

**Playwrights Theatre Centre (PTC)
Covid-19 Health and Safety Policy**

REVIEWED as of: July 1, 2020

Table of Contents

1. Rationale
2. Where are we posting
3. Who are we involving
4. Disclaimers
 - a. Legalese / Internal
 - b. Plain Language (long form)
 - c. External / Plain Language (short form)
 - d. Time of Publishing
5. 6 Commitments of Staff, Artists, Audience & Board
6. Environmental Hygiene
7. Review of Contact Points
8. Policy Commitments
 - a. Staff
 - b. PTC's relationship with C-Space/Progress Lab
 - c. PTC Contractors, Collaborators, and Program Participants
 - d. PTC Board
 - e. PTC Audiences
9. Reporting
 - a. Structure
 - b. Types
10. Incident Management
 - a. Situational Direction
 - b. Reporting via Public Health
 - c. Reporting Via Staff or Creative Participant (Voluntary, non-confirmed)
 - d. Reporting via Staff or Creative Participant (Voluntary, confirmed)
 - e. Collective Communications Response Messages
 - f. Violence Policy
11. Data Collection
 - a. Registered Resident Users Only
 - b. Declaration of Users on Premises by Resident Company
 - c. Registered Resident User Attestation
 - d. Collection and Use of Registered User Data
12. Media Training
13. First Aid
 - a. Awareness
 - b. Training
14. Policy Implementation Tactics
15. Review Process
16. Links, Links, Links

Disclaimer:

Health & Safety - COVID-19

The following was last updated on **June 9th, 2020** with information that has been provided by the BC CDC, ActSafe BC, WorkSafe BC and other federal and provincial health agencies.

Please note that during these times, COVID protection plans are ever-changing and all items below should be cross-referenced for accuracy through your own Provincial Health Centre, even those listed above. A list of these centres is provided at the end of the section.

For the most recent, up-to-date information please see: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Any business operations framework described below is intended to be used as a guideline only.

Compliance of it, and any/all implementation of policies stemming from the information below is not mandated nor required.

PTC cannot legally enforce nor address any issues of noncompliance, and one must reference their local insurance provider for any/all coverage or claims.

Returns to business operations must be aligned with directives from your local and provincial government authorities.

1. Rationale

As PTC's board, we have an obligation to do our best to keep our staff, artists, spaces, and audiences as safe and healthy as we can. What follows in this document is a set of guidelines concerning the COVID-19 pandemic, which are based on government recommendations and will continue to grow and change as the situation evolves. Setting these guidelines will provide a clear framework for our staff to operate within. Health and safety are paramount to creating an environment in which creative work can thrive, and our hope is that these guidelines will allow PTC staff to continue doing the fabulous work that they do while remaining safe and healthy.

We wish to continue to provide value to our community, and in doing so we have a responsibility to protect to the best of our ability. The nature of the performing arts sector will continue to evolve based on community suitability, and we expect our community to engage with our artistic product in a manner which puts their and our health and safety first. We remain curious about how we can continue to create in these trying times, and how we might adapt our artistic practices to the current circumstances. PTC plans to continue working in the face of the unknown, informed by and equipped with established practices and boundaries.

2. Where are we posting

The outcome of the following document, that is the part(s) that are meant to go public, is required by law to be posted, distributed and available to any/all who wish to access. It is the advisement of the Board that appropriate versions of the following be distributed as follows:

- Website
- Email for any/all future companies and collaborators who work with us
- Distribute to C-Space Managing Director & others with whom we share the space
- Board for advisement
- Insurance Company for compliance
- Short form to be available for audience (Fall 2020)

3. Industry Involvement

These policies have the intent to be sent to the following organizations for approvals. These organizations are the leaders in the province for both provincial health and safety, as well as industry health and safety. Any/all feedback from these agencies will be addressed at the time feedback is presented. The policy will be sent once version 1 is complete and approved by the Board.

