

COVID-19 SAFETY PLAN

Version 5 - November 21, 2020

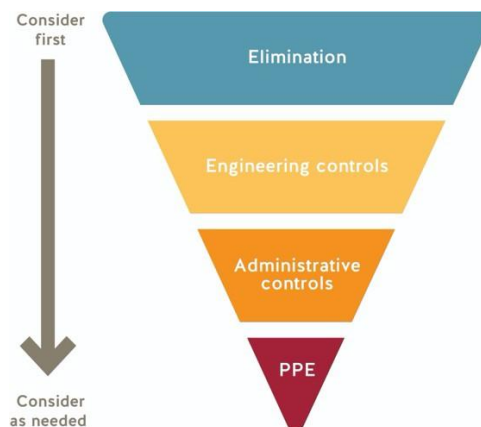


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Baumann Centre Protocols

CONTROLS AND SAFETY MEASURES

- 1) Ensure the following do not attend the Baumann Centre
 - Anyone who has symptoms of COVID-19 - 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
 - Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case in the previous 14 days
 - Anyone who lives in the same household as a confirmed or clinical COVID-19 case who is self-isolating must not come to work until 14 days after the confirmed or clinical case has resolved.
 - Those who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.
- 2) Wellness Declarations
 - All workers and visitors must conduct a digital Wellness Declarations in advance of each visit: <https://www.cognitofrms.com/PacificOpera1/COVID19SCREENINGFORM>
- 3) Physical Distancing
 - A distance of 2 metres must be maintained between between all workers and visitors
 - All seating and workstations shall maintain 2 metres distance and/or have a barrier
- 4) Masks
 - Masks are mandatory in all common areas
 - Masks are mandatory while meeting others in offices
- 5) Occupancy Limits
 - Box Office/Reception: 4
 - Admin Suite: 22
 - Office Kitchen: 1
 - Washrooms: 2 each
 - Wingate Studio: 50
 - Kaminsky Kitchen: 6
 - Music Studio: 4
 - Vehicle: 2
- 6) Controlled Access
 - Front door shall remain locked and access via video intercom, except for public events
 - Interior doors are to be propped open to eliminate door handle touch points
 - Front of House staff (FOH) shall monitor and keep a record of all visitors
 - Staff are to inform FOH of scheduled meetings with visitors
 - All deliveries are to be conducted without physical contact
- 7) Workstations
 - Single occupancy offices: maximum 1 guest
 - Double occupancy offices: 0 guests
 - Executive office: maximum 4 guests
 - Portable hand sanitizers shall be maintained in every office and on front counter
 - All staff are responsible for wiping down with disinfectant the commonly touched surfaces in their offices (desk, chairs, door handles, cupboards)
- 8) Communal Spaces
 - Hand sanitizers shall be maintained in all communal spaces (incl. reception, door to hallway, bathroom, kitchen, and photocopy area)

- Signage shall be maintained at key locations (alerts to COVID symptoms at front entrance, instructions on hygiene protocols, hand washing etc.)
- Kitchens
 - Kitchens may only be used in a safe and restricted format
 - Use of communal dishes/utensils/coffeemaker/kettle is to be done with great care to sanitize prior to and after each use
 - Staff and artists are to provide their own water bottles
 - Meals should be eaten at desks or outdoors - no congregating or eating in the kitchen area
 - All kitchen surfaces, such as fridge handle, microwave, and sink, are to be wiped down with disinfectant after each use.
- Washrooms
 - Signage in washrooms shall be maintained to encourage personal hygiene practices
 - All staff and artists must wipe down with disinfectant commonly-touched bathroom surfaces after each use (door handles, faucets, soap dispenser)

9) Food and Beverage Precautions

- Food handlers must regularly wash hands, even if they have no disease symptoms. This includes (but is not limited to) before starting, before preparing or handling food, after handling waste, after using the toilet, after blowing their nose, sneezing and coughing, after eating, drinking or smoking, and after handling money or credit cards.
- Food handlers must avoid touching their eyes, nose or mouth with unwashed hands.
- Clean and sanitize utensils and surfaces in the kitchen regularly using standard sanitizing solutions
- Staff shall increase the frequency of sanitizing food contact surfaces and high touch areas
- Staff shall regularly clean and disinfect equipment used for handling payments
- Beverages shall be provided as self-serve when possible (e.g. a bottle at each table)
- Beverages may also be served by staff at each table, or by distributing pre-poured glasses
- Bars and food service stations are to be avoided, in favour of table service

10) General Hygiene

- All staff and artists must sanitize hands and don a mask at entry to any venue
- All staff and artists must wash hands for 20 seconds with soap and hot water before and after every break/lunch and before start of work/end of work and after using washroom facilities
- Circulate shared documents via email as much as possible, avoid printing and passing around paper copies
- Signage shall be maintained to encourage personal hygiene practices
- The use of masks is encouraged everywhere in public spaces per PHO October 26,2020

