



Victoria On Stage (VOS) Musical
Theatre Society
COVID-19 Safety Plan

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INTRODUCTION:

As part of the Victoria On Stage (VOS) Musical Theatre Society's development of our COVID-19 Safety Plan we have taken the time to identify protocols that everyone that is employed, volunteers, rents space or attends a society sponsored activity, or event at our Fairview location must follow in order to keep everyone safe.

The recommendations and orders from the BC Provincial Health Officer are continuously changing as the COVID-19 situation is dynamic. We as a society recognize our obligation to stay up to date on the requirements set out by the BC Centre for Disease Control (BCCDC), BC's Provincial Health Officer (PHO), and make changes as necessary in order to ensure alignment to the direction provided.

GUIDANCE:

The practices outlined in this document are based on recommendations and orders from BCCDC and PHO, WorkSafeBC and other industry leaders. Our plan is not designed to replace the references below, but instead to supplement the recommendations and orders.

BC Centre for Disease Control - COVID-19 Public Health Guidance for Child Care Settings:
<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-childcare.pdf>

BC Centre for Disease Control - COVID 19:

[http://www.bccdc.ca/health-info/diseases-conditions/covid-19?utm_campaign=202003](http://www.bccdc.ca/health-info/diseases-conditions/covid-19?utm_campaign=20200311_GCPE_AM_COVID_2_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)

[11_GCPE_AM_COVID_2_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION](http://www.bccdc.ca/health-info/diseases-conditions/covid-19?utm_campaign=20200311_GCPE_AM_COVID_2_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)

BC's COVID-19 Orders, Notices and Guidance:

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

BC's Response to COVID-19:

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

Government of Canada: Coronavirus Disease (COVID-19):

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Worksafe BC: COVID-19 Information and Resources:

UNDERSTANDING THE RISK:

Based on the references, we are aware that COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person, and their respiratory droplets.

Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. The virus can also spread if you touch a contaminated surface, and then touch your eyes, mouth, or nose. The following considerations form part of our understanding of the risks, and have allowed us to continue with evaluating and ensuring that mitigation strategies are in place:

COVID-19 and Children

- COVID-19 virus has a very low infection rate in children. In B.C., less than 1% of children and youth tested have been COVID-19 positive. Most children are not at high risk for COVID-19 infection.
- Evidence indicates transmission involving children is primarily limited to household settings, and from COVID-19 positive adults to children. Most cases in children have been linked to a symptomatic household member.
- Many children have asymptomatic disease. However, there is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- Clusters and outbreaks involving children and youth are unusual, and tend only to occur in areas where there are high levels of community spread.
- Children are not the primary drivers of COVID-19 spread in child care facilities, schools or in community settings.
- Prevention measures and mitigation strategies involving children and youth must be commensurate with risk.
- Adolescent children should physically distance themselves where possible when outside the family unit or household.
- For younger children maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.

