

COVID-19 SAFETY PLAN

January 5, 2022

BC HEALTH ORDERS AND RESTRICTIONS

Masks are required in public indoor settings for all people born in 2016 or earlier (5+).

Seating Capacity for all indoor events is reduced by 50%. The capacity limit is in effect until January 18, 2022 but may be extended or modified

Proof of Vaccination is required to access all Pacific Opera events and premises.

<https://www2.gov.bc.ca/gov/content/covid-19/vaccine/proof>

Physical distancing continues to be recommended in public indoor settings.

If you or anyone in your family feels sick, stay home and get tested immediately.

Please make yourself aware of health restrictions. For detailed information see the link below.

<https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>

CONTROLS AND SAFETY MEASURES

1) **The following must not attend** Pacific Opera events or premises:

- Anyone who has symptoms of COVID-19: 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 come in close contact with someone who has tested positive or to anyone with possible symptoms of COVID-19

2) **Proof of Vaccination**

- All visitors to Pacific Opera premises who will remain in the building for 15 minutes or longer must show Proof of Vaccination and Government-issued ID
- All staff and artists must show Proof of Vaccination and Government-issued Photo ID prior to beginning work

3) **Use of Masks and PPE**

- The wearing of masks is required in all public indoor settings
- The use of triple layer masks, N95 or KN95 masks is strongly recommended
- Masks may be removed for eating or drinking, and not within 2m of others. Masks must be replaced when this action is completed.
- Members of the Cast and Chorus may remove their mask when on stage

rehearsing, filming, or performing but must immediately replace it when the activity is completed.

- Musicians who require to do so in order to play their instruments may remove their masks when playing their instruments when seated in their appropriately-distanced seats (3 meter distance for brass and winds, 2 meter distance for all other instruments). Musicians who can play their instruments while wearing masks must keep masks on during rehearsals. For filming, all musicians may remove their masks when seated in their appropriately distanced chairs.
- Non-medical masks and hand sanitizer will be available at all entrances to the venue.
- Any time close personal contact must occur face shields must be worn in addition to masks.

4) 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, or sanitize using an alcohol based hand rub 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
- Avoid sharing equipment or tools as much as possible, and sanitize anything that must be shared immediately after each use
- Signage shall be maintained to encourage personal hygiene practices
- Reduce your risk of being infected or spreading COVID-19 by:
 - Regularly and thoroughly washing or sanitizing your hands
 - Avoid going to crowded places
 - Avoid touching your eyes, nose and mouth
 - Follow sneeze etiquette, sneezing into your elbow, or inter a tissue and then immediately washing your hands
 - Stay home and self-isolate with even minor symptoms (cough, headache, mile fever) until you recover

5) Procedure Should Someone Develop Symptoms

- Anyone showing symptoms of COVID-19 will be asked to leave immediately, and return home via private transportation
- Anyone who develops symptoms of COVID-19 when offsite must not go to rehearsals or performances and should immediately contact their healthcare provider or 811. Please notify your direct supervisor immediately.
- Persons diagnosed with COVID-19 will not return to rehearsals or performances until the following conditions have been satisfied:
 - i. At least five (5) days have passed since the symptoms first appeared;
 - ii. A person who has tested positive for COVID-19 and has been hospitalized may return only when their healthcare provider advises them to do so.

Documentation from physician will need to be provided;

- Anyone who has come in close contact with someone who has tested positive for COVID-19, must not go to rehearsals or performances and should contact their health care provider. Local public health guidance for self-isolation must be followed. "Close contact" will be defined per CDC guidance
- In the event of a confirmed positive COVID-19 case in the workplace, local public authorities will be contacted to assist with specific exposure definitions and contact tracing

6) 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 media channels, emails, and signage.

ARTIST SAFETY MEASURES

A MESSAGE FOR ARTISTS

We understand that life must continue while you are working with us on this project. We want to remind you that what we do outside of work is just as important as what we do at work. Masks and physical distancing are required when in communal or public indoor spaces. When you are going about your daily life with grocery shopping, doing laundry, etc. please take the utmost caution when interacting with other people. Please be sure to abide by and follow all Public Health Orders. For information about COVID-19 and how to protect yourself and your family, you can find the latest information from the BC Centres for Disease Control at:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

TESTING

- Asymptomatic COVID-19 testing will be arranged through the COVID Officer for any company members traveling to Victoria on, or about, two days after arrival.
- Company members travelling from outside of BC are required to be tested with a PCR Test and provide the results to Pacific Opera prior to departure for Victoria.
- Asymptomatic COVID-19 testing of any company member will be at the discretion of Pacific Opera Victoria, and will be arranged through the COVID Officer.
- 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.

REHEARSALS & FILMING

1) Rehearsal hall setup

- Each member of the Cast 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
- 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.

2) Chorus Music Rehearsals, Music Rehearsals and Coaching

- All music rehearsal and music coaching sessions should strive to observe physical distancing of 3 meters to the front and side of singers and wind instruments, and 2 meters behind them. Everyone in the room will strive to maintain physical distance of 2 meters.
- Masks must be worn at all times, including while rehearsing.
- Physical plexiglass barriers shall be used where distancing is not possible

3) Meals, Water, Tea and Coffee

- Shared coffee and tea services will not be provided during this project.
- Company members will either be provided with their own personal water bottles which they are responsible for filling and cleaning, or single-use disposable cups will be made available for water. In any case, company members will be encouraged to bring their own water containers for use during the rehearsal and filming process.
- Designated Eating Areas
 - The provincial health officer's order for Food & Liquor Service Premises must be followed.
 - There may be no more than 6 people eating at a table.
 - There must be a distance of 2 metres between people who are eating.
 - Hands must be washed and sanitized before and after eating.
 - Masks may be removed for eating or drinking only and must be put back on after eating.
 - Food and utensils may not be shared.