11) Cleaning Protocols

- Janitorial service shall be conducted a minimum of twice weekly, and include disinfecting of all high touch surfaces.
- FOH are to maintain an abundant inventory of cleaning and disinfecting supplies
- FOH shall maintain twice daily sanitizing of high touch surfaces in common areas including:
 - Door handles and edges
 - Cupboard handles
 - Kitchen appliances (fridge, kettle, microwave)
 - Countertops and lunch table
 - Chair backs/arms
 - Alarm keypads, keyboards
 - Taps, flush handles, light switches
 - Landline phones, photocopier/printer

12) Air Replacement

- Admin HVAC air exchange has been increased to 100% fresh air
- Wingate doors and windows shall remain open where practical

13) Procedure Should Someone Become Unwell

- Person is instructed to wash or sanitize their hands and don a mask
- Person is to be isolated outside
- Staff are to call a cab, if a personal vehicle is not available, to take the person home where they must contact 811 to schedule a COVID test ASAP (in some cases private testing will be available- please consult with your Supervisor)
- Staff or Janitor must complete a thorough clean and disinfecting of the workspace using appropriate COVID-19 designated cleaners

14) Communication

- Occupancy limits shall be posted at the entrance to all rooms
- Signage outlining protocols must be maintained at all entrances to the facility
- **Small placards are required at all communal spaces indicating that space has been used and requires sanitized**
- Safety plan, policies and procedures shall be available at all venues and events, and distributed through website, social medial channels, emails and push notifications, mobile apps, and signage.
- Staff shall complete daily health declarations, and consent to safe-working practices as outlined in the safety plan

Administration Protocols

CONTROLS AND SAFETY MEASURES

1) Admin Suite

- Occupancy: 22
- All staff and visitors must conduct a daily Wellness Declaration:
<https://www.cognitofrms.com/PacificOpera1/COVID19SCREENINGFORM>
- The use of masks is mandatory in all common areas, and when 2m of distance cannot be maintained, or where barriers are not in place
- Staff must wash hands for 20 seconds with soap and hot water before and after every break/lunch and before start of work/end of work and after using washroom facilities
- Meeting occupancies are as follows:
 - Offices: 1 (0 for double occupancy offices)
 - Executive suite: 4
 - Ryan Patio: 10
 - Wingate Studio: tbd depending on PHO and unencumbered space
- Visitors exhibiting symptoms of COVID-19 and people who have come into contact with a person who has tested positive for COVID-19 in the last 14 days may not use the facility
- Staff shall disinfect all shared touch points before and after each use (e.g. photocopier)
- When possible, staff shall avoid sharing communal office supplies and equipment
- FOH will ensure ample inventory of equipment and supplies to avoid sharing
- Staff shall circulate documents digitally, and minimize distribution of paper copies
- Staff and visitors shall refrain from entering box office

2) Box Office and Reception

- Occupancy: 4
- Masks, hand sanitizer and touchless thermometer shall be present at reception and at all entrances
- Box Office/Reception staff shall disinfect and wipe down front counter after every interaction
- Box Office/Reception staff shall sanitize shared furniture after each use
- Markers and signage re. physical distancing shall be maintained anywhere guests are likely to congregate (entrance and reception)

3) Opera Vehicles

- Maximum occupancy: 2 including driver, with the exception of members of the same household or working group or cohort. If not in a cohort - passenger must not sit next to or directly behind the driver.
- Masks must be worn at all times
- Before any vehicle is driven, the operator will sanitize all contact surfaces in and on the vehicle before use (handles, controls, seats, arms, locks, mirrors, emergency brake, keys, tie downs, ratchet strap handles).
- Driver will maintain a log of passengers, ensuring we have a record of the names of everyone using the vehicle

4) Use of the Wingate Studio for Meetings

- Any meetings that cannot be held in an office while maintaining 2 meters of distance between all attendees must take place in the Wingate Studio
- Meeting attendees must conduct a Wellness Declaration:
<https://www.cognitofrms.com/PacificOpera1/COVID19SCREENINGFORM>
- Meeting attendees arriving at the Baumann Centre should be directed upstairs to the Wingate Studio immediately, not into the admin suite
- Room setup must maintain 2 meters distance between attendees
- The use of masks is mandatory during meetings, when 2m of distance cannot be maintained, and where barriers are not in place
- Large meetings shall make use of conferencing equipment

- The staff member who books the meeting is responsible for cleaning and disinfecting the Wingate Studio **before arrival and after departure** of attendees. This involves sanitizing all commonly-touched surfaces, tables, chairs, door handles etc. (see cleaning protocols)

5) Daily cleaning and Contact Tracing

- FOH staff are responsible for cleaning and disinfecting all common areas twice daily. This involves sanitizing all commonly-touched surfaces, tables, chairs, door handles etc. (see cleaning protocols)
- FOH staff are responsible for maintaining a list of staff and guest attendance, ensuring we have a record of the names of everyone present

Rehearsal Protocols

CONTROLS AND SAFETY MEASURES

- 1) Ensure the following do not attend the Baumann Centre:
 - Anyone who has symptoms of COVID-19 - 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
 - Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case in the previous 14 days
 - Anyone who lives in the same household as a confirmed or clinical COVID-19 case who is self-isolating must not come to work until 14 days after the confirmed or clinical case has resolved.
 - Those who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.