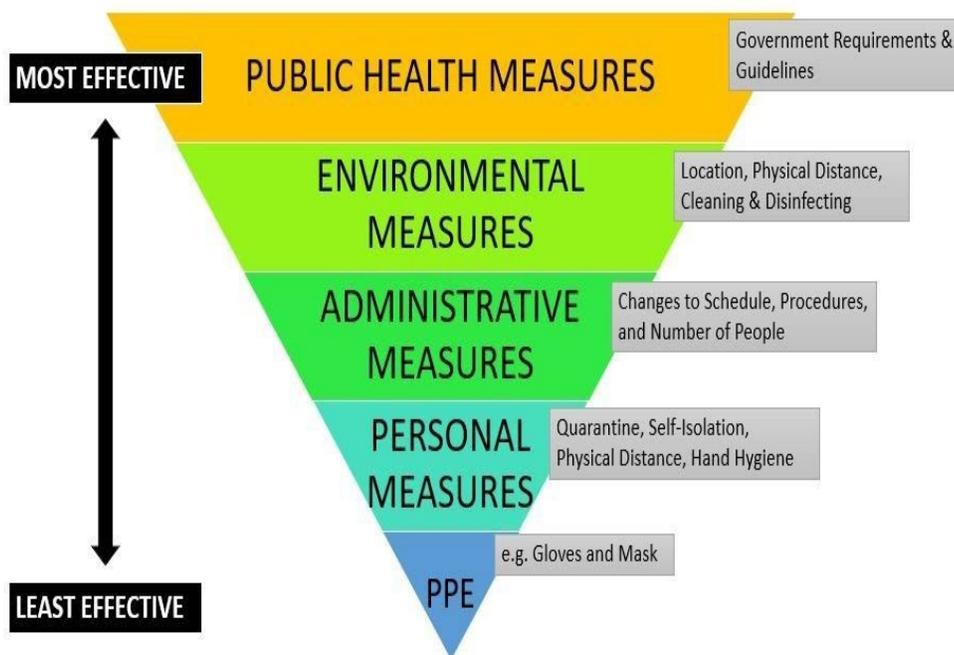
COVID-19 and Adults

While COVID-19 impacts adults more than children, some adults with specific health circumstances are at an increased risk for more severe outcomes, including individuals:

- Aged 65 and over.
- With a compromised immune system, or
- With underlying medical conditions.

EVALUATING AND MITIGATING RISK:

Infection prevention and control measures are key to ensuring a safe environment for our staff, volunteers, and students, and is how we plan to mitigate risk. The Hierarchy of Infection Prevention and Exposure Control Measures for Communicable Disease (below) describes the measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.



Public Health Measures:

Public health measures are implemented throughout all communities to manage COVID-19. These generally come from the Provincial Health Officer, and will be where VOS takes their guidance from.

Restricted gathering size:

Although the Provincial Health Officer’s Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people, this Order does not apply to day camp settings. As the safety of all of our staff, students and volunteers remains our priority it is still our intent to reduce gathering sizes, including classes in order to allow for the appropriate physical distancing protocols to be followed.

- a. Finding, tracing, and managing outbreaks:
 - i. The role of finding, tracing and managing outbreaks fall on public health staff, not VOS.
 - ii. In order to support Public Health if required, the society will have clear and concise record keeping of all persons entering the facility in order to assist in any contact tracing, should the need arise.
 - iii. Attendance for our camps will be also be taken each day including staff, and any parents or caregivers who remain on site for any length of time to assist in contact tracing should the need arise.
- b. Requiring Self-Isolation and Quarantine:
 - i. Should volunteers, students or staff have symptoms similar to the common cold, influenza or COVID-19, they are requested to stay home, be assessed by their health care provider and tested for COVID-19 if deemed appropriate.

- ii. When someone is symptomatic, they are asked to self-isolate and follow directions provided by their health care provider.
- iii. Quarantine is a term typically reserved for persons who return from travel outside the country are at risk of developing COVID-19. Anyone who falls under these rules, will be asked to stay away from the Fairview site until the period of quarantine is over.
- iv. Self-isolation is also advised for those who are considered a close contact of a confirmed case, and are waiting to see if they develop COVID-19 illness.
- v. If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing, and management of any clusters or outbreaks and VOS will support them in this endeavour.

Environmental Measures

Environmental measures are physical changes to a space or environment to reduce the risk of exposure to the virus. VOS will be utilizing cleaning and disinfecting controls approved by the BC Center for Disease Control and Health Canada.

- c. Cleaning and Disinfecting:
 - i. Our facilities will be cleaned and disinfected daily.
 - ii. High contact/touch surfaces (e.g. shared equipment, door knobs, light switches, chairs) will be cleaned and disinfected a minimum of twice per day.
 - i. The garbage will be emptied daily.
 - ii. Complete appropriate hand hygiene before and after cleaning will be adhered to.
- d. Physical Markers and Barriers:
 - i. Markers and signs are installed (e.g. tape, signage etc) to give guidance to staff, volunteers, and students in areas where they must wait their turn or were previously allowed to gather as a large group.
 - ii. Physical distancing guides have been appropriately placed on the floor, and also to show students where they must line up when necessary.

