



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

Original: June 8, 2020  
Version 5: February 2022

## **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 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 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.

- a. WorkSafeBC BC: <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-order-workplace-safety-january-20-2022.pdf>
- b. 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=202003)
- c. 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>
- d. Government of Canada: Coronavirus Disease (COVID-19): <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

## **UNDERSTANDING THE RISK:**

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

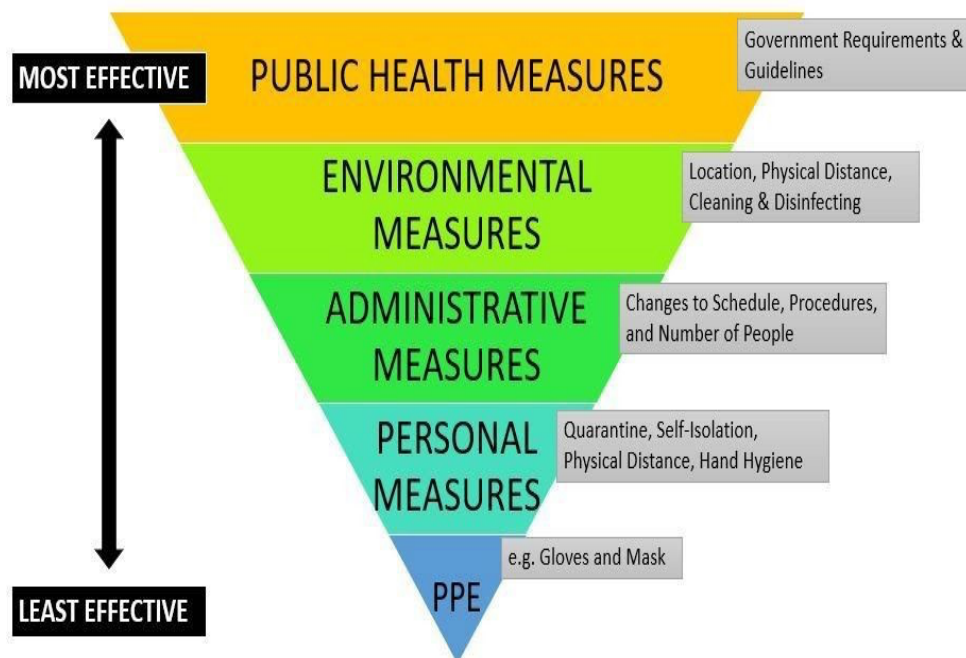
- a. The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- b. Properly worn, face coverings are one measure that has been shown to suppress the transmission of the SARS-CoV-2 virus and to reduce the risk of contracting COVID-19 in both the vaccinated and the unvaccinated.
- c. The risk of surface transmission is increased when many people contact same surface,

and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

### **EVALUATING AND MITIGATING RISK:**

Infection prevention and control measures are key to ensuring a safe environment for our staff, volunteers, students, and facility users, 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 be updated, this Order does not apply to day camps or workplaces. As the safety*

*of all our staff, students and volunteers remains our priority it is still our intent to reduce gathering sizes, including classes 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 to assist in any contact tracing, should the need arise.
  - iii. Attendance for our camps/classes will 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. Staff, volunteers, and campers who are experiencing symptoms of COVID-19 are not permitted to attend camp. They should self-isolate until their symptoms have resolved and use the BC COVID-19 self-assessment tool and contact 8-1-1 to see if they need to be tested for COVID-19. If they are a close contact of someone with confirmed COVID-19, they should self-isolate and monitor for symptoms. They are not permitted to attend rehearsals, meetings, classes, or camp until they have completed their self-isolation period as directed by public health and have no symptoms.
    - 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.

### Vaccinations

All persons entering the VOS facility (including but not limited to students, production members, renters and other users, parents/caregivers of students, etc.) 12 years of age and older must be fully vaccinated.

