

COMPANY DETAILS

Business name:	Sault Community Theatre Centre
Date completed:	Aug 12
Name and Staff Position Responsible for Implementing and updating the Plan :	Laurie Anne Ryan – Front of House Manager/Covid 19 Safety Plan Coordinator
Date distributed:	October 26,2021
Revision date:	October 26, 2021
Developed by:	Re Opening Committee (Planning Team)
Others consulted:	Algoma Public Health, Algoma District School Board, and Safety 2 Go, Theatre reopening committee (planning team)

OVERVIEW

Safety for our patrons, artists, and staff is our top priority. Sault Community Theatre Centre will continue to closely monitor local, provincial, and federal policies regarding indoor activities and plan our safety protocols accordingly. Here are a few ways we’ve redesigned the experience with safety in mind:

The Planning team has been developed the Covid -19 Safety Plan policy to facilitate reopening of the theatre Centre at an appropriate time .

A layered defense strategy is warranted. There is no such thing as “zero risk,” and there is no singular solution to recovery and resilience. No individual control method is sufficient to eliminate risk, just as no one single entity or person has sole responsibility. Rather, the goal is to minimize risk by pursuing a multi-layered defense integration strategy with shared responsibilities across staff, artists, and patrons.

Sault Community Theatre Centre has prepared and will make available the following COVID- 19 safety plan in order to keep Employees and other people safe at our workplace during the COVID-19 pandemic. A copy of this plan will be made available to any person for review upon request and be posted where it would come to the attention of individuals working in or attending the theatre.

Sault Community Theatre Centre has taken steps to identify and control the risks associated with our reopening by implementing a systematic process for controlling the spread of COVID 19. All activities are assessed in order to identify existing and potential risks to Employees, volunteers, talent and patrons and all reasonably practicable measures will be taken to eliminate, reduce or control those risks.

Sault Community Theatre Centre shall ensure that the organization operates in accordance with all applicable laws, including the Occupational Health and Safety Act and the regulations made under it.

Sault Community Theatre Centre shall operate the organization in compliance with the advice, recommendations, and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning, or disinfecting.

This safety plan describes the measures and procedures Sault Community Theatre Centre will implement upon reopening to reduce the transmission risk of COVID-19.

The provincial reopening requirements are communicated to all employees, volunteers at a pre-opening meeting to ensure that everyone knows what they need to do and how they need to do it.

Management of Sault Community Theatre Centre will ensure the safety plan is shared and discussed at the pre-opening meeting.

Management will review the Ministry of Health guidance on a daily basis and communicate any changes to the requirements, to employees and volunteers through email notifications or at pre-shift meetings.

Sault Community Theatre Centre will control the risk of transmission in our workplace through:

- Training – all requirements & Ministry of Health updates
- Health screening – of all affected persons
- Physical distancing – of patrons and affected workers where practicable
- Reduced contact – limited handling of tickets & show programs, no-touch/foot pedal trash cans, propped open doors,
- Wearing of Masks – by all affected persons
- Cleaning and sanitizing schedules– before performances, after performances, during performances of high traffic areas/items
- Sanitizing Stations – sanitizers on tables and counters available
- Use of PPE – where physical distance is not practicable
- Posting required information – of pertinent information. Seating capacity, screening information, distancing requirements, etc.
- Gather employee and volunteer feedback and ideas at safety meetings

TRAINING

The following training is how Sault Community Theatre Centre will ensure all workers know how and are able to keep themselves safe from exposure to COVID-19.

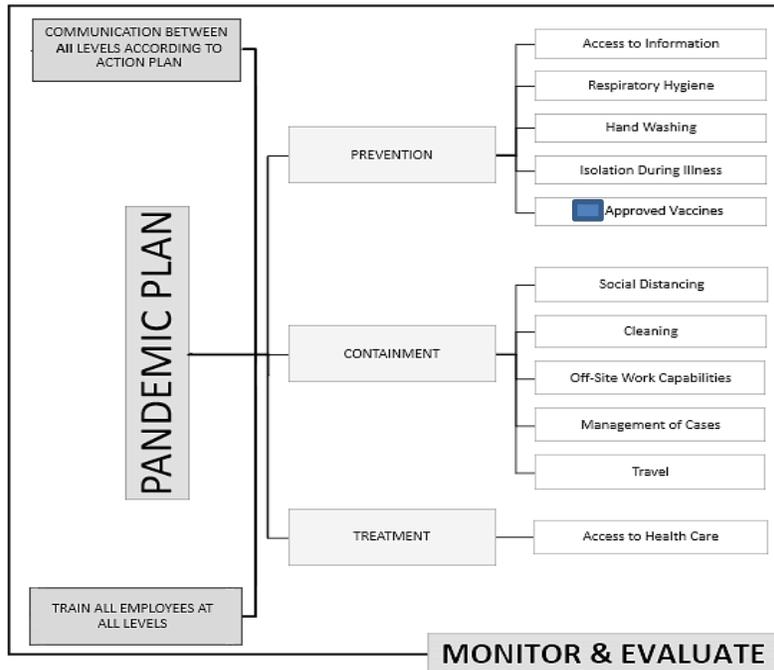
All employees and volunteers will be required to attend COVID-19 procedure training prior to working an event.

