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MUSART

**RETURN TO
OPERATIONS COVID-19
SAFETY PLAN**

July 4th, 2020

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INTRODUCTION

Reason for the Plan

The purpose of this plan is to protect employees from exposure to COVID – 19 at work by assessing risk, implementing protocols, and through the development and implementation of safe work procedures.

Employers are required by section 21 (2) (c) of the Workers Compensation Act to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation and have been directed by WorkSafeBC to develop a COVID-19 safety plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized.

The Provincial Health Officer pursuant to sections 30, 31, 32 and 39(3) of the Public Health Act SBC. 2008, orders the Employer to post copies of the Plan on the NVRC's website and at the workplace so that it is readily available for review by workers or other persons who may attend the workplace to provide services and members of the public.

Upon request, the Employer must provide a copy of the COVID-19 Safety Plan to a health officer or WSBC officer.

To view the Order of the Provincial Health Officer, click on the following link:

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class_order_employers_covid-19_safety_plans_covid-19_may_14_final.pdf

Scope

The Safety Plan applies to all employees, and any persons interacting with DCM staff or attending DCM facilities and outdoor programs including District and City Parks, green spaces.

The Safety Plan provides an overview of DCM's risk mitigation procedures and general safety precautions, protocols, and guidelines.

Definitions

BCCDC: British Columbia Centre for Disease Control

COVID-19: Also known as SARS CoV-2 is a mild to severe respiratory illness that is caused by a coronavirus. It is primarily transmitted by contact with infectious material (such as respiratory droplets), and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure. A person is at risk of infection when they inhale droplets or touch a contaminated surface, then touch their face which increases the risk of the virus entering

their body through the mouth, eyes or broken skin. Other symptoms include reports of loss of sense of smell and taste. At highest risk for serious illness are seniors and people with underlying health issues (including heart disease, diabetes and lung disease), but young and healthy people are also at risk.

Influenza: A common respiratory disease caused by a highly contagious virus that changes slightly from year to year (also known as the flu). Flu-like illness also has the same type of symptoms as influenza that has a known or unknown origin.

Level 2 Program Offerings: Increased level in interactions ie. Small groups in large spaces, outdoor play & learn, little to no equipment and limit touch points.

MHO: Medical Health Officer

N95 Respirator: A personal breathing device (respirator) that provides a barrier to protect workers from a variety of communicable diseases (airborne and droplet).

NVRC: North Vancouver Recreation & Culture Commission

Pandemic: An epidemic over a wide geographical area or even throughout the world.

PHO: Provincial Health Officer

Physical Distancing: Maintaining 2 meters/6 feet between people.

SWP: A Safe Work Procedure that provides specific safety protocols to be used while performing a work task or working at a specific worksite.

WSBC: WorkSafeBC or the Workers Compensation Board of British Columbia.

WHO: World Health Organization

Roles and Responsibilities

Owners:

- Provide resources and support plan development, compliance, implementation, maintenance, and review.

Coordinators and Supervisors

- Review positions, work processes and procedures to determine the optimal number of staff required to maintain service level.

- Establish performance measures to ensure service levels and work performance is not unduly affected.
- Ensure staff are trained and aware of all safe work procedures, workplace rules and guidelines.
- Document departmental training and forward to HR for records maintenance.
- Enforce workplace rules and safe work procedures.
- Notify management and supervisors if a worker has reported any potential COVID-19 exposure.
- Investigate reports of non-compliance.
- Keep daily attendance records to assist with contact tracing in the event of exposure.

Human Resources / Safety

- Consult with owner, management and supervisors with respect to risk assessments, safety programs and safe work procedures.
- Maintain Training Records.

Owner, Management and Supervisors

- Develop safe work procedures and exposure control plans.
- Investigate exposure reports and perform contact tracing in the event of outbreak.
- Ensure risk assessments are performed.
- Attend required training in relation to COVID-19 prevention and best work practices.
- Develop and revise Return to Operations COVID-19 Safety Plan as new information becomes available.
- Communicate with staff and monitor compliance in their respective departments.
- Report concerns, complaints and non-compliance to Owner, Management and Supervisors.
- Assist with resolving complaints and addressing staff concerns.

