

# COVID 19 – OPERATIONAL PLAN

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**PHASE TWO Yellow B: REOPEN PLAN**

**Building Open to the General Public**

**With Social Distancing and or Masks**



Created and Implemented: July 7, 2020

**GOVERNMENT OF NEW BRUNSWICK RECOVERY PLAN**

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## Phased Re-opening (Best Case/No Resurgence)



\* All subject to Public Health and WorkSafeBC/ServiceOntario/Health Protection Agency/Health and Safety Commission/industry and regulators to co-design effective implementation.

## Public Health Phases and Triggers

Major Trigger Back to Current Level: 3 unlinked community outbreaks (cases) in 6 day period

Minor Trigger: Significant Acceleration of Disease Curve

Public Health Measures	Strictest controls (pre-April 24)	Transition measures announced April 24	Progressively Loosen: target of 2-4 weeks after April 24	Progressively loosen	Trigger to New Normal: vaccination or herd immunity
Hand washing, surface cleaning	Yes	Yes	Yes	Yes	Yes
Physical Distancing (2m)	Strict	Two "Household Units"	Two "Household Units"	Family and Friends	Lift
Face Coverings in Public	Strongly Recommended	Require Unless Unable	Require Unless Unable	Require Unless Unable	When ill
Gathering w. Physical Distancing	None	None	10 or Less	50 or Less	Lift
Public Spaces: Health Screening, Handwashing Stations, Barriers, Reduced Maximum Occupancy	Yes	Yes	Yes	Yes	Lift
Businesses or activities that can ensure physical distancing	Open with Strict Controls	Open with Strict Controls	Strict Controls	Basic Controls	Lift
Businesses or activities that cannot ensure physical distancing	Close	Close	Progressive Opening then Strict Controls	Basic Controls	Lift
Visitation of Vulnerable Population	Strict Controls	Strict controls	Loosen with Strict Controls	Basic Controls	Lift
Schools and Daycares	Virtual Only (Daycare for Essential Workers)	Continue Virtual (Daycares for Essential Workers)	Continue Virtual, Expand Daycares with Strict Controls	Open Schools (September 2020) with Strict Controls and Expand Daycares	Reopen
Postsecondary Institutions	Virtual Only	Progressive, starting with practical programs	Virtual and In-person with Strict Controls	Basic Controls	Reopen
Borders (Provincial/International)	Strict Controls and Self-Isolation	Strict controls and self-isolation	Strict Controls and Self-Isolation	Strict Controls per Risk	Reopen

## **Health and Safety Protocols**

### **COVID 19 – Safe work environment**

*We are directly monitoring Covid 19 in our community and are in daily contact with our local, provincial and federal partners. Our top priority is always the health and safety of our employees, patrons, volunteers, and visitors to the building, eg: contractors, deliveries, etc.*

*The latest orders and guidance documentation can be found on these websites:*

[www.worksafenb.ca](http://www.worksafenb.ca)

[www.gnb.ca/coronavirus](http://www.gnb.ca/coronavirus)

This operational plan outlines how daily operations within our facility will be managed to meet strict health measures that are mandatory upon opening. (e.g., physical distancing, cleaning and disinfecting, hand and respiratory etiquette, and pre-screening for symptoms and contact tracing).

### **PERSONAL HEALTH MONITORING**

Patrons are encouraged to stay home if **they have symptoms of COVID-19 (e.g., fever, dry cough, headache, runny nose, sore throat) or have been told to self-isolate by Public Health.**

**Notices will be posted throughout the building stating:**

If you have 2 or more of the following symptoms, stay home, self-isolate, and call 811:

- fever or signs of a fever (such as chills)
- new cough or worsening of a chronic cough
- sore throat
- headache
- runny nose
- new onset of fatigue
- new onset of muscle pain
- diarrhea
- loss of taste or smell

If you answer YES to any of the following, then you must stay home and self-isolate for 14 days. If you develop symptoms, please refer to the self-assessment link on the Government of New Brunswick webpage.

- Have you had close contact within the last 14 days with a confirmed case of COVID-19?
- Have you been diagnosed with COVID-19?
- Have you returned from travel outside of New Brunswick within the last 14 days?
- Have you been told by public health that you may have been exposed to COVID-19?

Follow public health advice if you are waiting for testing results for COVID-19

### **Signage posted throughout building:**

Signage will be posted on proper hand hygiene, respiratory hygiene, and physical distancing throughout the facility and outdoor settings as applicable. Signage has been placed around the building with specific room capacities and instructions for how to interact in the building.

Installation of Covid 19 self-screening posters on any common entrance and where people tend to congregate which are the Front Lobby, Backstage, and Washrooms.