These trainings will cover:

- Updated Ministry of Health guidance Guidelines
- Health Screening Checks
- PPE
- Changes in Back of House and Front of House.
- Social-distancing when seating in the auditorium as well as in public areas and work areas.
- Sanitation procedures for the theatre, everyone's help is needed to prevent the spread of COVID-19.
- Instructions on how and when to communicate COVID-19 theatre policies to patrons and staff.
- Reporting incidents involving sick patrons.
- Conducting self health screening from home prior to working or volunteering an event.
- Promoting a healthy culture in the theatre.

Training records shall include the following information:

- The date(s) of the training session(s)
- The contents or a summary of the training session(s)
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions
- Training records shall be maintained for 3 years from the date on which the training occurred



HEALTH SCREENING

Person(s) responsible for screening is completed:

NAME OF PERSON	RESPONSIBLE FOR
Front of House Manager	Front of House Staff and Volunteers
Box Office Manager	Box Office Staff
Marketing & Program Coordinator	Promoters and Contractors and Talent
Technical Director	Technical Staff

Sault Community Theatre Centre shall operate the organization in compliance with any advice, recommendations and instructions issued by the Ministry of Health and the Algoma Health Unit, on screening individuals.

To ensure employees and volunteers are well when they come to work, they will be required to complete the Health Screening Questionnaire before coming to work every day. The screening questionnaire includes basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms. If they are experiencing any symptoms or say “yes” to any of the questions, they are required to call in to inform management and are required to stay home. These requirements will be communicated to employees and volunteers at the pre-opening meeting.

Sault Community Theatre Centre shall ensure every person has been screened before they enter the premises. Sault Community Theatre Centre will ensure that the talent completes the screening questionnaire before attending rehearsals and performances and ensure the patrons complete the screening before access is granted to the theatre. The questionnaire will be made available on the website and instructions for the completion of this form will be required to be acknowledged when purchasing tickets. Please see attached questionnaire that must be completed.

Sault Community Theatre Centre will post signs at all entrances to the theatre where they are visible to the public, to inform individuals on how to screen themselves for COVID-19 prior to entering the premises.

Who Needs To Be Screened

- Employees must self-screen for COVID-19 every day before coming to work.
- Volunteers must self-screen for COVID-19 every day before coming to work.
- Board Members must self-screen for COVID-19 before meeting in person
- Talent must self-screen before rehearsals and performances
- Audience must be passively screened before entering the building. This is done by posting signage at the entrance that advises Patrons how to self screen prior to entering the facility.

Sault Community Theatre Centre will have spare copies of the questionnaire screening form available at the theatre entrance for anyone who has not completed the screening process prior to coming to the theatre.

VACCINATION



All patrons, contractors, volunteers, and staff are required to be fully vaccinated to enter the Sault Community Theatre Centre. Details regarding proof of vaccination will be communicated prior to the event. *Exceptions include children younger than 12 (until a vaccine is available for that age group), and those who cannot be vaccinated for reasons prescribed by the Ontario Government.*

THEATRE VENTILATION

It is the responsibility of the Algoma District School Board to always maintain proper ventilation and air exchange in the Theatre Centre as prescribed by applicable law and regulations.

SELF SCREENING FOR COVID-19 BEFORE ENTERING PREMISIS



Ensure you have completed the COVID Screening Questionnaire.

If you haven't completed this questionnaire please ask the door attendee for the questionnaire.

The COVID 19 Screening Questionnaire must be completed and handed in BEFORE entering the building.

