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# COVID-19 SAFETY PLAN

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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 in 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.

- A. Assess risks in the workplace.
- B. Implement procedures to reduce the risks including eliminating risks, engineering solutions, adding in administrative controls, and implementing effective cleaning and hygiene practices.
- C. Develop necessary policies and procedures.
- D. Develop communication plans and training.
- E. Monitor the workplace and update plans as necessary.
- F. Assess and address risks from the resuming of operations.

For the purposes of this document, employees include:

- All administrative and artistic employees including hourly employees
- Contractors
- All artists contracted to Vancouver Opera including creative teams, stage management, singers, musicians, etc.

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 employees 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.

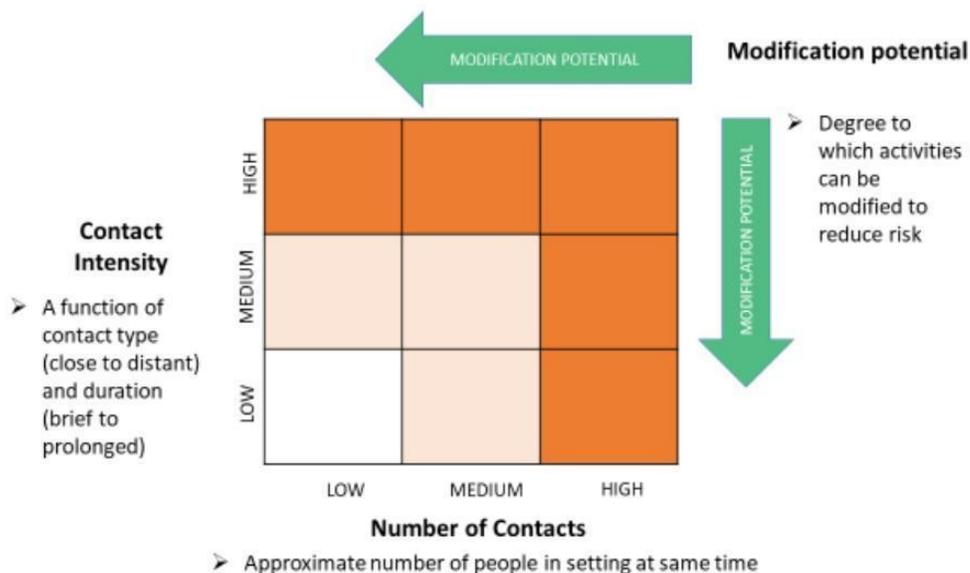
All organizations that are either long-term tenants or short-term rentals will be provided with a copy of the COVID-19 Safety Plan by the Building Manager. Vancouver Opera will maintain a record of when the safety plan was provided and who received it. The requirement to act in accordance with the safety plan has been incorporated into all rental agreements.

In addition to this overall safety plan, a safety plan for the rehearsal and performance process for productions has been created. The Rehearsal and Performance COVID-19 Safety Plan will be provided to all staff, contractors, and artists who are involved with the production and rehearsal process.

### A. Background Information

The risk of occupational exposure may vary between different departments and individuals based on job responsibilities and functions. Where possible, risk may be reduced by using a hierarchy of controls including:

- stay-at-home procedures,
- engineering controls,
- administrative controls including safe working practices, and
- personal protective equipment (PPE).



#### JOBS WITH LOWER RISK OF EXPOSURE

- No close contact with others (2 metres)
- Minimal occupational contact with public and other coworkers

#### Actions to manage risk

Regularly clean frequently touched surfaces including tables, desks, doorknobs, handles, buttons, switches, phones, radios, headsets, keyboards etc. daily

#### JOBS WITH MEDIUM RISK OF EXPOSURE

- Required frequent and/or close contact with people (ex. costume fittings, set ups).
- High-population-density work environments (including rehearsal spaces).
- Areas of proximity to directional excessive speech or perspiration

#### Actions to manage risk

Enhanced cleaning and sanitization of the surfaces (including floors, tables, keys, etc.) are scheduled every 2–4 hours. Regular cleaning schedules of these common areas will be doubled when in use.

### **B. 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.

Staff are encouraged to communicate any concerns regarding non-compliance with the policies and procedures.

#### 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.

4. Concerns regarding non-compliance should be shared with supervisors and/or the chairs of the Health and Safety Committee in accordance with Vancouver Opera's current personnel policies and procedures.

### **C. Communication and Training**

#### Policies

All employees will participate in training before returning to work.

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

#### Procedures

1. Staff will participate in employee training before returning to work. Topics covered by the training include information about COVID-19, how to identify symptoms through a symptom checklist, VO's policies and protocols.
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 employees, 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.

### **D. Building Access**

#### Policies

Employees who are displaying any symptoms, or if someone in their immediate bubble are displaying symptoms, are to stay home.

