

COVID-19 Safety Plan for: Turning Point Ensemble Society

This planning tool will guide you through a six-step process to develop a COVID-19 Safety Plan. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

Employers are not required to submit plans to WorkSafeBC for approval but may be required by order of the [provincial health officer](#) to post their COVID-19 Safety Plans at the worksite and on the website if there is one.

Step 1: Assess the risks at your workplace

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.

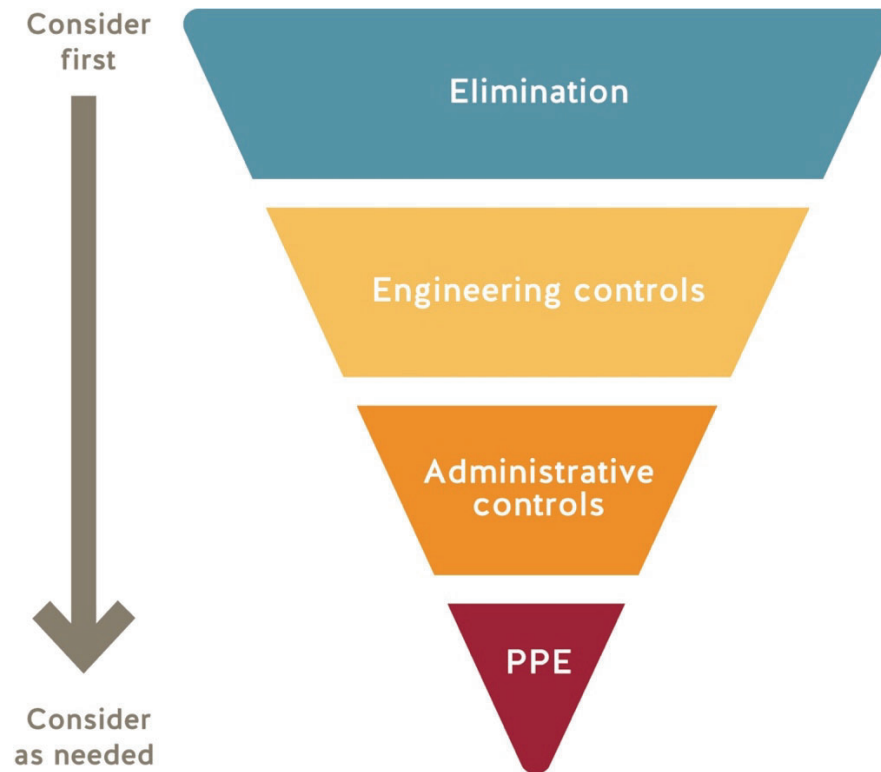
Step 2: Implement protocols to reduce the risks

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](#) 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.

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Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



First level protection (**elimination**) — Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and members of the public.

Second level protection (**engineering controls**) — If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (**administrative controls**) — Establish 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.

Fourth level protection (**PPE**) — Masks are an important tool in the prevention of COVID-19 transmission. Implement mask policies appropriate to your workplace and ensure that they are in alignment with orders or guidance from the **provincial health officer**. Ensure that masks are **selected and used appropriately**. Signage is available on **using masks correctly**.

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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. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. Some sectors may have requirements for occupancy limits prescribed by the [provincial health officer](#). For other employers, an occupancy limit that provides at least 5 square metres of unencumbered floor space per person (workers and patrons) may provide a sensible approach for determining maximum occupancy.
- 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.

Measures in place

Please see Addendum: Protocols and measures for Turning Point Ensemble

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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).
- For buildings with heating, ventilation, and air conditioning (HVAC) systems: We have reviewed available information on **ventilation and air circulation** and have ensured, to the extent that we are able, that these systems are properly maintained and functioning as designed.

Measures in place

Describe how barriers or partitions will be used in your workplace.
If this information is in another document, identify that document here.

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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.

Measures in place

Please see: Protocols and measures for Turning Point Ensemble production and office operations

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

- We have a policy on the use of masks that is appropriate to the workplace, and that is in alignment with orders and guidance from the [provincial health officer](#).
- Masks are [selected and used appropriately](#). [Signage](#) is available for workers on using masks correctly.
- We have provided workers information on the proper use of masks.

Measures in place

How have workers been informed of the correct use of masks?

Please see Protocols and measures for Turning Point Ensemble production and office operations

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Implement effective cleaning and hygiene practices

- 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.]
- We are maintaining a clean environment in the workplace through routine cleaning practices.
- Workers who are cleaning have adequate training and materials.

Cleaning protocols

Provide information about the cleaning and hygiene practices at your workplace.

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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.

- We have policies in place to support workers in receiving COVID-19 vaccinations to the extent that we are able.
- Employers may implement vaccination policies at their workplace. Employers with vaccination policies have clearly communicated this policy to workers. More information is available at worksafebc.com/en/covid-19/vaccination-and-the-workplace.
- Some employers may have [rapid COVID-19 point-of-care screening programs](#) or have access to [rapid antigen tests](#). Any such programs are conducted in accordance with BCCDC guidance and clearly communicated to workers as appropriate.
- All individuals, including those with [symptoms of COVID-19](#), those who have been in contact with a COVID-19 positive individual, or those who have travelled outside of Canada, must follow the [guidance of public health](#).
- 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.]
- We have posted signage at the main entrance indicating that visitors and workers with symptoms are restricted from entering.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

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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.