### Environmental Measures

Environmental measures are physical changes to a space or environment to reduce the risk of exposure to the virus by isolation or ventilation. Examples include being in outdoor spaces, having suitable ventilation and air exchange, using visual cues for maintaining physical distance, erecting physical barriers where appropriate, and frequent cleaning and disinfection of workspaces. VOS will be utilizing cleaning and disinfecting controls approved by the BC Center for Disease Control and Health Canada.

- a. Communal kitchen Area:
  - i. Limited use has been allowed for microwave and water sources with approved cleaning products provided to ensure ongoing sanitization for high touch

areas.

- b. Cleaning and Disinfecting:
  - i. Our facilities will be cleaned and disinfected each week, utilizing contracted cleaners.
  - ii. During the day when the facility is in use, high contact/touch surfaces (e.g. shared equipment, door knobs, light switches, chairs) will be cleaned and disinfected as detailed in a cleaning listing provided by VOS by the users of the space (i.e. renters, meeting participants, show casts, camps, etc.), utilizing cleaning products on the Provincially approved list, Users will appoint a representative to be responsible for this duty, and advise the VOS office.
  - iii. The garbage will be emptied daily.
  - iv. Complete appropriate hand hygiene before and after cleaning will be adhered to.
- c. 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 outside of the facility to show students where they must line up to complete the COVID Healthy Survey prior to entry.

### **Administrative Measures**

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

- a. 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. For users and rentals of the facility – adherence to this safety plan and post-use cleaning requirements as outlined in their contract.
  - iii. During camps the number of staff interacting with each group of students will be minimized; and physical distancing measures will be adhered to.
  - iv. Avoid sharing food, drinks, and other personal items.
  - v. There will be a restriction on all non-essential visitors and volunteers during camps.
  - vi. Any Board or Production meetings that can be held on virtual platforms will be conducted in that manner.
- b. 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 and caregivers 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.
- c. Program, Meetings and Activities:
- i. All students, instructors, volunteers, and staff will maintain a distance of at least 6 feet wherever possible. 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 of camps 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 use a separate washroom from students and campers.
  - vi. No costumes and very few set pieces and prop will be used this year and will be cleaned daily.
  - vii. Masks are most effective when fitted, worn, and handled correctly. They act as a barrier and, in combination with other measures, can help prevent the spread of COVID-19. Non-surgical masks are required for all persons aged 5 and older are required to wear a mask regardless of their vaccination status. Do not put a mask or any face covering, including visors and eye protection, on children under two years of age. Children aged 3-4 years do not have to wear masks but may do so.
  - 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 live streamed, and re-broadcast later that day. There will be no live audience for these performances.
- d. 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.
- e. Staff, student, or volunteer with Symptoms:
- i. Before start of an on-site activity:
    - Check yourself and/or with your child daily to see if they have any COVID-19 symptoms before attending a rehearsal (etc.) or attending camp.
    - Do not come to the hall or send your child to camp if:
      - (a) sick with, or showing symptoms of, COVID-19,
      - (b) have been told by public health to self-isolate because of close contact to someone with COVID-19, or
      - (c) have travelled outside of Canada and are required to quarantine for 14 days.
    - If you or your child have any symptoms that are unusual:

- (a) Use the [self-assessment tool](#), call 8-1-1, or contact your health care provider to see if COVID-19 testing needed, and
  - (b) Self-isolate until symptoms resolve or as directed by public health.
  - If a parent or caregiver tests positive for COVID-19, their child cannot go to day camp until allowed by public health.
  - If a parent or caregiver is sick, but does not have COVID-19, their child can be sent to day camp if the child does not have symptoms. Have another parent or caregiver who is not sick bring your child to day camp.
- ii. After an activity has commenced:
- 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.
  - 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.
  - The affected individual should isolate at home and contact 8-1-1 for guidance on being 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 for 5 days AND until your symptoms improve and you no longer have a fever.
  - Local medical health officers will lead the response if someone at camp tests positive for COVID-19.
  - Public health will identify close contacts. They will inform campers, staff, and parents about self-isolation.
  - If anyone who has entered the camp facility is subsequently diagnosed with COVID-19, we must report to, and consult with the local public health authority for advice.
  - VOS must also report to the local public health authority any cluster of illness among the camp program staff or students.

