



Victoria on Stage (VOS)
Musical Theatre Society -
Communicable Disease
Prevention Guide

Version 1: September 13, 2021

INTRODUCTION:

1. The purpose of this guide is to provide a framework in which VOS can utilize to help prevent communicable disease within the facility as we transition from our COVID-19 Safety Plan. This guide will assist in identifying ongoing measures that will reduce the risk of communicable diseases and additional measures to be taken, when there is an elevated risk. The level of risk for certain communicable diseases, including COVID-19, may increase from time to time or may also increase on a regional or seasonal level, and within specific activities.

REFERENCES:

Worksafe BC: [Communicable disease prevention: A guide for employers | WorkSafeBC](#)
Provincial Health Order – Mask Use: [Ministry of Health and \(gov.bc.ca\)](#)

IMPLEMENT MEASURES – REDUCE THE RISK:

RESPONSIBILITIES:

2. Every VOS employee, and member has a responsibility to help ensure the facility remains free from a communicable disease event. This can be accomplished by:
 - a. Ensuring they stay home if they are sick or showing symptoms of a communicable disease (e.g., fever or chills, coughing, headache);
 - b. Ensuring they follow good hygiene practices like washing hands for 30 seconds, using sanitizers, and wearing a non-medical mask when it is appropriate or required to do so;
 - c. Ensuring that any recommendations or instructions passed on by the Provincial Health Authority are adhered to;
 - d. Ensure that you abide by signs, notifications, guides, and any specific protocols or safety requirements identified within the facility; and
 - e. Although privacy issues do apply, if individuals are comfortable advising the President of information that may include a positive test result from a physician, and/or isolation advisories from Public Health.

3. The Executive Committee have a responsibility to ensure that employees and members read and understand this Guide, and all other policies and procedures that may arise as a response to a communicable disease event. There are many ways this can be accomplished such as:
 - a. Addressing concerns raised by employees or members regarding matters related to safety and communicable disease prevention and taking action;
 - b. Ensuring the guidelines are adhered to by anyone within the facility;
 - c. Communicating with employees and members that are sick to stay home, and review alternative arrangements to support them from a work or production perspective;
 - d. Supporting employees in receiving vaccinations for preventable conditions;
 - e. Keeping informed and ensuring up to date information from Provincial Health Authorities are understood, and appropriately communicated to employees and members using the facility; and

- f. Ensuring supply of appropriate Personal Protective Equipment (PPE), hand soap, sanitizers, etc. are stocked and well maintained.

BC VACCINE CARDS:

4. The new BC Vaccine Card Program is in effect, and VOS will follow these protocols. In order to support the health and safety of our membership, proof of vaccine will be required in this way:

- a. 13 September – partially vaccinated with at least one dose of a COVID-19 vaccine; and
- b. 24 October – fully immunized with at least seven days since the second dose was received.

5. According to the latest PHO "child and youth programs" are exempt from the vaccine passport mandate, and as such we will NOT be requiring proof of vaccination for any students under the age of 22. This PHO is in effect until January 31, 2022. During the Youth Development classes we will be continuing to prevent the spread of germs by requiring masks in the common areas at the facility, daily health checks for students and faculty as well as increased sanitation of frequently touched surfaces. We ask that all involved in these classes partner with the society by encouraging frequent sanitization/washing of hands and by keeping student(s) home if they are exhibiting any cold or flu like symptoms.

MASK USE:

6. In accordance with the new Provincial Health Face-Covering (COVID-19) Order, masks must be worn in indoor public spaces by anyone aged 12 and older, including employees, members and visitors to our facility. The only exception remains when physical distancing can be supported or an employee or member is working on their own at their workspace.

COMMUNICABLE DISEASE INFECTION:

7. In the event that a communicable disease event occurs within the facility, this section of the procedure is to be followed to ensure minimal impact.

8. If a person becomes unwell while in the facility, and there is reason to believe the sick individual meets either condition below, they should be asked to leave if they are able, and seek medical advice. Conditions are:

- a. Lives in the same household as a confirmed or clinical communicable disease case whom is currently self-isolating; or
- b. Has been exposed to an infected person who was advised by the local Health Authority to self-isolate.

9. If the individual is unable to safely proceed home or feels they need immediate medical attention, they should be moved to an area that is safe, private, and as far away from others as possible. If the individual is experiencing a medical emergency:

- a. Call 911 and explain the situation to Emergency Responders. Once the individual is quarantined, attempt to locate an assisting person who can meet the Emergency Responders for escort.
- b. When safe to do so, the responding person should inform any member of the Board of Directors that may be on site, Stage Manager or Youth Development Faculty, and document the situation to the best of their ability protecting privacy and Public Health Information.

10. Once the unwell individual has received medical attention and/or left the facility, the following steps should be undertaken:

- a. The requirement for a broader deep cleaning of the site will be assessed by an Executive Committee Member;
- b. Public Health Authority direction will be followed; and
- c. Post incident, the Board of Directors will conduct a risk assessment, seeking additional guidance if required, and implement recommendations when deemed appropriate. For any recommendations not implemented the board will document reasons why they did not proceed.

PREVENTATIVE MEASURES:

11. Provision of Sanitation Stations – VOS has Hand Sanitizer areas throughout the facility and everyone is encouraged to utilize these multiple times while inside the building. Dispensers are filled with an appropriate Hand Sanitizer solution that meets Public Health Authority criteria and can be found on the list of approved hand sanitizers authorized by Health Canada. There are also hand washing stations that can be utilized.

- a. Washing your hands regularly, or using hand sanitizers if a washroom or sink is not readily available, is one of the most simple and effective ways to minimize the spread of communicable diseases.
- b. In addition, covering your mouth and nose when you sneeze or cough will also help to reduce the spread of germs.

12. Facility Maintenance and Cleaning - One of the key ways to prevent Communicable Disease spread within the facility is sanitation and cleaning. A clean and healthy space provides fewer areas where a virus or bacteria can linger and infect others, and provides a sense of wellbeing and safety for everyone working within it. This also includes building maintenance issues such as ventilation. In order to manage facility health and cleanliness, the following controls are being provided:

- a. Contracted Professional Cleaning Services are provided for routine cleaning and additional time is allocated for enhanced protocols to focus on high touch-point sanitation and surface area cleaning when the facility is in use on a more regular basis or rented by the community.

- b. Air scrubber systems are in place to address ventilation, and air quality within the facility. The following guidance is provided and users are asked to ensure maximum use of the scrubbers in order to promote the best air quality:
- i. When the room is unoccupied - scrubbers are to set on low (level 1).
 - ii. When the room is occupied with a low number of individuals - increase the fan speed to the highest tolerable level (minimum level 2). Users should also increase level based on the number of individuals within the space.
 - iii. In addition to point ii. above, run the scrubbers on high (level 5) for at least 10 minutes for every hour of rehearsal hall use, no session should exceed 2 hours without having a break to run the scrubbers. If the session runs to the 2 hour mark the scrubber is to be run for 20 minutes.
 - iv. Whenever possible, run the scrubbers on high (level 5) for 1 hour at the end of any session (scrubbing the entire volume of air for the next users of the space).

MONITOR AND UPDATE:

13. VOS is committed to the health and safety of our employees and members. We will continuously evaluate and update our plans to reflect changes in risk levels. Any changes to prevention measures during periods of elevated risk will be communicated using our website, email distribution and communicated as part of any rental agreement. Lastly, Victoria on Stage is a respectful workplace and creative space, our employees and members are doing what is mandated by the Public Health Order. Your respectful approach in following this guidance is appreciated, and shows that we are all doing our part to contribute to the health and safety of those that use this facility.