Employees

- Attend required training.
- Adhere to and comply with DCM policies, guidelines, safe work procedures and relevant legislation/regulations.
- Report unsafe conditions and unsafe acts.
- Stay away from the workplace if they are sick or exhibiting signs or symptoms of COVID-19 such as fever, cough, shortness of breath, headache, loss of sense of smell, etc.
- Stay away from the workplace if they have been exposed to any person with a confirmed case of COVID-19.

- Immediately notify their supervisor, manager or Human Resources as soon as possible after they begin to exhibit signs or symptoms of COVID-19.
- Immediately notify their supervisor, manager or Human Resources as soon as possible if they believe they have been exposed to a person with a confirmed or suspected case of COVID-19.
- Follow the direction of a health professional or regulatory body such as a public health agency, WSBC, or medical practitioner with respect to treatment, monitoring, or isolation to prevent the spread of COVID-19.
- Must not return to work until directed to do so by their manager or Human Resources.

Persons diagnosed with, exhibiting signs, symptoms, or exposed to a person with COVID-19

- No person shall report to work or remain in the workplace if they exhibit symptoms of COVID-19 in the last 10 days (cough, shortness of breath, headache, fever, and loss of sense of smell or other flu-like symptoms).
- No person shall report to work, or remain in the workplace, if they have been diagnosed with or exposed to a person who has been diagnosed with COVID-19 unless directed to do so by a medical practitioner and Human Resources.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Employees must immediately report signs, symptoms, or a COVID-19 diagnosis to their supervisor or manager.
- No person shall return to work without first receiving approval from their supervisor or Human Resources.

At Risk / Vulnerable Employees

The employer shall endeavor to accommodate employees who are over age 65, or suffer from underlying health conditions which expose them to greater risk of complications arising from COVID-19.

- Employees over age 65, or who suffer from a health condition are encouraged to voluntarily inform the Employer of their individual circumstance and cooperate with the Employer to determine the level of risk and appropriate accommodation.

Program Details

Risk Assessment – Person-to-Person Transmission

The Employer will assess transmission risk by involving employees, managers, supervisors and owners to review job tasks, work processes, worksites, and facilities to determine appropriate controls in order to maintain physical distancing, reduce shared resources, and implement appropriate controls where physical distancing is not possible.

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined the risk level to our employees, depending on their potential exposure in the workplace.

See Appendix B for the level of risk and risk controls in place for these employees.

Appendix A: Risk assessment for COVID-19

PPE	Low Risk Employees who typically have no contact with people infected.	Moderate risk Employees who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	High risk Employees who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
Hand Hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required, unless handling contaminated objects on a regular basis	Yes, in some cases, such as when working directly with infected patients.
Aprons, gowns, or similar body protection	Not required	Not required	Yes, in some cases, such as when working directly with infected patients.
Eye protection – goggles or face shield	Not required	Not required	Yes, in some cases, such as when working directly with infected patients.
Airway protection – respirators	Not required	Not required	Yes (minimum N95 respirator or equivalent).

Appendix B: Position Risk Chart Assessment – Level 2 Program Offerings

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Facility and management, supervisors, owners, admin (acting as First Aid Attendants)	Low to High Risk	Regular and effective hand hygiene, disposable gloves, disposable masks
Contract Instructors	Low to Moderate	Regular and effective hand hygiene
Studio Producers	Low to Moderate	Regular and effective hand hygiene

Mental Health

Individuals exposed to the risks associated with COVID-19 may experience undue stress, anxiety or other mental health issues. DCM's Employee's and contractors are encouraged to talk with their doctor and any other experts required if they experience mental health issues. Employees are encouraged to speak to management if they require assistance and to address workplace issues related to COVID-19 related stressors.

Hierarchy of Controls

The Employer will use the following hierarchy of controls to reduce the risk of person to person transmission, and in the following order:

1. **Elimination:** Where possible, develop policies and procedures to reduce the number of persons in the workplace/workspace or Program space. Considerations include:
 - a. rearrangement of spaces to ensure physical distancing of two metres between employees, customers and others,
 - b. elimination of tasks and activities that require employees to come within two metres of another person
 - c. working remotely or from home

2. **Engineering Controls:** Where physical distancing is not possible, engineering controls such as barriers, partitions, or ropes, to separate employees and the public/program participants. e.g. ropes and stanchions, hazard warning tape, etc. Provide markers or indicators to ensure spacing. Ensure there is sufficient staff to manage the program and the public in the outdoor space.

