



VANCOUVER OPERA COVID-19 SAFETY Plan

Version Two - June 29, 2020

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Introduction

Vancouver Opera is following the guidance from public health officials and WorkSafeBC to ensure the health and safety of everyone who works or visits our building.

WorkSafeBC describes the responsibilities of employers and workers as follows:

Employers are responsible for the health and safety of their workers, and all other workers at their workplace. They are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. Employers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

Workers are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at the workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers are also responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.

The return to work taskforce has created a detailed set of policies and procedures that are designed to minimize the risk of COVID-19. The committee followed the six-step process outlined by WorkSafe BC to develop this plan.

1. Assess risks in the workplace.
2. Implement procedures to reduce the risks including eliminating risks, engineering solutions, adding in administrative controls, and implementing effective cleaning and hygiene practices.
3. Develop necessary policies and procedures.
4. Develop communication plans and training.
5. Monitor the workplace and update plans as necessary.
6. Assess and address risks from resuming operations.

The contents of this document are the policies and procedures that have been put in place to reduce the risk at Vancouver Opera. The monitoring and updating of these plans will be an ongoing process. All staff are requested to regularly review this document and notify the Health and Safety committee of any potential risks that need to be assessed and addressed with an update to the document.

Controls and Safety Measures

Policy

Access to Vancouver Opera is not permissible for anyone:

- who has had symptoms of COVID-19 in the last 10 days;
- who under the direction of the provincial health officer to self-isolate; and/or,
- who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, or who lives in the same household as a confirmed or clinical COVID-19 case who is self-isolating

Procedures

1. Anyone with symptoms must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache;
2. Anyone who is self-isolating after travel or contact with a confirmed COVID-19 case must not come to work until 14 days after the confirmed or clinical case has resolved.
3. 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.

Communication and Training

Policies

All staff will participate in training before returning to work.

Notice of policies and protocols will be posted in the building, distributed to staff, and added to the website.

Procedures

1. Staff will participate in mandatory staff training. Topics covered by the training include information about COVID-19, how to identify symptoms through a symptom checklist, VO's policies and protocols. Changes in cleaning frequency will also be provided.
2. Notice and clear signage will be provided.
 - a. Policies and protocols are visible through multiple postings in the office.
 - b. Signage will also be posted at the main entry points to the building.
 - c. Policies and protocols will be emailed to all staff, available on the shared drive, and posted onsite, as well as on our website in a condensed format.
3. Occupancy limits will be posted in any area with a limit, signs regarding symptoms will be at all entrances, and hygiene practices should be posted at all hand washing stations.

Building Access

Policies

All staff should be working remotely unless it is designated necessary to be in the office.
Only VO staff are currently allowed in the building (see below for visitor information)
Staff who are displaying any symptoms, or if someone in their immediate bubble are displaying symptoms, are to stay home.
When in the building, staff are required to: <ul style="list-style-type: none">• follow posted occupancy limits• maintain a distance of at least 2 m from others• follow all directional signage• maintain all cleaning and hygiene protocols at all times• leave work immediately if feeling unwell

Procedures

1. Staff working remotely who need to visit the building must ensure that the visit prearranged and recorded by:
 - a. obtaining supervisor approval in writing in advance;
 - b. notify the building manager of the date and time they will be in office; and,
 - c. ensure at least 24 hours notice is provided in advance of the visit.
2. When at the O'Brian Centre, all staff are required to:
 - a. exit and enter through designated access points only (see page 7);
 - b. sign in and sign out in the provided log book; and,
 - c. complete a health check/screening checklist at the beginning of each week.
3. Any person exhibiting symptoms identified on the screening checklist, even if only mild symptoms are felt, should stay home, contact their supervisor to notify them of the situation, and call the public health unit to determine what actions should be taken.
4. If a staff member starts feeling ill while at work, they must leave immediately. The relevant work areas will be cleaned and sanitized.
5. In the case of a positive COVID-19 test, public health needs to be notified. Those impacted, and the worker who tested positive, will need to self-isolate and follow all regulations by public health.

Operations

Policies

All staff are expected to reduce and/or eliminate in-person interactions with others while in the building.