Administrative Measures

Administrative measures have been implemented through the Safety Plan, procedures, appropriate signage and training to manage and reduce virus exposure.

- e. Physical Distancing and Minimizing Physical Contact:
 - i. There will be no physical contact during camps or other VOS events hosted on site, including but not limited to, high fives, shaking hands, hugs, and all choreography and blocking will be in accordance with the physical distancing guidelines set out by the province.
 - ii. During camps the number of staff interacting with each group of students will be minimized; and physical distancing measures will be adhered to.
 - iii. There will be a restriction on all non-essential visitors and volunteers during camps.
- f. Pick-up and Drop-off for camps:

- i. Pick-up and drop-off for camps will be outside the building. Entry, to the camp will be through the main entrance to VOS, and pick up will be in the front-loading bay area. Parents may need to park on the street and walk to this entry or exit while still maintaining physical distancing.
 - ii. Students will enter and exit one at a time, with assistance from the VOS staff.
 - iii. Daily check at drop-off will be conducted by asking parents and caregivers to confirm that their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.

- g. Program and Activities for camps:
 - i. All students, instructors, and staff will be at a distance of at least 6 feet at all times. All material will reflect these new distancing rules.
 - ii. There will be marks on the floor for distancing in all areas of the building.
 - iii. All students will be given a spot in the hall just for them to sit and keep their belongings.
 - iv. Access to the washrooms and kitchen will be staggered.
 - v. Instructors and staff will be using a separate washroom.
 - vi. No costumes and very few set pieces and prop will be used this year. Any props or set will be used by only one student, no one else will touch these items, and they will be cleaned daily.
 - vii. Non-surgical masks are not required, however if you feel more comfortable having your child wear a mask we will accommodate. Please feel free to send one with your child.
 - viii. Only Instructors, students, and three staff members will be in the hall during all camps. The only exception will be during the showcases, where there will be up to two additional support staff to help with the live stream. They will also comply with our physical distancing rules.
 - ix. All showcases at the end of the camps will be livestreamed, and also re-broadcast later that day. There will be no live audience for these performances.

- h. Staff Training:
 - i. In addition to the training normally received, staff will receive training on all COVID-19 related policies and procedures implemented within our facility.

- i. Staff, student or volunteer with Symptoms:
 - i. If a volunteer, student or staff member develops a new cough (e.g., unrelated to pre-existing conditions such as asthma), fever, shortness of breath, or other symptoms of COVID-19 they will be isolated from others immediately, and sent home as soon as possible.
 - ii. For the camps - While waiting for a sick child to be picked up, a staff member will stay with the child in a room isolated from others. The caregiver will remain as far away as safely possible from the student (preferably at least 6 feet), while remaining in the same room.
 - iii. The affected individual should isolate at home and be tested for COVID-19. If the test is negative, the individual can return to activities once symptoms are resolved. If the test is positive, the individual must isolate at home until directed otherwise by public health (for at least 10 days after illness onset).
 - iv. If anyone who has entered the camp facility is diagnosed with

COVID-19, we must report to, and consult with the local public health authority for advice.