When in the building, employees are required to:

- ❖ follow posted occupancy limits
- ❖ maintain a distance of at least 2 metres from others
- ❖ follow all directional signage
- ❖ maintain all cleaning and hygiene protocols at all times
- ❖ leave work immediately if feeling unwell

## Procedures

1. Employees working remotely who need to visit the building must ensure that the visit is 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 employees are required to:
  - a. exit and enter through designated access points only (see page 13 & 14);
  - b. sign in and sign out using the digital form accessible via the QR code posted on-site;



Sign-in and Sign-out QR Code

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- c. Before arrival complete a health screening using the digital form via the QR code provided and posted. Staff must report to reception upon arrival to complete an in-person screening.



Staff Declaration QR Code  
(for use prior to entering building)

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 any individual starts feeling ill while at the O’Brian Centre, they must leave immediately. The relevant zones 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.

## **E. Operations**

### Policies

All employees 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, employees are required to clean and disinfect that area before and after usage.
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 that these areas will be cleaned immediately after use.
5. In-person meetings should be avoided, and instead, meetings should be held virtually.
6. All employees in the office are required to wear masks when moving throughout communal walkways and spaces. Masks are not required to be worn by employees who are at their own workstation.
7. “High-touch” areas such as printers and kitchen appliances must be cleaned and disinfected after each use.
8. Enhanced cleaning and protocols must be performed in the following spaces:
  - common areas: restrooms, lunch areas etc.
  - company vehicles
  - costume construction shop

- properties construction shop
- rehearsal hall (MLH)
- rehearsal studio (1360)
- coaching rooms

**F. Visitors and Deliveries**

Policy

Visitors should be pre-approved by supervisors
Visitors must sign the entry waiver and acknowledge VO’s policies and procedures in writing before entering the building.
Employees coordinating deliveries will be required to inform shippers of the delivery procedures below.

According to the BC Health Regulations it is safe to receive packages from areas where COVID-19 has been reported, stating that,

*“The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled and exposed to different conditions and temperature is also low.”*

Procedures

1. 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 the same guidelines as employees 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
2. 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 employee when signing in.
  - c. wait in the designated waiting area until met by a VO employee.
3. 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.

## G. Production Specific Policies and Procedures

Artistic and Production related areas are found in Zones A and C and including the following:

- Artistic and Production Department Offices;
- Martha Lou Henley Rehearsal Hall
- Practice Rooms;
- 1360 East 3rd Warehouse and Rehearsal Studio;
- Laundry Room;
- Properties and Costume Construction Shops

### Policy

Administrative and engineering strategies to minimize risk will be employed by supervisors and heads of departments.
Access to artistic and production areas will be scheduled in consultation with the Building Manager, the Technical Director, and/or the Director of Artistic Planning. During production, scheduling may also be overseen by Stage Management.
Employees will be scheduled in shifts in consultation with the Technical Director and the Director of Artistic Planning in order to ensure occupancy limits are followed.
Personal protective equipment (PPE) must be worn in common areas and whenever it is not possible to maintain appropriate PD.

### Procedures

- A shop risk assessment must be submitted weekly by the designated Health and Safety Supervisor (or Head of Department).
- Employees will be assigned a workspace to minimize contact
- All shared equipment will have a sanitization sign off sheet and employees will be required to wipe down any equipment before/after each use.
- PPE equipment will be supplied for all employees by Vancouver Opera.

### Procedures specific to the Costume Shop

- Employees will be provided with all necessary equipment and materials.
- Employees will be assigned machine stations, safety pins, straight pins etc and the
  - sharing of common supplies including such as thread and needles will be minimized as much as possible.
- Fitting schedules will include a 30-minute break between each fitting to allow for dissipation.
- Fitting rooms must be cleaned between each fitting including all surfaces, mirrors, costume racks, and tools.

- Personal Protective Equipment must be worn during all fittings. Employees must wear eye, nose and mouth coverings at all times (N95 or equivalent)
- Director/Designer notes sessions for fittings must be scheduled in advance to ensure time for cleaning fitting rooms is not reduced.
- After each fitting:
  - Costume pieces must be French-cleaned immediately;
  - No work can begin on the garments until 24h after the piece has been in contact with a performer; and,
  - Employees will be assigned to specific costumes.
- Procedures Specific to the Properties and Construction Shop
- Assigned workstations and points of egress will be clearly marked
- The sharing of common supplies will be minimized. Sanitizing wipes will be provided at each workstation and shared equipment areas
- Daily cleaning of all equipment and work areas will include removal of all wood debris/dust, the wiping down all surfaces, and replacing the paper tops of the props work areas.
- Procedures Specific to Artists and Artist Spaces
- Artists will be provided with designated areas for the storage of their personal belongings.
- Rehearsals will be scheduled to ensure only the minimum number of required people are on site at any one time.
- Whenever possible, meetings will be conducted remotely.
- All artists must maintain 2-5metre of distance during rehearsal
  - Dancers must maintain a 2-metre distance
  - Performers of excessive speech, or any type of singing must maintain 3-5metre distances
  - Wind instrumentation players must maintain 3-5metre distances
- Between long rehearsals or different groups; the floors, surfaces, and all shared equipment will be wiped down with a 70% alcohol solution
  - 30min -1hour dissipation rate for the inhalable particulates

## H. O’Brian Centre – Venue

### Policies

All organizations, tenants, and/or audience members will be required to comply with the VO COVID-19 Safety Plan.
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Each stage of attending a performance will be reviewed and consequently designed to ensure the safety of employees, performers, and audience.
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The distance between audiences and artists will align with current best practice in the field and will be updated regularly.