- Vancouver Coastal Health
- WorkSafe BC
- ActSafe BC

Published May, 2020, ActSafe released the following document for theatre-specific organizations. The following report has been made in response, and includes sections that are addressed in the following document.

4. Disclaimers

In places where required, we may need to address/declare certain specific notes as it pertains to legal commitments, policy enforcements and more.

4a. Internal / Legalese

Any business operations framework described herein is intended to be used as a guideline only. Compliance with it, and any/all implementation of policies stemming from the information below is not mandated, nor required by law.

Adherence to the guidelines is to help prevent the spread of any disease and is not in any way designed to protect individuals from contracting the disease.

Neither Playwrights Theatre Centre, nor its Board can enforce nor address any issues of noncompliance, and one must reference their independent insurance provider for any/all coverage or claims resulting from COVID related issues. Returns to business operations must be aligned with directives from local and provincial government authorities. Any participants, paid or voluntary, do so of their own volition and knowingly accept any/all risk for participation in PTC's activities.

4b. Disclaimer - External / Plain Language (long form)

COVID-19 is scary, and as we know, ever-changing. It's with this in mind that we have created the guidelines within this document to reflect best practices and guidelines set out by provincial health authorities. And since we last wrote this, things may have changed.

We do the following with the intent to protect both ourselves and those around us, but cannot guarantee nor enforce compliance. To adhere to these guidelines is a commitment of your personal interest in self- and community protection, but we all accept that adhering to these guidelines is a best practice, not a definitive science.

We cannot prevent you from getting COVID-19, nor do we say that by doing the things below that you will not get COVID-19. What we can do is show you how we'd like you to involve yourself within our space, in the safest way possible; for both yourself and others around you.

We cannot accept blame should you get sick. We have invited you to attend of your own willingness, and should you feel unsafe - it's ok not to come. We want you to be safe; we want ourselves to be safe, too. That's the most important thing.

We welcome any and all feedback. Should you have any questions, concerns, feedback on the policies, or any areas we've not yet addressed - please feel free to reach out to us directly at health@playwrightstheatre.com. We will get back to you as soon as we can.

4c. Disclaimer - External / Plain Language (short form)

PTC has taken all steps to ensure the safety of our staff, contractors, artists, audiences, and our community. While we've taken precautions, by entering this space you are acknowledging risk. Please do not enter if you are feeling sick, have symptoms, or have been traveling out of the country within the last 14 days. If you have paid to attend a PTC event, our staff will gladly assist in providing you with a refund, or reschedule for another future PTC event. Please ensure you maintain 2M distance while entering/ exiting our venue.

If you have feedback on how we can do better, please email health@playwrightstheatre.com or see one of our staff members.

4d. Time of Publishing

With all updates to published materials, a date of publication as well as a similar statement as prepared below should be included:

*The following was last updated on **June 9th, 2020** with information that has been provided by the BC CDC, ActSafe BC, WorkSafe BC and other federal and provincial health agencies.*

Please note that during these times, COVID protection plans are ever-changing and all items below should be cross-referenced for accuracy through your own Provincial Health Centre, even those listed above. A list of these centres is provided at the end of the section.

For the most recent, Federal up-to-date information please see:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

5. 6 Commitments of Staff, Artists, Audience & Board

6 Mindful Approaches for Everyday Situations

- My personal hygiene is continually being evaluated, especially when around others.
- I commit to staying home if I am sick or feel unwell; if I am displaying symptoms or if I have been advised to by a health professional.
- I will maintain the environmental hygiene around me, and will be aware of spaces I enter.
- I am conducting myself in a way that leads to safe, social interactions.
- I will make, or suggest, physical modifications to the spaces around me if required.
- I will refuse work if I feel uncomfortable and report it to my supervisor for immediate review.

6. Environmental Hygiene

As space is integral to the administration and rehearsal process for the craft, we will address the following when considering the spaces we use, we rent, or we involve ourselves in.