COVID-19 Screening Tool (Screening Workers, Volunteers, & Talent)

Workers, Volunteers, and Contractors/talent must screen using the online tool each shift prior to entering the workplace. The workplace is any place Sault Community Theatre Centre Staff or Volunteers work on Theatre business outside of their home. At the end of the screening, click the Email Result option, and email to screenwork@saultctc.ca and your supervisor. Volunteers and board members email result to screenvolunteer&board@saultctc.ca and Contractors/Talent will email result to screentalent@saultctc.ca

DO NOT GO TO WORK IF YOU FAIL THE SCREENING!! YOU MUST STAY HOME AND CONTACT YOUR SUPERVISOR.

When you email the result be sure to add your full name in the Subject Line

Worker/Volunteer/Contractor/Talent online Screening tool

<https://covid-19.ontario.ca/screening/worker/>

Note the paper screening tool listed below should only be used if the online tool is not available. The paper tool is subject to change regularly. Check for the most recent version using the link below.

<https://covid-19.ontario.ca/download-covid-19-screenings#worker-and-employee-screening>

See APPENDIX 1 for Worker Screening Form

COVID-19 Screening Tool for Businesses and Organizations (Screening Patrons)

Each patron entering a Sault Community Theatre Centre will be passively screened by reading the posted signage at the entrance to the facility. Anyone who fails the screening will not be admitted and must leave immediately. In the interest of safety, refunds will not be immediately available. For ticket refunds due to failed screenings, patrons may request a refund by calling the box office within 3 business days after refused entry. Approved refunds will only be available by contactless methods. If the patron paid by credit card the refund will be made to the card that was used to pay for the ticket. If the refund cannot be processed electronically a cheque will be mailed to the Patron.

See APPENDIX 2 for Patron Screening Signage

Explanation of Symptoms

If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, select “No.”

Cough - Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have)

Shortness of Breath / Difficulty Breathing - Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)

Sore throat or difficulty swallowing - Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions they already have)

Runny or stuffy/congested nose - not related to asthma or other known causes or conditions they already have

Decrease or loss of taste or smell – (Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have)

Headache - Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions they already have)

Nausea, vomiting and/or diarrhea – (Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have)

Extreme tiredness or muscle aches - Unusual, fatigue, lack of energy, poor feeding in infants (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions they already have)

Sault Community Theatre Centre will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

PHYSICAL DISTANCING

Person(s) responsible for ensuring physical distancing:

NAME OF PERSON	RESPONSIBLE FOR
Front of House Manager	Front of House Staff and Volunteers
Box Office Manager	Box Office Staff
Marketing & Program Coordinator	Promoters, Contractors and Talent
Technical Director	Technical Staff

Sault Community Theatre Centre must not permit patrons to line up inside unless they:

- maintain a physical distance of at least two metres from others
- wear a mask or face covering (with some exceptions)

Sault Community Theatre Centre must not permit patrons to line up or congregate outside unless they maintain a 2 metre physical distance between patrons

Sault Community Theatre Centre will enforce social distancing before and during the performances. Space indicator signage to be posted. 2 metre distance will be posted in highly visible locations.

Performers must maintain a physical distance of at least two metres or be separated from any patrons or spectators by plexiglass or some other impermeable barrier.

Performers are requested to practice social distancing on stage to the best of their ability.

Performers and touring groups will not be permitted to interact with the audience before or after a performance.

All patrons should limit the number of areas in the facility that they interact with.

Sault Community Theatre Centre may open doors earlier than usual to let people go directly to their seat instead of waiting in a lineup. They may stay inside as long as they remain seated in their designated chair.



Auditorium

Social Distance Seating Procedures

- Ticketing software will social distance groups from each other as per current public health guidelines
- Food and Beverage service will only be available at some events through advance purchase when purchasing event tickets. Patrons with prepaid food receipts will stop at the food and beverage service booth on the way into the auditorium to pick up their food and beverages and then immediately proceed to the auditorium for admission. Food and Beverage **can only be consumed in your designated seat**. Masks must be worn at all times, except during the consumption of food or beverage.

- Doors will be propped open during admittance so patrons attendees do not have to handle door knobs when entering and exiting building.
- Seating arrangements will be set up so that some distance is maintained between groups as may be required.
- A sign will be posted at the Box Office visible to the public:
 - Indicating the social distancing procedures and may include a sample map
- No general admission events will be offered.
- After the event, patrons will be directed to exit through an appropriate exit door. A team member will direct staggered egress from the stage, row by row, one section at a time.
- Employees or Volunteers will be positioned at the ends of aisles and sections to assist with the directed release.
- There shall be no congregating in the lobby at any time. The Lobby area will be used for entrance and egress only.
- If an event has an intermission all patrons must remain in their seats during the intermission unless they are going to and from the washrooms. Social distancing will be required while lining up at the washrooms. Ushers and Event Security ensure Patrons do not congregate in the theatre lobby.