- 2) Daily Health Declarations and Check-In
 - All staff and artists entering the Wingate Studio are required to complete a daily health screening form and consent to a non-invasive temperature check at the door:
<https://www.cognitofrms.com/PacificOpera1/COVID19SCREENINGFORM>
 - This information will be retained for thirty days, in the event that there is a need for contact tracing on the part of the medical health officer.
 - Once an individual has completed the screening process, they will be provided a wristband indicating they have been screened and are permitted in the Wingate Studio.

- 3) Controlled Access
 - Any individual entering the Wingate Studio must sanitize hands immediately upon entry.
 - Access to the Wingate Studio shall be via the gated entrance off of the Baumann Centre parking lot. This entrance shall be dedicated to those working on the production.
 - Interior doors are to be propped open to eliminate door handle touch points.
 - Access to the Wingate Studio is limited to those working directly on the production, and limited according to the following access zones:

Zone 1: Cast Cohort

- Access to Wingate permitted when called on daily schedule
- May interact without distancing or masks amongst cohort, only when needed for staging purposes
- Principal singers only

Zone 2: Creative Team and Local Performers

- Access to Wingate Studio permitted only as called
- Must maintain a minimum of 2 meters of distance and masks must be worn
- Stage Management
- Director
- Designers
- Music Staff
- Director of Photography
- Chorus Singers
- Musicians
- Recording Crew
- Filming Crew
- Technical Director
- COVID Officer

Zone 3: Administration/Shop Production Staff

- Access to Wingate Studio limited to approved visits only
- Must maintain a minimum of 2 meters of distance, masks must be worn
- All administration staff
- Opera Shop production staff
- Janitorial staff

Regardless of zone, anyone entering the Wingate Studio must comply with the Daily Health Declaration and Check-In Protocols listed above.

4) Use of Masks and PPE

- Any individual who enters the Wingate Studio will be required to wear a non-medical mask which may only be removed by members of the Cast Cohort when involved in staging rehearsals, singing, or filming, and must be immediately replaced when this action is completed.
- Only non-medical masks or fabric re-usable (washable) masks will be permitted. Gaiters, scarves, bandannas and clear partial shields etc. are not recommended, and are not permitted on site.
- Non-medical masks and hand sanitizer will be available at all entrances to the venue.
- Any time close personal contact must occur between anyone outside of the Cast Cohort, face shields must be worn in addition to a non-medical mask.
- A sufficient stock of face shields shall be maintained so these items are never shared between company members.

5) Occupancy Limits

- Washrooms: 2 each
- Wingate Studio: 48
- Wingate Foyer: 4
- Kaminsky Kitchen: 6
- Music Studio: 4
- Vehicle: 2

6) Communal Spaces

- Hand sanitizers shall be maintained in all communal spaces (incl. reception, door to hallway, bathroom, kitchen, and photocopy area)
- Signage shall be maintained at key locations (alerts to COVID symptoms at front entrance, instructions on hygiene protocols, hand washing etc.)
- Kitchens
 - Kitchens may only be used in a safe and restricted format
 - Use of communal dishes/utensils/coffeemaker/kettle is to be done with great care to sanitize prior to and after each use
 - Individual water bottles will be provided for artists, creative team and music staff. These will be washed in the commercial dishwasher and filled each day by stage management to be distributed.
 - All kitchen surfaces, such as fridge handle, microwave, and sink, are to be wiped down with disinfectant after each use.
- Washrooms
 - Signage in washrooms shall be maintained to encourage personal hygiene practices
 - All staff and artists must wipe down with disinfectant commonly-touched bathroom surfaces after each use (door handles, faucets, soap dispenser)

7) General Hygiene

- All staff and artists must sanitize hands and don a mask at entry to any venue
- All staff and artists must wash hands for 20 seconds with soap and hot water before and after every break/lunch and before start of work/end of work and after using washroom facilities
- Circulate shared documents via email as much as possible, avoid printing and passing around paper copies

