
 - In-person meetings shall only be held in larger spaces where physical distancing can be maintained (i.e. stage or lobbies at the Royal or the McPherson, Admin Office Meeting Room)
 - Remote / online work arrangements are an acceptable option
 - Maximum occupancy shall be adhered to at all times
 - The maximum number of attendees will not exceed any guidelines, orders, or recommendations of the Provincial Health Officer
 - Signs must be posted to identify the number of occupants that can be accommodated in an area or worksite to meet physical distancing requirements
 - Food and beverages will not be shared. Only individually packaged serving will be permitted during the pandemic period

Personal Hygiene

- Reinforce personal hygiene messages to all RMTS employees, clients and contractors:
 - Any person working at or attending an RMTS Theatre or Admin worksite must wash their hands or sanitize their unsoiled hands frequently and before eating, drinking or using the washroom. (Instructional posters on how to effectively wash hands shall be posted at each handwashing station)
 - Avoid touching your face

Hygiene

- Clean and disinfect frequently touched surfaces before and after using the space:
 - For works stations, this includes keyboard, chairs, work surfaces, mouse work light handle
 - For office/desks this includes the door handles, chair armrests, computer keyboard and mouse, memory fobs, desk surface, phone and printer controls

Communication

- The RMTS COVID-19 Safety Plan was implemented in June, 2020 and is updated regularly

REVISED: September 3, 2020

- RMTS employees are kept informed through MS Teams, e-mail communication briefs, as well as announcement e-mails
- Managers are responsible to ensure updated information is disseminated to department employees
- The RMTS COVID-19 Safety Plan is posted on the RMTS website and is updated as required

Custodial work

- Hygiene: Increase all facility cleaning by cleaning and sanitizing all common areas and surfaces at least twice daily. Examples include washrooms, shared workspaces, common tables, desks, light switches, handrails and door handles

Personal Protective Equipment

PPE is the last line of defence and should be carefully considered.

Common to all activities

- All RMTS employees, clients and contractor working in areas where 2 metres of separation cannot be maintained will be required to use a non-medical face mask to minimize the release of droplets generated by coughing, sneezing and talking
- Hands must be washed or sanitized before donning or doffing a face mask

Custodial work

- Disposable gloves (nitriles or similar)
- Dispose of all contaminated materials (cleaning supplies, PPE) in double plastic bags. Seal the bags using duct tape. Waste material can be placed in normal disposal

In order to reduce the number of people at the worksite/theatres, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of employees in the workplace. Further:

- All employees, clients and contractors will be asked to maintain physical distance of 2 metres (6 feet) and to refrain from high fives, hugs & handshakes
- Hand sanitizer is available at all entrances and throughout each worksite/theatre

Occupancy Limits

We have established and posted an **occupancy limits at each worksite/theatre** and ask that employees, clients and contractors be diligent and respect Social Distancing practices.

Royal Theatre (Max Cap 50)

East Lobby = 24
 West Lobby = 24
 Stage = 36
 Green Room = 16
 Washrooms = As Indicated

McPherson Playhouse (Max Cap 50)

Lower Lobby = 12
 Mezzanine Lobby = 14
 Stage = 24
 Green Room = 6
 Washrooms = As Indicated

Admin Office (Max Cap 12)

Bull Pen = 6
 Executive Office = 3
 Finance & BO = 3
 Other Offices = 2
 Meeting Room = 4

Self-Monitoring

All employees agree to self-monitor daily for signs and symptoms of COVID-19.

- Employees must not attend work if:
 - Experiencing symptoms of COVID-19
 - Recently travelled internationally and have not yet self-isolated for at least 14 days upon return; refer to the Quarantine Act
 - Residing with a person showing symptoms or diagnosed as having COVID-19

Illness

- Employees, clients or contractors who start to feel ill are asked to report to a supervisor even with mild symptoms. Sick persons will be asked to wash or sanitize their hands, be provided with a mask, and sent home. If the person is severely ill (e.g., difficulty breathing, chest pain), 911 will be called
- We will clean and disinfect any surfaces that the ill person has come into contact with
- The sick person will be instructed to contact their family doctor or HealthLink BC by dialling 8-1-1 and follow the recommendations with regards to testing and/or treatment

Sign In/Out Logs

Sign In/Out Logs will be maintained at all worksites/theatres. All employees, clients and contractors are required to sign in/out (once per day) for contact tracing purposes.

RMTS Administration Office

Return to work protocols

- Remote / online work arrangements are an acceptable option
- If you are sick or having any symptoms similar to COVID-19, stay home
- Wash your hands and use hand sanitizer when entering the office
- Ensure employees stay 2m/6ft apart
- Consider taking the stairs and avoiding the elevator

Office area - Cleaning Protocols

- Use disinfecting wipes to clean **all high-touch surfaces** including, but not limited to: door handles, counters, desktops, and meeting rooms
- Use LCD Screen wipes for your computer screens, phone and photocopier
- Sanitize your office area regularly with disinfecting wipes

NOTE: Disinfecting wipes should not be used on any screen surface

Kitchen area - Cleaning protocols

- The kitchen area is limited to 2 people at one time
- All employees will clean up after themselves: clean counters, fridge handles, dishwasher handles
- When emptying dishwasher please wash your hands first and/or wear gloves provided

Working from Home Policy

- Employees are asked to “Check In” on MS Teams when they start their workday, and to communicate throughout the day with their direct reports. At the end of the work day, employees are asked to “Check Out” in the same manner
- In the case of an employee not “Checking In” (or out) when expected, a direct report will attempt to reach them by phone. If there is no response the supervisor will call back in 15 minutes. After 3 unsuccessful attempt, the employee’s emergency contact will be notified
- Employees are instructed to practice good hygiene and regular hand washing
- Employees are instructed to maintain clean workspaces by routinely disinfecting equipment and surfaces
- Employees are instructed to integrate breaks and rest periods

Royal Theatre & McPherson Playhouse

Return to work protocols

- When Theatre employees work onsite they will be scheduled to minimize the number of people onsite at the same time.

Cleaning Protocols

- Enhanced cleaning protocols have been established for all high-touch areas and shared facilities
- We have reviewed WorkSafeBC information on cleaning and disinfecting surfaces
- Workers who are cleaning have adequate training and materials
- The RMTS will maintain all necessary sanitation, soap & towels for employees, clients and contractors
- Restrooms are outfitted with warm running water, soap & paper towels
- Garbage containers will be lined with plastic garbage bags
- Employees involved in deep cleaning will be encouraged to wear gloves & masks provided
- Areas made available to clients will be cleaned and sanitized in advance of, and after use

We will make changes to our policies and procedures as necessary.

REVISED: September 3, 2020