- Do the people attending have meaning and purpose for that day's goals?
- Does the space we are using allow for safe physical distancing?
- Do we have the tools needed to create a safe, sanitized space for all?
- Do our policies align with the policies of the space we are using?
- Do we need to make any modifications to the space to make it safer?

7. Review of Contact Points

Before starting any activity that involves convening, the following popular contact points should be reviewed/ discussed as a collective and individually addressed as required. This list is not exhaustive and doing an analysis of the space prior to starting would be required.

Person-to-person and high-contact areas such as:

- Stage/rehearsal stage
- Tables & chairs
- Rehearsal waiting/cast holding spaces
- Props
- Shared lifting of heavy objects
- Loading of vehicles
- Tools & Tech
 - Inclusive of clear comms, mics, cables, etc.
- Doorknobs
- Elevator buttons
- Light/LX switches; alarm boxes
- Sound/lighting consoles
- Proximity of humans within the booth

8. Policy Commitments

8a. PTC Staff

- All staff to be trained on knowing the symptoms of COVID-19
- All staff to be trained on basic OFAA first aid protocols for COVID-19
- All staff to familiarize themselves with the policies and procedures set within this document
- All staff to post & circulate these guidelines to all relevant parties, including PL
- All staff to adhere to the guidelines set below to the best of their ability and advise the Board should any adjustments need to be made

- All staff to commit to not entering a public PTC or PL space should they show any symptoms. Should a staff member be concerned, they will inform all PTC staff, C-Space staff, and the Board
- Should a staff member be concerned about their personal health, and/or are showing symptoms, and/or have been in contact with someone who has contracted COVID-19, and/or have been diagnosed with COVID-19 they will report immediately to other staff, Board, and C-Space staff
- Managing Director to monitor any/all insurance adjustments as they relate to claims regarding COVID-19
- All staff to remain updated on health and safety matters as they are presented
 - Updates from staff at Board meetings (minor)
 - Urgent / Important changes in real time should they be of significance
- Provide training sessions for any/all PTC collaborators that require training
- PTC to provide soap, sanitizer and disposable towels as required
- PTC to remove communal elements
- Staff to review refund policy to support those who seek refunds due to illness

8b. PTC's relationship with C-Space/Progress Lab

- Board to review PL policies when designing internal policies
- Board to be advised of any changes to PL policies
- Staff to distribute the Board recommendations to PL to contribute to the conversation
- Staff to advise of any feedback from PL
- Staff to advise of PL changes to policies that may interfere with the policies listed herein
 - Board to then address any adjustments
- Staff to advise PL of any activities as mandated by the PL policies
- PL to be advised of Incident Management plans
- PL to review communications for Reporting

8c. PTC Contractors, Collaborators, and Program Participants

- All contractors, collaborators, and program participants to familiarize themselves with & adhere to PTC's Health and Safety policies
- Contractors, collaborators, and program participants to commit to not entering a PTC space should they be exhibiting symptoms, or if they have come into close contact with a person exhibiting symptoms.
- Should a contractor, collaborator, or program participant be concerned about their personal health, and/or are showing symptoms, and/or have been in contact with someone who has contacted COVID-19, and/or have been diagnosed with COVID-19 they will report immediately to other staff, first aid, Board & C-Space as structured.
- Contractors, collaborators, and program participants to commit to community safety; reporting conduct of others who may require familiarization of Health and Safety procedures