- Signage shall be maintained to encourage personal hygiene practices
- 8) Cleaning Protocols
- Janitorial service shall be conducted a minimum of twice weekly, and include disinfecting of all high touch surfaces.
 - FOH are to maintain an abundant inventory of cleaning and disinfecting supplies
 - Pacific Opera shall maintain twice daily sanitizing of high touch surfaces in common areas including:
 - Door handles and edges
 - Kitchen appliances (fridge, kettle, microwave)
 - Cupboard handles
 - Countertops and lunch table
 - Chair backs/arms
 - Taps, flush handles, light switches
 - Alarm keypads, keyboards
 - Landline phones, photocopier/printer
 - Music stands
- 9) Air Replacement
- HVAC air exchange will be set to 100% fresh air
 - Wingate doors and windows shall remain open where practical
- 10) Procedure Should Someone Become Unwell
- Person is instructed to wash or sanitize their hands and don a mask
 - Person is to be isolated outside
 - Staff are to call a cab, if a personal vehicle is not available, to take the person home where they must contact 811 to schedule a COVID test ASAP (in some cases private testing will be available - please consult with your Supervisor)
 - Staff or Janitor must complete a thorough clean and disinfecting of the workspace using appropriate COVID-19 designated cleaners
- 11) Communication
- Occupancy limits shall be posted at all venues
 - Safety plan, policies and procedures shall be available at all venues and events, and distributed through website, social medial channels, emails and push notifications, mobile apps, and signage.
 - Staff shall complete daily health declarations, and consent to safe-working practices as outlined in the safety plan
- 12) Use of Opera Vehicles
- Maximum occupancy: 2 including driver, with the exception of members of the same household or working group or cohort. If not in a cohort - passenger must not sit next to or directly behind the driver.
 - Masks must be worn at all times in opera vehicles
 - Before any vehicle is driven, the operator will sanitize all contact surfaces in and on the vehicle before use (handles, controls, seats, arms, locks, mirrors, emergency brake, keys, tie downs, ratchet strap handles).
 - Driver will maintain a log of passengers, ensuring we have a record of the names of everyone using the vehicle
- 13) Testing
- Asymptomatic COVID-19 testing will be arranged through the COVID Officer for any company members traveling by air to Victoria on, or about, two days after arrival.
- Asymptomatic testing is not an infallible process. All company members must continue to monitor themselves for symptoms of COVID-19 and report these symptoms regardless of any test results.
 - Additional testing will be carried out on any company member who becomes symptomatic

- For British Columbia Residents, this may be arranged through the Public Health Office, or privately through the COVID Officer. For any company members who are not residents of British Columbia, this test will be arranged privately through the COVID Officer.

14) Cast Cohort

- Provincial health guidelines for the performing arts allow for the “establishment of small working groups (or cohorts) that work together routinely and exclusively to reduce the risk of broader transmission. Examples may include small groups or teams that require closer contact for tour buses, loading, assembling, striking, rehearsing, etc.”
- Establishment of a working group is contingent upon mutual agreement of artists who commit to work and socialize exclusively with one another for the period of the engagement, and agree to limit all close contact to members of the cohort.
- Protocols for closeness or intimacy shall be established and discussed in advance with appropriate personnel
- Artists have the right to refuse close contact with others, such as hugging, kissing, and stunts requiring close contact.

15) Life Outside Working Cohort

- We understand that life must continue while you are working with us on this project. We just ask that when you are going about your daily life with grocery shopping, doing laundry, etc. that you take the upmost caution when interacting with people outside of the cohort.
- Mask use is mandatory in indoor public spaces.
- Please be sure to abide by and follow all Public Health Orders. You can find the latest information from the BC Centres for Disease Control at: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

16) Daily Schedule

- The Daily Schedule will be distributed by the Stage Manager the night before the rehearsal it applies to.
- Access to the Wingate Studio is limited to only to those named on the schedule or members of Zone 2 who need to be in the studio on that day.

17) Daily Safety Talks

- The Stage Manager will perform a safety talk at the beginning of each session.

18) Rehearsal hall setup

- Each member of the Cast Cohort will have an individual station where they may leave their personal belongings and will find the following:
 - A chair and music stand labelled with the individual's name
 - A supply kit
 - Props bins
 - Any rehearsal wardrobe that has been provided
- Stationary supplies (pencils, highlighters, etc.) which are usually shared will be provided to each individual member of the company for their personal use. Any of these items found outside of their kits will be collected, sanitized and left in a location where individual items may be picked up without touching the others.
- All company members using production tables will be spaced to provide at minimum 2 meters of distance between themselves and those sitting beside them, and at least 3 meters from any singers. Where distancing between stations at the production tables may not be possible, the use of plexiglass barriers may be used in between the stations.

19) Music Rehearsal and Coachings

- All music rehearsal and music coaching sessions should observe physical distancing protocols of a minimum of 3 meters between singers and wind instruments.
- Physical plexiglass barriers shall be used where possible.