3. **Administrative Controls:** Written policies, rules, and guidelines will be established to control person-to-person exposure. These include posted occupancy limits for offices, rooms, and work pods, limiting registration limits for programs. Written guidelines will be established to limit group gatherings and physically separating people to provide for safe movement of people in the workplace/workspace and programs areas.
4. **Personal Protective Equipment:** Where elimination of tasks, engineering, and administrative controls are insufficient to control risk, personal protective equipment (PPE) such as masks, gloves, and protective clothing will be used.

Health & Safety Concerns / Complaint Resolution

Any employee who in good faith believes that they are being placed at undue risk or that current controls are inadequate must express their concerns in writing to management, supervisors, and owners in order for a resolution to be discussed and implemented.

Physical Distancing (Two-Metre Distance between Persons)

Wherever possible, a minimum of two metres shall remain between each person, workstation, and work activity, including moving about the workplace(s)/workspaces, program areas on foot or vehicle. Controls accompanied by training and written work procedures have been established to facilitate safe distancing. These include:

- Employee education and training
- Signage and communication aimed at Employees and the public
- Limiting access to program areas and establishing occupancy limits with registration limits
- Enhanced cleaning and hygiene protocols
- One person per vehicle if two-metre distance cannot be maintained

Signage and Notices

Signs and notices will be posted that:

- State that persons displaying signs of fever, cough, headache, or other flu-like symptoms must not participate in DCM programs.
- State those persons who have travelled outside of Canada in the last 14 days must not participate in DCM programs.
- The COVID-19 Safety Plan shall be available to all employees, contractors and customers.

Contact Tracing

In the event a worker or other person who has been in contact with an employee is diagnosed with COVID-19, the Employer shall:

- Review attendance and meeting records to determine which employees or other persons may have been in close contact with the infected person
- Immediately report to and cooperate with the appropriate authority to assist with contact tracing
- Notify all employees who may have been exposed, and remove from the workplace all people who were in close contact with the infected person

Review of Safety Plan

- The Safety Plan shall be reviewed at least monthly and amended accordingly, taking into account the latest available medical guidance, regulations, physical workplace layout, program spaces and operational services.

General Hygiene Procedures

Health Verification/Screening

Workers who develop flu-like symptoms including fever, cough, sneezing, or sore throat must immediately report it to their supervisor and go home or remain at home. They should then:

- Complete the self-assessment via **bc.thrive.health/covid19**
- Call 8-1-1 for further review and/or call their doctor for direction

Workers may need to isolate for 10 to 14 days at home depending on the outcomes and advice of the above. **<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>**.

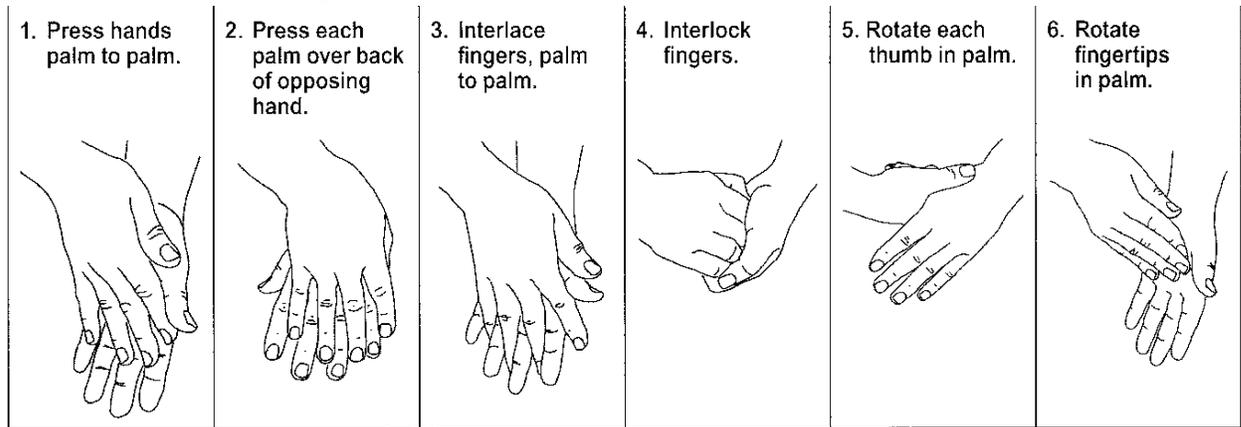
Anyone who may have been working in close proximity to a worker with flu-like symptoms, may be required to self-isolate and/or self-monitor for symptoms.