- Contractors, collaborators, and program participants to report if they are under quarantine due to travel, exposure, testing, other as structured
- Contractors, collaborators, and program participants to commit to use of PPE if working within 6' of others, or as personally deemed appropriate
- Contractors, collaborators, and program participants to commit to personal hygiene practices, including sanitizing/washing of hands for minimum of 20 seconds as frequently as required
- Contractors, collaborators, and program participants to commit to safe-prop practice: disinfecting before entering the space, only allowing Production Management and appropriate collaborators to handle props.
- Contractors, collaborators, and program participants to commit to arriving at their call time to prevent unnecessary gathering and cross over with other people.
- Contractors, collaborators, and program participants to commit to bringing their own food, water, beverages and eating implements.
- Any show that is being presented in partnership with, or in collaboration with PTC will be required to conduct a health & safety approach prior to the commencement of any rehearsal
- All members of each company will register with Vancouver Creative Space Society for purposes of data collection for reporting purposes

8d. PTC Board

- Board to report on minor policy changes; to advise of any major changes & possible impact as soon as announced
- Board to commit to a listen-first, action-second approach to staff concerns
- Board to commit to following and assisting with health and safety as required when on site

8e. PTC Audiences

- Audiences commit to not entering a space with PTC staff, collaborators, associated artists, and other audience members should they be exhibiting symptoms, or if they have come into close contact with a person exhibiting symptoms.
- Audiences must follow public health and safety guidelines (i.e. social distancing) until such a time as those restrictions have been lifted. Any audience member found not to be following these guidelines may be asked to leave the performance.
- We ask that audiences do not arrive until the specified start time to prevent unnecessary gathering time
- We ask that audiences familiarize themselves with the handwashing stations available, and wash their hands as frequently as possible. PTC will ensure that there is adequate soap and disposable towels.
- PPE - if you wish to wear a mask and/or gloves you are welcome to, but it is not required.
- We ask that audiences vacate the venue immediately after the event

- While waiting for and while exiting from the event, please ensure you are maintaining 6' social distancing.

9. Reporting

Reporting is the first part of the PTC incident management plan. It is imperative for all PTC stakeholders to understand when and how to report, as well as the chain of communications once reports are received.

Any staff/artist/collective member, or person(s) involved with PTC activities may receive reports of illness. The following will identify the steps taken once a report has been issued/ received.

9a. Reporting Structure

Reporting is a large part of ensuring health and safety is maintained. Each person involved should understand, be trained, and have access to a single point of contact for reporting. It is our responsibility to ensure that individuals making a report feel safe, have the option to do so anonymously, and are encouraged to report without fear of repercussion.

Reporting can be encouraged both informally and formally, and should be met with a standard, clear *next step* directive regardless of who they contact.

- All actors/performers, designers, show crew, and other production personnel are to report to the Production Manager, or appointed company representative.
- Project leaders are to report to the Managing Director
- Managing Director is to report to Board, C-Space, Public Health
 - Public Health to advise of next steps in all instances
- Artists/community members who attend a PTC event report to the Managing Director

9b. Reporting Types

PTC stakeholders understand that there are 3 different reporting types:

- Voluntary by individual, non-confirmed (symptom showing; high-risk exposure)
- Voluntary by individual, confirmed (post-testing)
- Confirmed via Public Health
 - Non-confirmed, Public Health advisement is not addressed at this time

10. Incident Management

Each member of the staff, board, and any hired production companies may be subject to receiving a report. Reports can be either verbal or written. They can either be confirmed or non-confirmed by a health professional.

Reporting will come in either voluntarily through the staff / artist or via notification directly from Public Health.

10a. Situational Direction

In the event of notification, the following actions are recommended as a standard form of chain of communication.

10b. Via Public Health

If a health risk comes to our attention via Public Health, the staff member taking the call will ask the following questions:

- What are our required actions regarding the space?
- Who do we notify, and when do we notify them?
- What are the Public Health recommended next steps for this incident?

If Public Health notified us, staff member(s) to communicate up to the Board & C-Space.

If Public Health notified us, collective communications response to ensue based on Public Health recommendations.

- Staff to write communications response as based on Public Health information, and share with board.