20) Safe Handling of Properties

- As much as possible all properties should only be handled by the performer using the prop.
- A bin each clearly labelled for clean props and used props will be at each of the Cast Cohort member's station with their props for the day's work laid out in the clean bin. Performers are responsible for bringing their own props into a scene as is practicable.
- Any props which need to be pre-set on set will be set by a designated member of stage management or crew.
- Before and after setting any props this individual must either wash hands with soap and water or use hand sanitizer.
- When props have been used, each performer is responsible for placing the item in the used prop bin at their station. At the end of the day, stage management or crew will disinfect and reset any props that are in the used bins.

21) Safe Handling of Rehearsal Wardrobe

- All rehearsal wardrobe provided will be for the individual use of one performer only.
- Rehearsal wardrobe will be set at each performer's station by stage management prior to the start of each rehearsal day.
- Performers are responsible for returning their rehearsal wardrobe to their station after use.
- If a performer needs assistance donning an item of rehearsal wardrobe both performer and member of stage management assisting must be wearing masks and the member of stage management must also wear a face shield.

22) Meal Breaks

- All company members are required to vacate the Wingate Studio during meal breaks to allow for time for a reduction of viral load in the space.

23) Water, Coffee and Tea

- Shared coffee and tea services will not be provided during this project.
- Individual water bottles will be provided for artists, creative team and music staff. These will be washed in the commercial dishwasher and filled each day by stage management to be distributed.

Wardrobe Fitting Protocols

CONTROLS AND SAFETY MEASURES

1) Controlled Access

- Only one performer at a time permitted in the fitting area
- The entry area (at front) will be designated as entry only for those involved with fittings.
- Masks and hand sanitizer will be available at the door with adequate signage
- Fittings shall be efficient and completed in the shortest time frame possible

2) Safety

- Non-medical mask shall be worn at all times - no exceptions
- Fitting area shall have clearly marked space for each employee and performer to remain in for work purposes
- Face shields shall be worn by anyone coming in physical or proximal contact with performers in addition to the kn95 or non-medical mask

3) Hygiene and Sanitizing

- It is required for anyone entering to sanitize hands upon entry and prior to going upstairs
- Any additional air flow, filters, windows- shall be used to increase air flow & reduce viral load
- Wherever possible the performer should be encouraged to adjust and place and remove clothing as required themselves without additional touches by employees.
- Only one person should be designated to adjust the fabric curtains "the dressing room area"
- Hand sanitizer must be used prior to and post close contact with a performer
- No open food or drink may be present during fittings. Closed water bottles only are permitted and any consumption of water should be done well away from coworkers as this requires removal of facial coverings that also must be replaced immediately. Post consumption, hands must be sanitized.
- After each performer leaves, sanitization of any and all touched surfaces by performer must be complete prior to the next performer arriving. Schedules must be made with this time delay in mind and no visitors will be allowed to attend fittings apart from those previously approved by Management.

Live Performance Protocols

CONTROLS AND SAFETY MEASURES

1) Ensure the following do not attend the Baumann Centre

- Anyone who has symptoms of COVID-19 - 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
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID- 19 case in the previous 14 days
- Anyone who lives in the same household as a confirmed or clinical COVID-19 case who is self-isolating must not come to work until 14 days after the confirmed or clinical case has resolved.
- Those who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.

2) Audience Safety

- Occupancy: tbd per PHO and unencumbered space
- Daily safety talks shall be conducted by Front of House staff
- Audiences must conduct a digital Wellness Declarations in advance of each visit:
<https://www.cognitofrms.com/PacificOpera1/COVID19SCREENINGFORM>
- All seating shall maintain 2 metres distance and/or have a barrier
- Masks are mandatory at all performances, except while seated at a distance and consuming food or beverage
- Seating for performances shall be no longer than 75 minutes in duration.
- There will be maintained a distance of 3 meters between performers, and between performers and audience
- Wherever possible there will be a physical barrier placed between the performers, and between performers and audience

3) Controlled Access

- Reservations shall include timed entry, provided at time of purchase
- Patrons shall be informed when they reserve event ticket(s) of policies restricting people exhibiting symptoms of COVID-19 and people who have come into contact with a person who has tested positive for COVID-19 in the last 14 days
- Patrons shall be required to conduct a wellness declarations in advance of each visit
- Patrons should be advised that they will not be allowed access to the facility if they develop symptoms before the event
- Reservations shall include seat/table numbers, names, phone and email contact information for all attendees

4) Controlled entrance and egress

- Timed entry and touchless ticket scanning shall be provided for all public events
- FOH staff shall encourage patrons to take their seats immediately upon entering
- FOH shall encourage patrons to take all coats and personal belongings to their seats
- Seat and table numbers shall be displayed prominently to encourage efficient seating
- Programs shall be provided online, to avoid distributing paper documents
- Masks, hand sanitizer and touchless thermometer shall be present at reception
- Masks and hand sanitizer will be present at each entry and every patron will be required to sanitize upon entry and be wearing an appropriate face mask per venue protocols which will be posted and advised in advance
- FOH shall manage controlled egress after each performance, with guests nearest exits leaving first
- Markers and signage re. physical distancing shall be maintained anywhere guests are likely to congregate (entrance, exit, washrooms)