- v. VOS must also report to the local public health authority any cluster of illness among the camp program staff or students.
- j. Hand Hygiene:
- i. Reminders will be posted to wash hands with soap and water for a minimum of 20 seconds.
 - ii. Alcohol-based hand sanitizer containing at least 60% alcohol will be made available if the sink is not immediately available.
 - iii. If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
 - iv. Routine hand washing is strongly encouraged, and reminders throughout the day will be provided to the students attending our camps.
 - v. VOS will ensure hand washing supplies are available at all times including plain soap, clean towels, paper towels, waste bins, and where appropriate, hand sanitizer with a minimum of 60% alcohol.
- k. Respiratory Etiquette:
- i. Reminders will be posted regarding coughing and sneezing into your elbow or a tissue if readily available. Individuals are to throw away used tissues and immediately perform hand hygiene (“Cover your coughs”).
 - ii. Reminders will also be posted for our staff, students and volunteers to avoid touching their eyes, nose or mouth with unwashed hands (“Hands below your shoulders”).
- l. Personal Protective Equipment (PPE):
- i. Although physical distancing will be strongly encouraged at all times, PPE is the last and least effective of the infection prevention and exposure control measure and will only be considered for VOS after exploring all other measures.
 - ii. Personal protective equipment, such as masks and gloves are not required in a day camp setting, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work (e.g. cleaning protocols).
 - iii. The use of gloves and face masks may be considered where none of the above controls are possible/effective or in instances where more than one volunteer or staff member is required to do a job (e.g. move set pieces, or heavy props). If gloves and masks are used, proper usage guidelines will be followed.
 - iv. Staff and volunteers will be asked to wear chemical resistant disposable gloves when cleaning. Everyone is required to wash their hands before and after using gloves.

Appendix A - Daily Health Checks for Students

Instructions:

Please complete this health check daily each morning before drop off and present it to the Camp Administration upon arrival. Children or parents/caregivers must not enter the VOS facility if any of the following happen:

- The answer is yes to any of the health check questions;
- The child has a temperature above 38 oC (100.4 oF) or
- The child has unusual or persistent respiratory symptoms.

Date:	Name:	
Location:	VOS - 744 Fairview Road	
Time:		
Does the child have a fever?	Yes	No
Does the child have a cough?	Yes	No
Does the child have congestion?	Yes	No
Does the child have nasal drip?	Yes	No
Is anyone in your household ill?	Yes	No
Has the child travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?	Yes	No
Has the child had close contact with anyone with respiratory illness or a confirmed case of COVID-19?	Yes	No

*If child is presenting baseline symptoms such as seasonal allergies please contact the General Manager at VOS for further guidance (250-381-1021).

If ill, with any common cold, influenza or COVID-19 like symptoms child must stay home and isolate for 10 days following onset of symptoms and until symptoms resolve. If returning before 10 days, a medical note clearing the return must be presented.

Appendix B - Daily Health Checks for Camp Staff

Instructions:

Please complete this health check daily each morning and present it to the Camp Administration upon arrival. VOS Camp leaders must not enter the VOS facility if any of the following happen:

- The answer is yes to any of the health check questions;
- The leader has a temperature above 38 oC (100.4 oF) or
- The leader has unusual or persistent respiratory symptoms.

Date:	Name:	
Location:	VOS - 744 Fairview Road	
Time:		
Do you have a fever?	Yes	No
Do you have a cough?	Yes	No
Do you have congestion?	Yes	No
Do you have nasal drip?	Yes	No
Is anyone in your household ill?	Yes	No
Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?	Yes	No
Have you had close contact with anyone with respiratory illness or a confirmed case of COVID-19?	Yes	No

*If you are presenting baseline symptoms such as seasonal allergies please contact the General Manager at VOS for further guidance (250-381-1021).

If ill, with any common cold, influenza or COVID-19 like symptoms you must stay home and isolate for 10 days following onset of symptoms and until symptoms resolve. If returning before 10 days, a medical note clearing the return must be presented.

Appendix C - Administering First Aid Safe Work Procedure - COVID-19

Purpose:

The purpose of this document is to provide a procedure for Occupational First Aid (OFA) designates to follow while performing first aid to either students or staff at VOS sites during COVID-19 to ensure the safety of everyone.

Personal Protective Equipment:

PPE is task dependent but on site are gloves, hand sanitization products and a first aid kit. Before performing or administering first aid an OFA designate must read the VOS Safety Plan and understand COVID-19 transmission and also watch the following hand washing video:

(<https://www.youtube.com/watch?v=3PmVJQUCm4E>).