4) Physical Distancing

- All performers should strive to observe physical distancing protocols of a minimum of 3 meters to the front and side of singers and wind instruments, and 2 meters behind them. Everyone in the room will maintain physical distance of 2 meters
- Physical plexiglass barriers shall be used where distancing is not possible

5) 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 cast 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.

6) 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.

7) Tools & Equipment

- To facilitate communication between departments while maintaining physical distancing, Clear Com headsets and two-way radios will be assigned to a single user for their exclusive use
- Where possible, equipment will be assigned and kept with a specific department or working group. Only camera personnel should handle camera gear including carts, cases, tape, etc.
- Sharing of tools and equipment will be minimized. Shared tools will be cleaned and disinfected before they are used by another person. Workers should wash or sanitize their hands before and after using shared tools.
- Personal visual and audio equipment such as microphones, radios, cameras, headsets, etc. will be assigned to individual workers for their exclusive use. These to be stored in labeled, sealed bins or bags.
- Each worker will be provided their own set of tools (e.g., construction tools) where possible.
- Ensure shared tools are cleaned and disinfected at the end of each day.

8) Costumes & Wardrobe

- Royal Theatre solo dressing rooms shall be assigned to only one performer.
- Royal Theatre chorus dressing rooms will be laid out to maintain physical distancing between chorus members, utilizing both chorus dressing rooms as needed.
- Fitting areas shall have clearly marked space for each employee and performer to remain in for work purposes.
- Masks shall be worn at all times - no exceptions.

- Face shields shall be worn by anyone coming in physical or proximal contact with performers in addition to the kn95 or non-medical mask.
- Dressing shall be efficient and completed in the shortest time frame possible.
- Wherever possible the performer should be encouraged to adjust, place and remove clothing as required themselves without additional touches by employees.
- Only one person should be designated to adjust the fabric curtains in the dressing room area.
- Hand sanitizer must be used before and after 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.

9) Hair & Makeup

- Only 1 performer and 1 Staff member is permitted in each Hair/Makeup Room at a time.
- Face shields and non medical masks shall be worn by staff at all times when coming in physical or proximal contact with performers – no exceptions.
- Workers will wash and sanitize their hands before and after each performer, and will wash their hands at the beginning and end of each shift. Avoid touching the face (eyes, nose, and mouth) while providing services to performers.
- Performers will wash and sanitize their hands before and after each session.
- Workers will wear gowns, smocks, or aprons to cover street clothing. These items to be removed and laundered at the end of every workday.
- Every effort will be made to reduce the overall amount of time spent in close contact while providing hair and makeup services. Where possible, performers will be directed and encouraged to apply their own makeup, facial hair or wigs.
- 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.
- Tools & Equipment
 - Makeup application tools and supplies will be supplied for each performer and used only on that individual. These will be kept in individually labeled bags.
 - Use disposable make-up kits, applicators (cotton swabs, sponges, mascara wands) and brushes when possible and discard these after use.
 - Clean and disinfect all shared tools and equipment between each performer.
 - Workers will wash or sanitize hands after coming into contact with shared items.

- Cleaning & Disinfecting
 - 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.
 - Workers will clean and disinfect workplace at the end of the day.

10) Use of Opera Vehicles

- Maximum occupancy: 4 including 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).

AUDIENCE SAFETY MEASURES

1) Reservations

- Audiences will be encouraged to use the BC COVID-19 Symptom Self-Assessment Tool in advance of attending a performance: bc.thrive.health/covid19/en
- 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 should be advised that they will not be allowed access to the facility if they develop symptoms before the event
- Refunds and exchanges will be offered until One Hour before a performance to encourage patrons to not attend a performance if they are unwell

2) Controlled entrance and egress

- Patrons will be required to show proof of vaccination and Government-issued Photo ID in order to enter the venue
- Timed entry and touchless check-in shall be provided for all public events
- Front of House staff shall encourage patrons to take their seats immediately upon entering
- Masks and hand sanitizer will be present at each entry
- Front of House staff shall manage controlled egress after each performance, with guests nearest exit leaving first
- Floor markers and signage re. physical distancing shall be maintained anywhere guests are likely to congregate (entrance, exit, washrooms)

3) Audience seating

- There will be a minimum distance of 3 meters maintained between performers and audience
- Patrons are encouraged to remain in their own seats, and seats can only be placed or moved by FOH staff
- Patrons must wear masks at all times including while seated, unless they are eating or drinking. Masks must be replaced immediately following the completion of eating or drinking.
- Patrons are encouraged to maintain physical distance from other patrons, other than those in their household or party

4) Daily cleaning

- Front of House staff are responsible for cleaning and disinfecting the audience space before arrival and after all events

EMPLOYEE SAFETY MEASURES

In order to help ensure continued operations during this new wave of Covid-19, Pacific Opera employees are asked to please re-double your efforts in observing Covid-Safety protocols. The following measures are effective January 5:

Workplace Guidelines

- Employees are asked to please return to the use of single occupancy offices, staggering office use as required.
- Employees, staff and volunteers are asked to please upgrade to the use of triple layer masks, N95 or KN95 masks.
- Please maintain physical distancing of 2m from others, and minimize the length of in person meetings

Work from Home Guidelines

- Pacific Opera has deferred the implementation of flexible work agreements.
- Our workplaces remain safe and open for those who need to work on site, or choose to.
- Those employees who can and wish to work from home may continue to do so for the time being.
- Pacific Opera will provide a work from home stipend for those employees working from home, as a contribution to home office utility costs.