

# Turning Point Ensemble COVID-19 Safety Plan

Turning Point Ensemble (TPE) COVID-19 Safety Plan outlines policies, guidelines, and procedures to reduce the risk of COVID-19 transmission.

This plan must be posted at the worksite and Turning Point Ensemble public Web site.

## **Risk assessment**

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.

Areas where there may be risks, either through close physical proximity or through contaminated surfaces are identified:

- 1. Ensemble rehearsals and performances**, including but not limited to video and audiorecordings.
- 2. TPE Board and committees' meetings, AGM's and other gatherings related to activities of the society;**

### 3. Public performances which include live audience.

The closer together performers, staff, volunteers, and audiences are and the longer they are close to each other, the greater the risk.

To mitigate these risks,

1. We have involved frontline workers, supervisors
2. We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
3. We have identified job tasks and processes where workers are close to one another or members of the public.
4. We have identified the tools, machinery, and equipment that ensemble shares while working.
5. We have identified surfaces that people touch often.

The **Appendix A** lists areas, tasks, equipment, and surfaces as per #1-5

### Protocols Implemented to reduce the risks

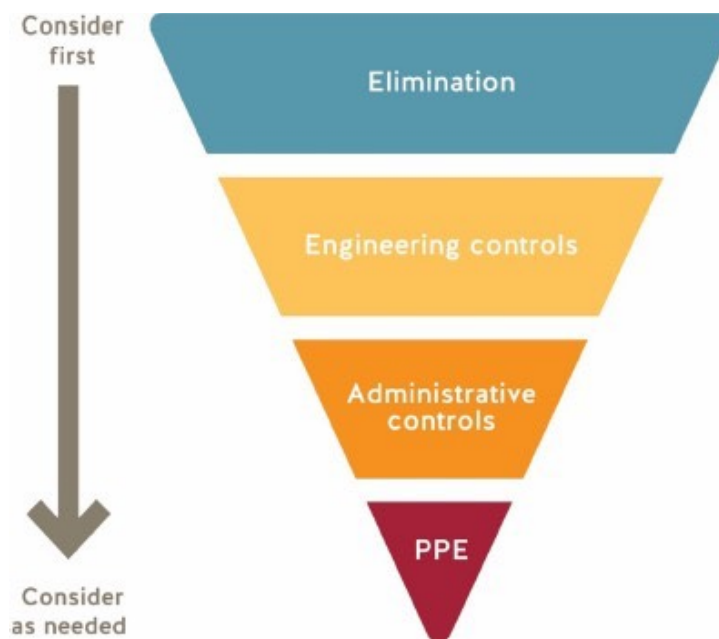
We have selected and implement protocols to minimize the risks of transmission:

1. Industry-specific protocols on [worksafebc.com](https://www.worksafebc.com) relevant to performing arts industry.
2. We have identified and implement additional protocols addressing other or job specific risks to our members, ensemble and contractors not covered in #1.
3. We consulted frontline workers, supervisors, and ensemble representative.

4. We implemented orders, guidance, and notices issued by the provincial health officer and relevant to our industry.
5. We implemented protocols provided by professional and industry associations, relevant to performing arts.

Selection of the protocols is based on the principle that to use the protocol that offers the highest level of protection.

Where applicable, we consider controls from additional levels if the first level isn't practicable or does not completely control the risk.



We have introduced 4 levels of protection as follows:

- 1. First level protection (elimination)** — Limit the number of people in the workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means.

- 2. Second level protection (engineering controls)** — In the situation where the physical distancing can not be maintained, appropriate barriers will be installed (barriers such as plexiglass to separate players or separate audience from the performers)

Work spaces are rearranged to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

- 3. Third level protection (administrative controls)** — We have established rules and guidelines, such as posted [occupancy limits](#) for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated. In the case of rental spaces, we will follow guidelines and instructions provided by the rental facility.

- 4. Fourth level protection (PPE)** — If the first three levels of protection aren't enough to control the risk, we consider the use of [non-medical masks](#).

Appropriate instructions and training are provided to ensure users are [using masks appropriately](#). Users are also informed of the limitations of non-medical masks to protect the wearer from respiratory droplets.  
Ensure workers

## First level protection (elimination):

**Limit the number of people at the workplace and ensure physical distance whenever possible**

1. We have established and posted an **occupancy limit for premises TPE is renting.**
2. To **reduce the number** of people at the worksite, we have considered:
  - a. work-from-home arrangements,
  - b. virtual meetings,
  - c. rescheduling work tasks,
  - d. and limiting the number of attendees at rehearsals, recording sessions and public performances.