### Procedures

- Performances in the O'Brian Centre will include:
  - A clearly outlined plan for audience management including directional signage, extended times between door opening and performance start time, staggered entry and exit into the performance space.
  - Clear signage about where to access handwashing stations, hand sanitizer, and occupancy limits.
  - Seating areas will ensure a distance between people who are not in the same party.
- Post-performance cleaning and disinfecting will target high-contact surfaces throughout the venue (door handles, arm rests, etc.).
- Employees responsible for managing lineups will be fully trained in COVID-19 safety protocols.
- Audiences will be provided with all safety policies and procedures at the time of ticket purchase and will be reminded upon entering the space.
- Paper tickets will not be collected by VO employees.
- Use of the Ionizer will be used in between rentals. Staff must be trained on how to use this device. SIGNAGE MUST BE POSTED AT ALL ENTRANCES WHEN DEVICE IS IN USE

## 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. (eg. requiring to enter the building through the loading dock due to the transportation of goods).

The three zones are:

Zone A - Lower level of the O’Brian Centre including the Martha Lou Henley rehearsal hall.

Zone B - Upper level of the O’Brian Centre including the administration offices and the Ticket Centre.

Zone C - The entire production area including offices, the workshop, and all storage areas.

### 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

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

#### 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>

## CHECKLIST

### **Step 1:** Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- ✓ We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- ✓ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- ✓ We have identified the tools, machinery, and equipment that workers share while working.
- ✓ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

### **Step 2:** Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ✓ Review industry-specific protocols on [worksafebc.com](https://worksafebc.com) to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.

- ✓ Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- ✓ Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.
- ✓ Your health and safety association or other professional and industry associations.

**First level protection (elimination):** Limit the number of people at the workplace and ensure physical distance whenever possible

- ✓ We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained.

[Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]

- ✓ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
  - ✓ We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
  - ✓ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.
- Second level protection (engineering): Barriers and partitions

- ✓ We have installed barriers where workers can’t keep physically distant from co-workers, customers, or others.
- ✓ We have included barrier cleaning in our cleaning protocols.
- ✓ We have installed the barriers, so they don’t introduce other risks to workers (e.g., barriers installed inside a vehicle don’t affect the safe operation of the vehicle).

**Third level protection (administrative):** Rules and guidelines

- ✓ We have identified rules and guidelines for how workers should conduct themselves.

✓ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

**Fourth level protection:** Using masks (optional measure in addition to other control measures)

✓ We have reviewed the information on selecting and using masks and instructions on how to use a mask.

✓ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.

✓ We have trained workers in the proper use of masks.

**Implement effective cleaning and hygiene practices**

✓ We have reviewed the information on cleaning and disinfecting surfaces.

✓ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.

✓ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [Handwashing and Cover coughs and sneezes posters are available at [worksafebc.com](http://worksafebc.com).]

✓ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).

✓ Workers who are cleaning have adequate training and materials.

✓ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

**Step 3: Develop policies**

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- ✓ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ✓ Anyone directed by Public Health to self-isolate.
- ✓ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- ✓ Visitors are prohibited or limited in the workplace.
- ✓ First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- ✓ We have a working alone policy in place (if needed).
- ✓ We have a work from home policy in place (if needed).
- ✓ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace.

Ensure an appropriate violence prevention program is in place.

- ✓ Our policy addresses workers who may start to feel ill at work. It includes the following: Sick workers should report to first aid, even with mild symptoms.
- ✓ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation.]
- ✓ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- ✓ Clean and disinfect any surfaces that the ill worker has come into contact with.

#### **Step 4: Develop communication plans and training**

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- ✓ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ✓ All workers have received the policies for staying home when sick.

- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable occupancy limit poster and handwashing signage are available on [worksafebc.com](https://worksafebc.com).]
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

#### **Step 5: Monitor your workplace and update your plans as necessary**

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- ✓ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ✓ Workers know who to go to with health and safety concerns.
- ✓ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

#### **Step 6: Assess and address risks from resuming operations**

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- ✓ We have a training plan for new staff.
- ✓ We have a training plan for staff taking on new roles or responsibilities.
- ✓ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ✓ We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use. We have identified a safe process for clearing systems and lines of product that have been out of use.