Procedure - Flu like Symptoms:

OFA designates are not to assess or approach patients with suspected flu like symptoms. Should a staff or a child begin to show flu like symptoms:

- Alert the Camp Director.
- Ensure safe physical distance of 6 feet/2 meters and reassure the patient. If distance is unable to be maintained, don mask and gloves.
- Direct staff to move the patient to the designated First Aid Room (VOS - Second Floor).
- If patient is a child, have them wait in the isolation room for pick from a parent or guardian.
- Advise custodial contractor of areas patient occupied to ensure Enhanced Cleaning Safe Work Procedure (SWP) are followed.

Procedure - Non-Flu like Symptoms- Standard First Aid:

- First Aid rooms are to be kept as a clean staging area, patients with non-flu like symptoms are NOT to enter.
- Have patient sit in chair in the secondary staging area (Green Room).
- Perform hand washing as per COVID-19 Safe Working Procedure (SWP) regarding Hand Washing.
- Don nitrile gloves and non-surgical mask.
- Gather appropriate first aid supplies.
- Perform injury assessment verbally and visually prior to administering any basic first aid.
- Contact parent or guardian to advise of the situation and action being taken.
- Administer appropriate first aid or call 911 if deemed appropriate.
- Advise custodial contractor of areas used/touched for disinfecting purposes.
- Remove Gloves:
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing Safe Working Procedure (SWP).
- Complete First Aid Report in writing and submit to the VOS General Manager detailing what happened and the action taken (details are important).

Appendix D Enhanced Cleaning Safe Work Procedure COVID-19

Purpose:

The purpose of this document is to provide a procedure for the contracted cleaning staff to follow while performing enhanced cleaning of the VOS Facility due to COVID-19. The enhanced cleaning on site will be conducted each day prior to the arrival of the students and staff.

Enhanced Cleaning:

Regular cleaning as well as enhanced cleaning of washrooms, horizontal surfaces and high touch points such as: door handles, light switches, computer equipment, kitchen sinks, refrigerator handles and microwaves. Please follow the process below to ensure cleaning is sufficient for COVID-19:

Personal Protective Equipment (PPE):

PPE must be worn as outlined on the Safety Data Sheet (SDS) for each product used.

Procedure:

1. Perform hand washing as per Hand Washing Safe Work Procedure (SWP).
2. Don required PPE.
3. The custodial products can be placed outside the room against, DO NOT bring into room.
4. Use bucket to bring in essential supplies only to the room.
5. Bucket along with all of its contents will be thoroughly disinfected before and after use to prevent cross contamination.
6. A waste bag will be placed on the floor by the doorway.
7. A wet mop can be pre-dipped and stood in the corner of the room. Its handle should be disinfected thoroughly before being placed back in the cart.
8. Using Health Canada approved disinfectant begin cleaning at the doorway, and work around the room in a clockwise direction to ensure no areas are missed.
9. Using a disinfectant and separate clean microfiber cloth, rub and scrub all horizontal and contact surfaces, including:
 - a. phone, chairs, low ledges, counter, sinks, wall mounted equipment, light switches and doorknobs, desktops and spot wash walls.
10. Ensure Contact Time for the product is sufficient to disinfect as outlined on the SDS.
11. Inspect window coverings and remove dirt if visibly soiled.
12. For washrooms using separate clean microfiber cloth, disinfect working from top to bottom.
13. Clean the light switches, door handle, dispensers, sink fixtures, basin, underside and pipes, and spot wipe walls.
14. Use a separate clean microfiber cloth and a separate bucket of solution, clean toilet fixtures, seat, tank and base. Wipe splash marks from wall around toilet. Use the bowl mop to clean the bowl.
15. Remove trash from the garbage bins, damp wipe the can inside and out and replace the liner.
16. DO NOT leave additional liners in the bottom of the garbage container or hanging over the side.
17. Take garbage/soiled items to exterior dumpsters.
18. Replace all mop bucket solutions and gloves every 2 to 3 rooms.
19. Removing personal protective equipment and dispose.