Installation of Hand Washing Posters in all washrooms and spaces where there is a sink

### **PPE: Personal Protective Equipment**

Personal Protective Equipment (PPE), is protective gear is used to help stop the spread of the virus and will be used when Social Distancing is not possible. The PPE required in the theatre is:

- Masks in all common areas
- Face Shields for staff and volunteers
- Gloves – where necessary
- Hand Sanitizer stations throughout the premises

### **Hand Sanitizer Locations:**

- Backstage locations: stage door desk; offices; green room; stage managers desk, loading dock,
- Lobbies: box office, concessions, lobby walls
- Washrooms in Upper and Coat check lobby: both have washrooms with soap and water
- Office: reception area; office desk.

Hand wipes have been placed in all elevators, washrooms, kitchens, offices, lobbies, backstage, & loading dock, as well as at all exterior doors.

### **Social Distancing:**

In order to accommodate physical distancing requirements, patrons must not be permitted to congregate in groups, unless they are part of a bubble

- Patrons are to maintain a minimum of 2 meters or 6 feet between themselves and others if not wearing a mask
- Masks required if 2 meter distance not possible
- Plexiglass screens will be installed at the box-office and concessions for mutual protection of the patrons and the staff members.
- Installation of floor markers in front of the box office indicating where patrons should stand while waiting in line.

Where possible, House Managers, Manager in Building and Box Office staff should monitor adherence to physical distancing requirements on premises.

## **Facilitating Personal Hygiene Etiquette**

All patrons and outside contractors are required to wash or sanitize their hands each time they enter the premises. Hand sanitizing stations are available at the 2 main entrances, FOH and Backstage

A minimum 60% alcohol-based hand sanitizer bottles available at key locations:

- Box-Office
- House Manager Desk
- Concessions
- Staff kitchen
- Admin Office
- Backstage area
- Green Room

### **Washrooms:**

- All of our public and staff washrooms are equipped with hot and cold running water under pressure, liquid soap, paper towel, toilet paper, and garbage containers. Hand wash signs are posted in all of them as well

### **ENHANCED CLEANING AND DISINFECTING OF SHARED AREAS AND SURFACES:**

**Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses**

Mid-day and at end of day all high traffic areas and surfaces will be disinfected by our custodian. House Cleaning and Disinfecting Log will be updated by the Maintenance Department and available upon request.

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- Light switches
  - Elevator buttons
  - Door handles and push bars
  - Flat surfaces
  - Fridge and microwave touch points
  - Coffee Maker touchpoints in both the green room and office
  - Cabinet Handles
  - Sink counters and faucets
  - Bathroom stall door handles
  - Soap dispenser and Paper towel dispenser touch points
  - Trash receptacle touch points
  - Flush handles
  - Xerox touch points
  - Hand Rails
  - Alarm Panel

**In Performance Mode:** Common touch devices, including digital ordering devices, bill presenters, concession stations and touch-screen pads, must be regularly cleaned and disinfected.

**Assigned Entrances:**

- Patrons can enter and exit any door, using social distancing
- Outside Doors do not open until House Opens
- ( 1 hour before curtain)

**Presence of Artists on Stage for any Performances/Rehearsals**

- Physical distancing will be observed during soundcheck and the performance, it is expected performers will already have bubbled, and technical staff will be required to wear masks or shields when moving around backstage and on stage.

All technical equipment will be thoroughly cleaned before and after each use (microphones, mic stands, sound and light board buttons, etc)

**Outside Contractor Protocol:**

- Must appear on Team-Up Schedule
- Must sign in at entrance, recording time of arrival, exit and phone number
- Must social Distance from Staff
- Must Wear Masks while in the building
- All Staff Must be informed via intercom announcement about outside contractors entering the building, where they will be working and what entrance/exit they are using
- Must be supervised by Ops Manager or designate
- Area in which they worked or inspected must be sanitized once they have left

**Contact Tracing:**

- Everyone who enters the building; employees, contractors, and visitors are to sign in and sign out on designated sheets located at stage door, and box office.
- Outside Contractors and Visitors to building will have to provide phone number on sign in and sign out sheet
- All Patrons names and addresses will be recorded with ticket purchase of a performance

**Handling of money**

- Until further notice, the use of electronic payment devices is strongly recommended at the box-office and concessions, or when a payment is required. However, if we must handle money (for refunds), a minimum 60% alcohol-based hand sanitizer and hand hygiene supplies are available for both patrons and staff at the point of purchase. **Staff members have been advised to not touch their face after handling money, and if possible to wash hands using proper protocol.**