### **Personal Measures**

Personal measures are actions individuals can take to both protect themselves, as well as prevent spread to others. Examples include respecting personal space, washing hands frequently, coughing into an elbow, staying home from work when sick, and ensuring immunizations are up to date.

- a. 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 always available including plain soap, clean towels, paper towels, waste bins, and where appropriate, hand sanitizer with a minimum of 60% alcohol.
- b. 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”).
- c. Personal Protective Equipment (PPE):
- i. Physical distancing will be always encouraged, in addition face coverings shall be worn by all persons aged five (5) and above in VOS facilities, subject to the following exemptions:
    - the staff member/visitor/student/volunteer is unable to put on or remove a face covering without the assistance of another person;
    - the staff member/visitor/student/volunteer is unable to wear a face covering because of:
      - (a) a psychological, behavioural or health condition, or
      - (b) a physical, cognitive, or mental impairment;
    - the face covering is removed temporarily for the purpose of identifying the worker wearing it;
    - the face covering is removed temporarily to communicate with a person with a disability or diverse ability, where visual cues, facial expressions or lip reading, or lip movements are important;
    - the staff member/visitor/student/volunteer is consuming food or a beverage in an area designated by VOS for that purpose, and the staff member/visitor/student/volunteer is seated;
    - the staff member/visitor/student/volunteer is carrying out personal hygiene;
    - the staff member/visitor/student/volunteer is working on their own in a workplace;
    - the staff member/visitor/student/volunteer is playing a musical instrument during the individual’s work and is unable to play the instrument while wearing a mask;
    - there is a physical barrier between the staff member/visitor/student/volunteer



and other workers which blocks the transmission of droplets

- d. Vaccinations: Proof of full vaccination is required to access VOS facilities. The requirement is in place until June 30, 2022. It applies to all people born in 2010 or earlier (12+) and required at least two (2) doses of vaccine. 12-year-olds only need proof of one (1) dose.
  - i. The BC Vaccine Card Verifier app must be used to scan a user's QR code to verify their proof of vaccination. The QR code will be on their phone or a piece of paper. The record of vaccination issued at the time of vaccination is not acceptable. You can scan:
    - BC Vaccine Cards
    - Federal proofs of vaccination
    - QR codes from other provinces and territories
  - ii. After verifying proof of vaccination, ID must also be reviewed. By reviewing ID, the name listed on the BC Vaccine Card or other form of proof of vaccination is matched to the ID of with the person you're verifying. ID for youth aged 12 to 18 is not required.
  - iii. Verification of proof of full vaccination will be conducted by the Administrator, Stage Manager, Instructor, Camp Leader, or user representative as designated.
- e. PPE: Staff, users 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°C (100.4°F) or
- The child has unusual or persistent respiratory symptoms.
- If the parents/caregiver is unvaccinated they may not enter the facilities.

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 VOS offices for further guidance (250-381-1021).

If ill, with any common cold, influenza, or COVID-19 like symptoms a child under 12 must stay home and isolate for 10 days following onset of symptoms and until symptoms improve and no longer has a fever (five (5) days if the child is vaccinated).

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°C (100.4°F) 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 VOS Office for further guidance (250-381-1021).

If ill, with any common cold, influenza or COVID-19 like symptoms, as vaccinated staff you must stay home and isolate for 5 days following onset of symptoms and until symptoms improve and no longer have a fever.

## 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):**

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 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.
- Don a KN-95 mask and offer the child one as a replacement for their regular mask if a secure fit is possible.
- Ensure safe physical distance of 6 feet/2 meters and reassure the patient.
- 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 KN-95 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 Administrative Assistant detailing what happened, and the action taken (details are important).