Workplace Hygiene and Sanitary Procedures

All persons entering the workplace must:

- Clean hands with soap and water or hand sanitizer upon arrival and prior to departure.

- Follow Hand Washing Procedure below:



- Immediately leave the workplace if exhibiting signs or symptoms of COVID-19 such as cough, shortness of breath, headache or fever.
- DCM resources occupied by more than one individual shall have high contact points cleaned / disinfected at least once per day with soap and water or sanitizer.

Cleaning and Disinfecting Surfaces

- When cleaning public spaces, choose products that clean and disinfect all at once (e.g. premixed store-bought disinfectant cleaning solutions and/or wipes when available).
- Cleaning products remove germs, dirt, and impurities from surfaces by using soap (or detergent) and water.
- Cleaning does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- Disinfecting products kill germs on surfaces using chemicals.
- Use only approved hard-surface disinfectants that have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms the disinfectant product is approved and safe for use in Canada.
- In addition to routine cleaning, surfaces that are frequently touched with hands should be cleaned and disinfected more often, as well as when visibly dirty.

Cough and Sneeze Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Use tissues to contain secretions, and dispose of them promptly in a waste container

- Turn your head away from others when coughing or sneezing
- Wash hands regularly

General Conduct & Movement of Persons

Where possible, everyone shall ensure a minimum of two metre distance away from another person.

When working or attending DCM programs, employees and other people must:

- Prior to moving through a DCM program site, first check to ensure a clear transit route, or wait until the route is clear. There shall be one way into the program and one way out of the program. For the participants, there shall be a designated waiting area prior to entering or exiting the program.
- Proceed single file to ensure physical distancing.
- Avoid congregating in open areas in such a manner that impedes the traffic of others, or in any way eliminates their ability to maintain DCM's physical distancing requirements.
- Limit unnecessary movement though DCM's program site to reduce the likelihood of exposure.
- **Refrain from entering a DCM program site if they are suffering from COVID – 19 or flu-like symptoms.**

Shared workstations, work surfaces, Vehicles, tools and equipment

- Employees shall wipe down and disinfect all shared workstations, work surfaces hard surfaces and touch points of their work space, vehicle and any tools used before and after each shift, using sanitizer supplied by the employer.
- Program equipment shall be wiped down and disinfected in between classes.
- **Where vehicles or tools are shared throughout the course of the day, each employee must sanitize all touch points (i.e. handles, work surfaces etc.) before and after use.**

Personal Protective Equipment (PPE)

Where physical distancing is not possible, and administrative or engineering controls are not possible, or do not adequately minimize exposure risk, staff must wear PPE appropriate to the work performed. PPE includes:

- Non-medical grade masks, including fabric or homemade masks may be used to avoid exposure or transmission as an additional precaution **but cannot be used in place of administrative and engineering controls.**
- Nitrile or latex gloves.

- Protective coveralls (including gowns).

Employees must be trained to safely apply and remove masks and gloves.

Appendix C: How to Use a Mask

1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.

2 Inspect the mask to ensure it's not damaged.

3 Turn the mask so the coloured side is facing outward.

4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose

5 Put the loops around each of your ears, or tie the top and bottom straps.

6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.

7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.

8 Don't touch the mask while you're wearing it. If you do, wash your hands.

9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask

1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.

2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.

3 Dispose of the mask safely.

4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health). "How to wear a face mask"

Training and Orientation

- All staff shall be trained to recognize the signs, symptoms, and workplace hazards with respect to COVID-19.
- All staff shall be informed on how to prevent exposure to COVID-19.
- All staff shall be trained in DCM hygiene protocols, and applicable safe work procedures.
- Staff shall be trained in the use of appropriate PPE.

Documentation and Record Keeping

The Employer shall keep records to document:

- COVID-19 education and training.
- Exposure and potential exposure reports.
- Daily attendance and work locations of each employee.
- Risk Assessments.

List of Appendices

The COVID-19 Safety Plan is an overall guide intended for use with DCM related safe work procedures. Safety procedures outlined in this document must be used in conjunction with specific job, task and site specific safe work procedures.

This plan is based on the latest medical and prevention information available and subject to changes based on WSBC regulations and recommendations by Provincial and Federal Health Officials. Please see the title page to find the most recent amendment date.

Appendix A: Risk Assessment for COVID-19

Appendix B: Position Risk Chart Assessment

Appendix C: How to Use a Mask