5) Audience seating

- Audience seating will maintain 2 meters distance between attendees, with the exception of members of the same party or household group
- A maximum of 6 members of the same party or household may sit together or share a table

6) Daily cleaning and Contact Tracing

- Front of House staff are responsible for cleaning and disinfecting the Wingate Studio **before arrival and after** all events. This involves sanitizing all commonly-touched surfaces, tables, chairs, door handles etc. (see cleaning protocols)
- Front of House shall collect the first and last name and telephone number, of one member of every party of patrons, and retain this information for thirty days, in the event that there is a need for contact tracing on the part of the medical health officer.
- Additional cleaning companies specialized in COVID-19 protocols and cleaners will be employed to attend and clean in between performances and as needed

Outdoor Performance Protocols

CONTROLS AND SAFETY MEASURES

1) Artist Safety

- Artists shall complete daily digital Wellness Declarations in advance of each event:
<https://www.cognitoforms.com/PacificOpera1/COVID19SCREENINGFORM>
- Masks are mandatory at all times except during performances
- Artists must wash hands for 20 seconds with soap and hot water before and after every break/ lunch and before start of work/end of work and after using washroom facilities
- Where washing facilities are not available, artists and coordinator will use hand sanitizer before and after each performance
- Masks, and hand sanitizer will be available for the use of Artists and Coordinator
- Daily safety talks will be conducted by the Coordinator
- Only solo and small ensemble coaching, rehearsal and performances are permitted
- Wingate Studio must be booked in advance for all coaching and rehearsals
- Artists shall avoid sharing communal equipment/supplies (e.g., music stands, keyboards, electronic devices)
- Provincial health guidelines advise that “playing instruments or singing may result in greater dispersion of droplets from each worker due to higher intensity breathing in addition to participant movement.”
- Artists will therefore be positioned to maximize physical distancing:
 - Artists shall maintain a minimum of 2 meters physical distancing, and;
 - Singers and wind instruments shall maintain a minimum of 3 meters physical distancing, with the exception of contact with members of the same household or working group or cohort
 - Physical plexiglass barriers shall be used where possible
- Artists have the right to refuse close contact with others

2) Transportation

- Opera vehicle occupancy: 2 including driver, with the exception of members of the same household or working group or cohort. If not in a cohort - passenger must not sit next to or directly behind the driver.
- Masks must be worn at all times
- Before any vehicle is driven, the operator will sanitize all contact surfaces in and on the vehicle before use (handles, controls, seats, arms, locks, mirrors, emergency brake, keys, tie downs, ratchet strap handles).
- Driver to maintain a log of passengers, ensuring we have a record of the names of everyone using the vehicle and retain this information for thirty days, in the event that there is a need for contact tracing on the part of the medical health officer.

3) Audience Safety

- Maximum occupancy: tbd per PHO and unencumbered space
- Seating for performances shall be no longer than 75 minutes in duration.
- Pop-up Opera shall only be provided in outdoor venues that provide for a minimum of 5 square meters per person
- Pylons will be placed to encourage a minimum of 2 meters distance between patrons
- Sandwich boards will be used to ensure a minimum of 3 meters from artist to audience
- The use of a masks is encouraged everywhere in public spaces
- Coordinator shall observe the following protocols to limit gatherings:

- Performance locations shall only be announced on the same day
- Performances shall be a maximum of 10 minutes in duration
- Performances will be ceased if the audience exceeds 50, or if distancing is not observed
- Touch-free access to program information will be provided via QR code

4) Daily cleaning and Contact Tracing

- The coordinator is responsible for cleaning and disinfecting **before arrival and after** performances. This involves sanitizing all commonly-touched surfaces, tables, chairs, door handles etc. (see cleaning protocols)
- Coordinator is responsible for maintaining a list of artist attendance, ensuring we have a record of the names of everyone present, and retain this information for thirty days, in the event that there is a need for contact tracing on the part of the medical health officer

Opera Shop Protocols

CONTROLS AND SAFETY MEASURES

1) First line precautions: Physical Controls (Elimination)

Pacific Opera and all employees will ensure that the following workers do not come to work:

- Anyone with COVID-19-like symptoms such as a sore throat, fever, body aches or other identified and/or updated COVID-19 symptoms must self-isolate. They must immediately contact their supervisor and complete the online covid-19 self assessment to determine if they require testing - public health tests of symptomatic people are scheduled with 811 or the public health line. Please consult your supervisor for further guidance.
- Workers who have travelled internationally must Quarantine per BCCDC guidelines.
- Workers who live in the same household as a confirmed COVID-19 patient must be tested and further steps will be taken in accordance with BCCDC best guidelines depending on level of exposure, test results and symptoms.
- Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 8-1-1 for an assessment and to determine any necessary next steps.