Be advised that personal information must not be included in the 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 <https://www.oipc.bc.ca/about/legislation/> for more information.

Protocols and measures for Turning Point Ensemble production and office operations

General considerations

- Ensure that the maximum occupancy limits are established in accordance with the provincial health officer's [order on gatherings and events](#). Ensure that physical distancing can be maintained throughout the facility.
- Post the COVID-19 Safety Plan and other related policies or procedures for workers. Communicate COVID-19 protocols to workers prior to their arrival on site. Send day calls a copy of the COVID-19 Safety Plan in advance of their call.
- Inform patrons when they reserve event ticket(s) of your 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 from the event. Patrons should be advised that they will not be allowed access to the facility if they develop symptoms before the event. Communicate your policy and venue protocols to patrons prior to the event. Consider adjusting your cancellation and refund/exchange policy to allow for patrons to cancel without penalty should they develop symptoms.
- Provide adequate messaging on event policies and procedures at the venue or event, and through website, social medial channels, ticket purchasing sites, emails and push notifications, mobile apps, and signage.
- Include COVID-19 education where possible, including safety meetings and daily toolbox talks (where applicable).
- Identify workers who may effectively be able to work remotely or from home and limit onsite work to essential roles and responsibilities.
- Where possible, stagger work schedules and breaks to reduce overcrowding.
- Establish 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.
- Consider alternatives to large gatherings, e.g., live streaming, pre-recorded shows, small acoustic concerts, solo performances, or virtual reality and other digital experiences.
- Where possible, hold events outdoors instead of indoors.
- Limit or cancel activities where distances or other appropriate controls cannot be implemented such as patrons standing by the stage, moshing and crowd surfing, photo opportunities, autographs, backstage access, etc.
- Assign designated restrooms to sections of theatres or venue to control patron movement.

Venues

TPE will ensure that organizations, groups, or individuals that participate in events in a public venue comply with the venue's rules and precautions to reduce the risk of COVID-19 transmission.

Venues which are used for Turning Point performances and rehearsals should:

- Adjust public accessible spaces to support physical distancing among workers and patrons. This could include:
 - Control and stagger entry into, and exit from, the venue. Organize patron egress from back to front or nearest the exits leaving first by row or section.
 - Extend the time between door opening and performance start time.
 - Increase the amount of time available for intermission to allow patrons to navigate high traffic areas such as ingress, egress, hallways, concessions, and washroom areas, or reduce the length of time for a show or event to eliminate the need for intermission.
 - Open the lobby at the same time as house to allow patrons to move directly to seats or load venue by row or entry door.
 - Establish different points of entry and exit from high traffic areas.
 - Manage the flow of people by implementing one-way walkways or marking off designated walking areas.
 - Identify areas, such as lobbies or washrooms, where crowding is common, and using workers, or barriers to redirect people who may gather in these areas.
- Create delineated and designated areas if patrons are required to wait in line. Use floor markings, lines or cones to show proper physical distance when lining up for box office, security screening, entry, washrooms, retail, concession, etc.
- Establish and communicate handwashing and sanitizing guidance for workers and patrons.
- Provide adequate hand washing and hand sanitizing facilities and ensure these are stocked with supplies. Provide at entrances and other well-marked and illuminated locations throughout the venue. These stations should allow no-touch activation if possible.
- Ensure the maximum capacity of the venue is within the guidelines of the current BC public health order, and that patrons are spread throughout the venue as distanced as is possible in the available space. This may mean leaving alternating rows empty, and leaving one or more seats empty between parties. This may be done through a combination of blocking off unavailable rows, and

signage and communication to patrons reminding them to leave the appropriate number of seats between parties.

- Ensure a minimum distance of at least 3 metres between performers and audience seating areas.
- Increase the availability of waste receptacles near washrooms and at venue egress points to reduce the accumulation of litter.
- If there are other productions or existing tenants sharing the complex, establish joint protocols to facilitate the recommended physical distancing and hand washing.
- Discontinue use of sharable worker lockers.

Dressing rooms

- Restrict dressing rooms to single occupancy, unless provided to members of the same household. Use larger rooms where physical distancing can be maintained or barriers can be installed (arrange for at least 2 metres between work stations).

Ticket scanning and building entry

- Implement assigned entry locations to reduce crowds at the main doors.
- Adopt touchless ticket scanning; patron retains the ticket or electronic device during scanning.
- Relocate scanning locations away from the doorway to increase distancing.

Ushering

- Limit patron movement to designated seating area only.
- Eliminate usher contact with patrons and provide self-service seating and program pickup (if any).
- Increase floor marking and aisle signage to allow patrons to find their seats more easily.

Concession, counter, and bar service

- Refer to WorkSafeBC guidance for [restaurants, cafes, and pubs](#) for additional protocols for food services.
- Establish and post occupancy limits for concession, food courts and seating areas.
- Ensure adequate handwashing or sanitizing stations are located close to food and beverage services. Post signage around effective hand hygiene practices.