Protocols

1. Stay within your work zone unless necessary work is required in another area of the building. (See page 5)
2. Only use your own workstation. In an instance where another space must be used, staff are required to clean and disinfect that area.
3. Do not share office supplies such as rulers, staplers, hole punch etc.
4. Food and drink will need to be “packed in and packed out”.
 - a. Staff will need to bring everything required for meals with them. Communal plates, cutlery, glasses are not to be utilized. No communal food.
 - b. Food prep must be done at home. The kitchens are not to be used for food preparation.
 - c. Staff will have access to the fridge and microwave in their primary work zone.
 - d. Staff are welcome to eat at their desk, in a communal area, or outside. The expectation is these areas will be cleaned immediately after use.
5. In person meetings should be avoided, and instead meetings should be held virtually.
6. All staff in the office are encouraged to wear masks when moving throughout communal walkways and spaces. Masks are not required to be worn by staff who are at their own workstation.
7. “High-touch” areas such as printers and kitchen appliances must be cleaned and disinfected after each use.

Visitors and Deliveries

Policy

Non-essential visits are suspended

Visitors must be pre-approved by supervisors
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Visitors must sign the entry waiver and acknowledge VO's policies and procedures in writing before entering the building.

Staff coordinating deliveries will be required to inform shippers of the delivery procedures below.

Procedures

1. If a visit is deemed necessary, the following must be submitted to your supervisor:
 - a. Explain why the visit is necessary;
 - b. The name of the visitor; and,
 - c. The proposed time of the visit.
2. Staff who are hosting visitors will provide them with the visiting procedures via email in advance of the visit. Visitors are expected to follow all of the same guidelines as staff when visiting VO.
 - a. The designated waiting area is immediately in front of the 1945 door
 - b. Staff are responsible for their visitors while in the building
3. Visitors are required to:
 - a. sign and return the visitors waiver and an acknowledgement of the visiting procedures either electronically or provide them upon entry.
 - b. provide their current contact information and the name of the hosting staff member when signing in.
 - c. wait in the designated waiting area until met by a VO staff member.
4. Deliveries
 - a. All deliveries that do not require signature must be left at a pre-arranged delivery point, inside of the 1945 McLean entrance, that is clearly marked with signage.
 - b. For deliveries requiring a signature, a VO employee must accept the delivery and sign for it outside.

Zones and Occupancy Limits

For the purposes of the Vancouver Opera COVID-19 Safety Plan, the O'Brian Centre has been divided into three zones. Each zone has a specific access point for entry and exit. The occupancy limits for every area within each zone are listed below and are clearly posted in the building.

Staff are encouraged to limit their movement between zones to only what is absolutely necessary. Staff are required to sign in and out when moving from one zone to another. Exceptions to these guidelines are only available with supervisor and building manager permission. (e.g. requiring entering the building through the loading dock due to the transportation of goods).

The three zones are:

1. Zone A - Lower level of the O'Brian Centre including the Martha Lou Henley rehearsal hall.
2. Zone B - Upper level of the O'Brian Centre including the administration offices and the Ticket Centre.
3. Zone C - The entire production area including offices, the workshop, and all storage areas.

*Occupancy limits for these spaces will be based on the guidelines provided by WorkSafe BC for performing arts organizations.

Zone A

- Exit and enter through the 1945 entrance.
- Sign in and sign out at this location.

Occupancy Limits

Entrance Way	Inside front door: 1 person Stairways: 1 person Elevator: 1 person
Restrooms (3)	1 person
Rehearsal Hall Kitchen	1 person
Offices (3 including stage management)	3 people
Green Room*	3 - 5 people (dependent upon usage and set up)
Library*	7 - 10 people (dependent upon usage and set up)
Wardrobe*	6 - 10 people
Coaching Rooms	1 person
Rehearsal Hall *	Dependent upon usage and set up
Transition between zones A and C/loading dock	1 person

Zone B

- Exit and enter through the 1945 entrance.
- Sign in and sign out at this location.

Occupancy Limits

Entrance Way	Inside front door: 1 person Stairways: 1 person Elevator: 1 person
Restrooms (2)	1 person
Administrative Kitchen	1 person
Administrative Offices (6)	2 people
Grandview Room	3 people
Board Room	6 - 10 people (dependent upon usage and set up)
Ticket Centre	1 person
Printer Area	1 person

Zone C

- Exit and enter through the West 3rd door.
- Sign in and sign out at this location.

Occupancy Limits

Entrance Way	Inside front door: 1 person Stairways: 1 person
Restrooms (2)	1 person
Production Kitchen	1 person
Offices (2)	1 person
Communal seating area	3 people
Secondary rehearsal space	5 - 8 people (dependent upon usage and set up)
Wardrobe*	6 - 10 people
Laundry Room	1 person
Rehearsal Hall *	Dependent upon usage and set up
Transition between zones A and C/loading dock	1 person

Resources

Online symptom checklist

<https://bc.thrive.health/covid19/en>

WorkSafeBC Safe Operations – Offices

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

WorkSafeBC Safety Plan Tool

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

BC's Restart Plan

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>