Where it is necessary for workers to come to work, Pacific Opera will take steps to reduce the risk of exposure to COVID-19. The priority should be to take steps to ensure physical distancing is practiced, including:

- o Working shifts through the week; reducing overlap of departments to reduce number of people in the shop
- o Reconfiguring the workplace to maintain appropriate distance between workers. The appropriate distance currently given by the PHO is 6 feet.
- o Distancing in wardrobe is possible in wardrobe without any casual workers present.
- o In carpentry, distancing is possible with a max of 4 carpenters recognizing that tasks requiring close contact would have to be reconfigured with mechanical assists and other creative solutions (with PPE as a last resort). Carpenters will work with the TD to design such solutions as required.
- o In truck loading, distancing at the required distance is generally not safely possible, so when truck loading is absolutely necessary, loaders will require PPE (see section 5)
- o Occupancy limit for the building shall be within guidelines for safe occupancy - approx 4 ppl/100sq ft of unencumbered space.
- o All fittings entering/exiting shall be made via the front door; and that entrance shall be off limits to shop staff on fitting days.
- o Room limits at current distance requirements (6 feet):
 - Wardrobe laundry: 1
 - Wardrobe office: 2 (4 with PPE for fittings)
 - Wardrobe storage: 1 per store room
 - Wardrobe cut/stitch room: 3
 - Bathrooms: 1 per
 - Kitchen: 2 (including copier)
 - Props construction: 2
 - Props storage: 1
 - Paint area: 1
 - Shop: 8
 - Shop office: 2 with barriers
 - Shop mezzanine: 1

- Trailers, containers; shop vans; stairwells: 1 per (without PPE).
- Pacific Opera will limit worker participation in in-person gatherings and encouraging practices like teleconferences as an alternative.
 - Teleconferencing is possible for all initial designer meetings, and could continue into the build periods as required. Technology can be used to share build progress and paint samples if necessary.
- The maximum number of staff stopping in the lunch/break room at any time shall be 2, sat on opposite side of the table so that other staff may safely pass to use the washroom. If the kitchen table is occupied, other staff will eat at their desks/workstations/outdoors etc.
- Interdepartmental communications can be done by phone. **ALL** of the shop phones are able to call one another, even the ones which share a phone line. This will require a short training for all staff. Each department's phone shall be assigned to one person only.
- No outside visitors are permitted into the shop during the pandemic, except as required by contract or law.
- The shop will move to shift work if workers cannot physically distance in the shop space

2) Second line precautions: Engineering Controls

Increase workplace cleaning, provide the necessary supplies, and reinforce personal hygiene messages to workers; and provide a reference for social distancing.

- Use employee proximity bracelets to guide staff to maintain social distancing.
- All employees and visitors (when allowed) entering the shop will have a non-contact infrared thermometer temperature check upon arrival in the morning to monitor for fever.
- Sanitization supplies are provided and maintained by the TD.
- Fridges to be labelled by department and only used by that department.
- **Sanitization will be frequent and the responsibility of all employees to clean high touch surfaces or common surfaces they come in contact with**
- When possible, there should be daily sanitizing of all high touch surfaces by shop staff
 - Door handles and edges interior AND exterior
 - Microwave
 - Fridges x3
 - Kettle
 - Countertops and lunch table
 - Chair backs/arms
 - Alarm keypads
 - Workbench tops (when employees are changing stations)
 - All sink taps, flush handles, light switches
 - Landline phones, photocopier/printer
 - Paint sink/taps
 - Toilet paper dispensers, soap dispensers, hand towel dispensers
 - Stairway handrails (front and back and rear mezz.)
 - Laundry product handles
 - Shop waste garbage cans
 - Any other high touch surfaces
- Kitchen counter/appliances are **to be respected and sanitized prior to and after using**. All kitchen surfaces to be wiped down with disinfectant before each department's use of the kitchen for their respective break.
- The coat rack is off limits. All shop staff will keep their personal belongings at their workstations. If dust protection is required in the carpentry shop, we will add an enclosure for this.
- Each computer workstation should be only used by **ONE** dedicated person. There will be no sharing of computer workstations. If for some reason two people in the same department must share equipment it must be sanitized prior to and after use before being touched by another worker.