10c. Via Staff or Creative Participant (Voluntary, non-confirmed)

If a health risk comes to our attention via a staff member, or a creative participant that is showing symptoms, or is reporting being exposed to confirmed cases, but is not yet diagnosed by a health professional:

- Notified team member will recommend the individual report themselves to 8-1-1 as soon as possible & to report back to PTC staff once complete
- Notified team member will contact 8-1-1 immediately and take actions based on Public Health direction.
- Notified team member will contact the Board & C-Space team to notify of a POTENTIAL contamination
- POTENTIAL contamination may result in temporary closure/cessation of activity(ies) until participant is deemed infected / not infected
- POTENTIAL contamination may result in closures as required by Public Health
- PTC & C-Space to resume activities only as deemed safe by Public Health

- Staff to write communications response as based on Public Health information and shared with board.

10d. Via Staff or Creative Participant (Voluntary, Confirmed)

If a health risk comes to our attention via a staff member, or a creative participant that is confirmed to have COVID-19 by a health professional:

- Notified team member will contact Public Health via 8-1-1 immediately
 - the staff member taking the call will ask the following questions:
 - What are our required actions regarding the space?
 - Who do we notify, and when do we notify them?
 - What are the Public Health recommended next steps?
- Notified team member will contact the Board & C-Space team to notify of a CONFIRMED contamination; inclusion of Public Health recommendations required in this communication
- CONFIRMED contamination may result in temporary closure/cessation of C-Space activity as recommended by Public Health
- PTC & C-Space to resume activities only as deemed safe by Public Health

- Staff to write communications response as based on Public Health information and shared with board.

10e. Collective Communications Response Messages

The following will be informed by conversations with Public Health and are required to be disseminated at their discretion. As a collective, we need to address the following messages and the dissemination of who is sending and when.

- Program Participants in the event of:
 - Voluntary, non-confirmed
 - Content informed by Public Health
 - Voluntary, confirmed
 - Content informed by Public Health
- Staff in the event of:
 - Voluntary, non-confirmed
 - Content informed by Public Health
 - Voluntary, confirmed
 - Content informed by Public Health
- Audience in the event of:
 - Voluntary, non-confirmed
 - Content informed by Public Health

- Voluntary, confirmed
 - Content Informed by Public Health
- C-Space in the event of:
 - Voluntary, non-confirmed
 - Content informed by Public Health
 - Voluntary, confirmed
 - Content Informed by Public Health

10f. Bullying, Violence, and Harassment Policy

In the event of anticipated pushback, PTC will develop and publish an updated bullying, violence, and harassment policy (in the PTC Personnel Policy, updated and approved by the Board). This will be in conjunction with newly developed audience measures for public health and safety.

11. Data Collection

PTC, as well as partners, agrees to keep data on all artists and contributors as it relates to contact should communication be required after a contamination report.

- Organizations are to keep records of all participants, and participants must be advised of the purposes of data collection
 - Participant data to be collected with government compliance in mind.
 - Data to be collected privately, stored digitally in a password-protected location or collected privately, stored physically in a locked drawer.
 - Data collected must not be used for purposes other than in the event of COVID-19 related concerns.
 - For contact tracing purposes, data will be held for a period of 90 days before it is deleted.

11a. Registered Resident Users Only

Any individual entering the premises must be registered with Vancouver Creative Space Society through their website at: c-space.ca/visit to provide contact information so the society can alert them should any potential exposure to Covid-19 be discovered at PL 1422. It is the responsibility of each resident company to ensure that their teams have registered their contact information before entering the building.

11b. Declaration of Users on Premises by Resident Company

The resident company responsible for use shall **provide C-Space with a list of the registered users** occupying the building **for each booking, or day**, to ensure VCSS can contact them in the event of potential exposure to Covid-19 at PL 1422. This list must be submitted by the resident company responsible for the space use, by email to health@c-space.ca prior to any users entering the building, and a minimum of 24 hours prior to use for the Studio. Any last-minute additional users must be registered and emailed to VCSS prior to admitting them to the

building and are only admissible should the overall capacity of the building allow it. It is the responsibility of the Resident Company to ensure the building capacity is not exceeded.