- Ensure appropriate physical distancing is maintained in food service and eating areas. Consider the configuration of tables and seating to ensure distancing is maintained.
- Create delineated and designated eating areas. Use lines or cones to show proper physical distance when lining up for food or beverages.
- Mark one-way entry in and one-way exit out of eating areas.
- Provide mobile ordering or pre-ordering intermission refreshments.
- Provide barriers, such as plexiglass, at point of sale or where the physical distancing requirement cannot be maintained between workers. Ensure that barriers are included in the cleaning and disinfecting protocols.
- Redesign cashier layout or point of sale terminals to provide greater physical distancing between workers. Point of sale terminals should be assigned to one worker where possible, and they should be sanitized between each user and before and after each shift.
- Install self-service ordering and pay stations.

Retail vendors

- Refer to WorkSafeBC guidance for [retail](#) for additional protocols for retail vendors.
- Provide contactless ordering. Items for sale can be posted on a website or event app that allows for mobile ordering and on-site pickup.
- Mark merchandise sales lines on floor, with barricade, or rope and stanchion.

Delivering and receiving goods

- Establish pick up and drop off areas for courier drivers and ensure that physical distancing is maintained throughout the delivery and drop-off.
- Request contactless delivery to maintain physical distancing requirement (e.g., delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required.

Performers, collaborators, including dancers, composers, musicians and technical staff

The BCCDC advises that playing instruments or singing lead to increased risk of COVID-19 transmission if proper precautions are not taken.

Turning Point ensemble applies following measures:

- Requires that all our musicians, guest artists and any other collaborators at our concerts, rehearsals and other events be fully vaccinated.
- reduces the number of workers in large gathering areas such as backstage and waiting areas.
- establishes and post occupancy limits.
- Limit access to essential personnel only.
- Mark areas on stages to ensure each worker is assigned a designated area in which they can move about to maintain physical distancing with other workers.
- Where feasible, workers should put on and adjust their own headphones, in-ear monitor, and microphone to ensure physical distancing is maintained.
- Wherever possible, instruction and practice sessions should be conducted remotely, via video conference or other means.

Production and back of house

TPE will

- Develop strategies to limit the number of workers required during load-in, run, and strike. Restrict back-of-house workers to essential personnel only.
- Stagger technical set up time, rehearsal or sound check time so they do not overlap.
- Post occupancy limits in enclosed spaces such as control/sound booths, change or dressing rooms, green rooms, tents and orchestra pits.
- Reduce the number of workers allowed, to conform with physical distancing guidelines or if not possible, consider barriers such as plexiglass or mute shields between musicians where possible.

Tools, equipment, props, and instruments

- Where possible, equipment should be assigned and kept with a specific functional team or working group (e.g. ensemble, video crew). Each functional team should have their own equipment or applicable gear including hand tools, portable power tools, carts, cases, tape, etc.
- Assign personal visual and audio equipment such as microphones, radios, headsets, etc. to individual workers for their exclusive use. These can be stored in labeled, sealed bins or bags.
- Minimize the sharing of tools, equipment, props, instruments, musical scores and all other items. Establish protocols for cleaning disinfecting shared items before

they are used by another person. Workers should wash or sanitize their hands before and after using shared items.

- Ensure shared items and high-contact areas of the work area are included in cleaning and disinfecting protocols for the workplace. For electronics, follow the manufacturer's instructions for all cleaning and disinfecting.
- Consider using wipeable covers for electronics, touchscreens and keypads.
- Clean and sanitize production equipment and cargo when loaded at the warehouse and unloaded at the venue.

Patrons and front of house

Turning point ensemble:

- Ensures any workers that are expected to manage line-ups of patrons are trained in COVID-19 protocols. Ensure that they have support and strategies for dealing with patrons who may be unwilling or who are unable to understand the approach to managing volumes.
- Provides audience instruction prior to the show to emphasize changes and new expectations around audience behaviour, regular egress, emergency egress and washroom use.

Box office

- TPE provides physical barriers such as glass partitions or plexiglass at point of sale stations, and open ticket windows such as will call and box office.
- Provides online ticket options.
- Installs guest-operated card readers where possible.
- Encourages patrons to pick up tickets in advance of performance date. Establish will-call pickup time slots to control peak traffic.

Rehearsals, recording sessions and office environments

- Refer to [WorkSafeBC guidance for office](#) for protocols pertaining to office spaces.
- Encourage use of appointments and stagger appointment times to limit customer interaction.
- Provide adequate time to clean and sanitize equipment and high-touch surfaces (i.e., mic stands, door knobs).
- Encourage bringing clean personal equipment (such as headphones) to the appointment.

- Post occupancy limits for the studio based on space available and physical distancing.
- Have vocal performances conducted in an isolated room whenever possible.

Related links

See the following links for additional information, guidance, or resources that may assist you in the development of your plan.

- [Actsafes Safety Association](#)
- [Event Safety Alliance Canada](#)
- [Creative BC](#)
- [BC Centre for Disease Control – Choirs and Bands](#)