- No department coffee breaks nor lunches should overlap.
- All staff must wash hands for 20 seconds with soap and hot water before and after every break/lunch and before start of work/end of work, and before/after driving any company vehicle or using the washroom.
- Before any vehicle is driven, the operator will sanitize all human-contacting surfaces in and on the vehicle before use (handles, controls, seats, arms, locks, mirrors, emergency brake, keys, tie downs, ratchet strap handles).
- The janitorial schedule shall be maintained at weekly cleanings of the building and have 2 added cleaning days each week include both cleaning and then disinfecting of all high touch surfaces
- All respirators will be assigned to one user only, and stored on a new dust protected rack.
- All hand tools in all departments will be single-user only, and Pacific Opera will purchase all additional duplicate tools required to be available as need becomes apparent.
- All power, air and shared tools shall be sanitized by the person using them upon completion of the task; immediately after that person has washed their hands following the task. This includes table saws, chop saws, sanders, band saws, drill presses, sewing machines, irons, sergers, washing machines, dryers, dress forms, carpentry clamps, bench vise, metalworking tools, container handles and locks, carp office lock box, ladders, brooms, dustpans, shovels, road crates, totes, and all other Pacific Opera power, air and stationary or shared moveable tools. A lockout tag shall be temporarily hung on each stationary tool whilst the prior user is washing their hands; or if they step away from the tool for any amount of time which would allow another employee to attempt to start using the tool. Non-stationary air and power tools must stay at the users' workbench until they have washed their hands and can sanitize the tool with clean hands and put it away.
- Foot lever garbage cans are available in kitchen, washrooms, props, wardrobe and offices for all matter which has contacted bodily fluid or face.
- All shop waste garbage cans are ONLY to be used for construction waste; no food/packaging, tissue, or waste of ANY other kind may be disposed in shop waste garbage cans.
- Toilet paper dispenser(s) have be installed where absent.
- When weather allows, all bay doors and front glass door shall be propped open to promote airflow.
- Carpenters shall be permitted to bring as many of their own tools as they wish; these shall not be shared or loaned out. They will be sanitized on the first day and stored in a clearly marked container at the workstation when not in use.

3) Third line precautions: Administrative Controls

- Educating workers on health and safety measures to prevent transmission of infectious disease:
 - Pacific opera to provide training via 3rd party.
- All but 2 chairs have been removed from the kitchen table, stacked, and signed for non-use
- Handwashing posters will be kept up to date (bathrooms, kitchen) and added to the new hand sanitizer stations with the latest from the ministry:
- Covid 19 posters will be kept up to date on all doors (interior) with the latest from the ministry:
<http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf>
- Exterior doors have signs posted "Stop and read prior to entering worksite (etc)" and "No visitors allowed" signs.
- Wardrobe stations will be marked out at proper distancing for 3 staff max.
- Props stations will be marked out for proper distancing
- All rooms will have signs posted for n person(s) max an per section 1
- The lunch room area will have no more than two people in it at any given time and they must remain 6 feet apart at all times when unmasked.

4) Fourth line precautions: Personal Protective Equipment

- Per October 26, 2020 BC health recommends wearing a non-medical mask AT ALL TIMES when in an indoor space outside of our household.
- Masks and face shields will be provided for workers
- Face Shields are required for anyone who must come in close personal contact with another worker/performer in ADDITION to the face mask. Goggles are NOT an acceptable substitution.
- Masks will be available at both entrances (rear).

- **Truck loading**

- When any truck loader is working with any number of other loaders they will be required to wear a non-medical mask and a face shield. This has been established in consultation with Riggitt and ActSafe BC based on their experience building the Vancouver COVID-19 overflow hospital under the direction of health care staff.

5) First line precautions: Physical Controls (Elimination)

1. Wardrobe Fittings Protocol

SEE REHEARSAL PLAN FOR WARDROBE FITTING PROTOCOL

References

- Worksafe BC's "Performing arts protocols" <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/performing-arts>
- WorkSafe BC's "Arts and cultural facilities: Protocols for returning to operation" (<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/arts-and-cultural-facilities>)
- WorkSafe BC's "Motion Picture and Television Production" <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/motion-picture-television-production>
- WorkSafe BC's "Office Protocols": <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>
- WorkSafe BC's "Restaurants, cafés, and pubs: Protocols for returning to operation" (<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/restaurant-cafes-pubs>)
- BC'S Restart Plan (https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf?bcgovtm=20200514_GCPE_AM_COVID_9_ADW_BCGOV_EN_BC_TEXT)
- BC Centre for Disease Control (<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>)
- Actsafe Covid-19 Resources for the Arts <https://www.actsafe.ca/covid-19-resources-for-the-arts-and-entertainment-industries/>
- Order of the Provincial Health Officer (Pursuant to Sections 30, 31, 32, and 39 (3) Public Health Act, S.B.C. 2008) Food Service Establishments and Liquor Services and;
- Effective Hygiene practices: http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20office_s.pdf
- Covid 19 posters: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-Prevention.pdf>
- WorkSafe BC's "Manufacturing: Protocols for returning to operation" (<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/manufacturing>)
- BC'S Restart Plan (https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf?bcgovtm=20200514_GCPE_AM_COVID_9_ADW_BCGOV_EN_BC_TEXT)
- Worksafe BC's Covid-19 safety plan checklist (<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>)
- Worksafe BC's guidelines for all employers (<https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/what-employers-should-do>)
- Worksafe's "Cleaning and Disinfecting" guide (<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting>)