3. We have [established and posted occupancy limits](#) for common areas such as breakrooms, meeting rooms, change rooms, washrooms, and elevators, where applicable.

4. 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.

## Measures in place:

### Project specific safety risk assessment and safety plan

**Due to very specialized and individualised projects, TPE prepares specific safety risk and safety plan document for each event planned for the season.**

## Second level protection (engineering):

### Barriers and partitions

1. We consider installing [barriers](#) where workers can't keep physically distant from co-workers, audience, or others.
2. We have included barrier cleaning in our cleaning protocols.
3. Special consideration is to have installed the barriers so they don't introduce other risks to workers.

### Measures in place:

- specific measures and engineering solutions for music instruments which require safe distancing protocols, cleaning procedures, safe disposal of cleaning materials (rugs, papertowels etc.)

## Third level protection (administrative):

### Rules and guidelines

1. We have identified rules and guidelines for how workers should conduct themselves.
2. We have clearly communicated these rules and guidelines to workers, contractors and audience through a combination of training and signage.

### Measures in place:

- including but not limited to project specific plans.

## Fourth level protection:

### Using masks (optional measure in addition to other control measures)

1. We have reviewed the information on [selecting](#) and using masks and [instructions on how to use a mask](#).
2. 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.
3. We have trained workers in the proper use of masks.

### Measures in place:

- mask usage protocol

### Implement effective cleaning and hygiene practices

1. We have reviewed the information on [cleaning and disinfecting](#) surfaces.
2. As TPE doesn't own or rent permanent workplace we have established policy to assure rental space with enough handwashing facilities on site for all our staff, ensemble, society membership, volunteers and others.

We make sure that handwashing locations are visible and easily accessed.

3. We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to all our staff, ensemble, society membership, volunteers and others.
4. We have implemented cleaning protocols for all common areas and surfaces — e.g., music stands, shared tools, equipment, shared tables, desks, light switches, and doorhandles. 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).

5. Staff or volunteers who are cleaning have adequate training and materials.
6. We have removed unnecessary tools and equipment to simplify the cleaning process
  - e.g., shared utensils and plates

### Cleaning protocols:

- *cleaning of instruments is a sole responsibility of the musician, using the instrument;*
- *sharing of music instruments is discouraged; however if there is requirement for sharing music instruments, appropriate cleaning protocols have to be implemented.*

### Policies

1. policy around who can be at the workplace,
2. policy how to address illness that arises at the workplace,
3. policy to assure that 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:

1. 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.
2. Anyone directed by Public Health to self-isolate.
3. 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.
4. Visitors are prohibited or limited in the workplace.
5. First aid attendants have been provided [OFAA protocols](#) for use during the COVID-19 pandemic.
6. 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:

1. Sick workers should report to first aid, even with mild symptoms.
2. 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.]
3. If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
4. Clean and disinfect any surfaces that the ill worker has come into contact with.

### Communication plans and training

TPE ensures that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at our workplace.

1. We have a training plan to ensure everyone is trained in workplace policies and procedures.
2. All workers have received the policies for staying home when sick.
3. We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
4. We have posted signage at the main entrance indicating who is restricted from entering the premises, including [visitors](#) and [workers](#) with symptoms.
5. Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

### **Monitoring our workplace and update our plans as necessary**

1. We have a plan in place to monitor risks. We plan to make changes to our policies and procedures as necessary.
2. Workers know who to go to with health and safety concerns.
3. When resolving safety issues, we will involve TPE joint health and safety committee.

### **Assess and address risks from resuming operations**

TPE has not been operating for a period during the COVID-19 pandemic. To manage risks arising from restarting your business:

1. We have a training plan for new staff.
2. We have a training plan for staff taking on new roles or responsibilities.
3. We have a training plan around changes to our business, such as new equipment, processes, or products.
4. We have reviewed the start-up requirements for equipment that have been out of use.

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Personal information is not included in the Turning Point Ensemble COVID-19 Safety Plan.

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal or employment history. Visit the [OIPC's website](#) for more information.

Online Resources BC

CDC:

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

Ministry of Health BC

<https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

BC Restart Plan:

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

Worksafe BC

<https://www.worksafebc.com/en>

Performing Arts specific information:

WorksafeBC Guidance for the Performing Arts

### **Handwashing:**

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](https://www.worksafebc.com).]

### **Occupancy limit information:**

A customizable [occupancy limit poster](#) and [handwashing signage](#) are available on [worksafebc.com](https://www.worksafebc.com).