11c. Registered Resident User Attestation

While registering for use, each user must agree to, and attest to their commitment and responsibility to comply with the **User Requirements for Use**, including current public health guidelines and orders, as well as VCSS's guidelines and requirements for health and safety, while on the premises.

11d. Collection and Use of Registered User Data

Registered user data is collected for purposes of contact tracing only. It will be used to contact registered users if a case of Covid-19 occurs at Progress Lab. It may be passed on to health authorities for contact tracing if requested. It will not be released to the public, shared with other registered users or used for marketing purposes. This data will be kept for 90 days, after which it will be deleted.

12. Media Training

Due to the sensitive nature of COVID-19, as well with the public hesitations around opening up of spaces it is recommended that PTC, as well as C-Space, designate a minimum of 2 representatives to be trained for media responses should they be required.

- PTC Media Representative: Belinda Bruce
- C-Space Media Representative: <information to be provided>

13. First Aid

13a. Awareness

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community Infection, PTC may need to modify our standard protocols for first aid treatment to reduce the potential for transmission. PTC to review, in conjunction with C-Space, all levels of physical distancing, hand hygiene, and disinfection as it pertains to all aspects of the work we do.

13b. Training

All staff and artists should be made aware of the OFAA standard protocols of the COVID-19. Training should be reviewed with at least 1 key staff member responsible for each rehearsal, and each member of staff should be aware of OFAA first aid steps to help prevention and identification.

14. Implementation Tactics

How we are going to make this policy work:

Staff actions:

- Formulate a ticket refund/transfer policy
- Create a page on the website for public health and safety info
- Create an email address specific to health and safety reporting (i.e. health@playwrightstheatre.com)
- Circulate documentation to all stakeholders
- Conduct health and safety training at first day of rehearsals for any PTC workshop or event
- Designate a media rep for health and safety matters
- Include this information in the PTC Employee Handbook
- Provide training for staff
- Circulation to C-Space and resident companies
- Provide signage at performance venues to direct audiences on health and safety measures (i.e. hand washing reminders, social distancing reminders, arrows to control flow, etc.)
- Commit to training as individuals require

Board actions:

- Receiving and implementing feedback from artists, governing bodies, audiences, partners, as provided
- Policy review
- Commit to training as individuals require

15. Review Process

Where and when we will evaluate the policy:

- At Board meetings
- As provincial policies dictate
- As industry policies dictate
- As required based on individual performances
- As C-Space policies may dictate
- Company review prior to Unscripted events (if using in-person performance & rehearsals)

16. Links, Links, Links

ActSafe BC Industry Relaunch Framework

<https://www.actSAFE.ca/wp-content/uploads/2020/05/Performing-Arts-Industry-Relaunch-Framework-May-2020.pdf>

Creative BC

For specific news as it relates to the creative industries, including arts business and operations in the province of BC.

<https://www.creativebc.com/about-us/news/covid-19/>

ActSafe COVID-19 Corona Virus One-Pager

- What is corona virus?
- What are symptoms?

<https://www.actsafe.ca/wp-content/uploads/2020/03/Preventing-The-Spread-of-COVID-19-Info-Sheet.pdf>

WorkSafe BC Preventative Measures for the Workplace

- Respiratory Protection
- Physical Distancing
- Change the Way Space is Used

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/arts-and-cultural-facilities>

Federal

Government of Canada

English <https://www.canada.ca/coronavirus>

French <https://www.canada.ca/fr/sante-publique/services/maladies/maladie-coronavirus-covid-19.html>

Public Health Agency of Canada

English <https://www.canada.ca/en/public-health.html>

French <https://www.canada.ca/fr/services/sante.html>

Provincial

BC Health Ministry

<https://news.gov.bc.ca/ministries/health>

British Columbia Centre for Disease Control

<http://covid-19.bccdc.ca/>