Box Office

- The box office will be open to the public on a more limited schedule.
- The day of show Box Office will only sell best available. This will allow for minimized patron and staff interaction.
- On-line, pre-ordering will be encouraged in all patron communications.
- Anonymous purchases will not be permitted.

New Standard Operating Procedures Across All Back of House Areas:

- Everyone entering the backstage area must pass a health screening questionnaire prior to admission
- Before entering the Back of House area all theatre employees must put on a mask and sanitize their hands.
- Theatre employees and volunteers will minimize their passage between stage and other areas of the facility.
- Employees and volunteers will be required to be wearing masks unless stationed in an isolated location.
- Entrance to the facility for working employees and volunteers will be through lobby doors performers will enter through "Talent" doors.
- Employees will be minimized to prevent exposure

Stage Procedures:

- Theatre employees and volunteers will wear masks when actively working on stage.

Dressing / Green Room Procedures (Hospitality):

- Hospitality offerings will be assessed based on artist and contractual needs. If there are conflicts between requests and government orders they will be addressed in advance to ensure compliance with orders.
- Only necessary employees and volunteers will be allowed into the dressing room and green room wing of the facility.
- Dressing rooms and Green Room will be sanitized before and after use

MASKS OR FACE COVERINGS

Person(s) responsible for acquiring the proper type of mask for employees and those responsible for ensuring masks or face coverings are being used:

NAME OF PERSON	RESPONSIBLE FOR
Front of House Manager	Front of House Staff and Volunteers
Box Office Manager	Box Office Staff
Marketing & Program Coordinator	Promoters, Contractors and Talent
Technical Director	Technical Staff

Management of Sault Community Theatre Centre shall ensure that the proper type of masks and PPE are purchased and worn by employees, volunteers, talent.

As source control: Employees and visitors wear the mask to protect those around them. The mask is controlling the hazard at its source – the wearer

All employees of the theatre, interacting with patrons and talent, must wear masks:

- indoors at all times
- outdoors where physical distance cannot be maintained

Sault Community Theatre Centre mask requirements will be met by following the guidelines at:

<https://www.ontario.ca/page/using-masks-workplace>

Sault Community Theatre Centre shall ensure that any person in the indoor area of the premises of the theatre wears a mask or face covering in a manner that covers their mouth, nose and chin during any period when they are in the indoor area unless exemption applies to the person in the indoor area.

Mask or face coverings are required indoors and outdoors at each performance, with limited exceptions

Sault Community Theatre Centre requires masks be worn by patrons, employees, volunteers and talent (unless performing or rehearsing). The following exemptions for wearing a mask may apply to Sault Community Theatre Centre activities:

- talent performing or rehearsing in a film or television production or in a concert, artistic event, theatrical performance or other performance
- has a medical condition that inhibits their ability to wear a mask or face covering
- is unable to put on or remove their mask or face covering without the assistance of another person
- needs to temporarily remove their mask or face covering while in the indoor area
- to receive services that require the removal of their mask or face covering
- to consume food or drink
- as may be necessary for the purposes of health and safety
- is being accommodated in accordance with the Accessibility for Ontarians with Disabilities Act, 2005

CLEANING AND DISINFECTING OF SURFACES AND OBJECTS

Person(s) responsible for preventing and controlling crowding:

NAME OF PERSON	RESPONSIBLE FOR
Front of House Manager	Front of House Staff and Volunteers
Box Office Manager	Box Office Staff
Marketing & Program Coordinator	Promoters, Contractors and Talent
Technical Director	Technical Staff

Sault Community Theatre Centre must ensure that the auditorium and galleries, equipment, washrooms, lobby, dressing rooms, are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition. A volunteer or employee will be designated at each show to ensure sanitization is completed as required.

One staff member will be responsible for ensuring that cleaning guidelines are completed and enforced.

- High Contact Surfaces
 - Sprayed with disinfectant and wiped every 3-4 hours.
 - Areas of note: door handles; light switches; banisters/hand rails.
- Solid Waste:
 - Solid waste will be removed at the end of each production day by backstage crew.
 - Solid waste containing items used to disinfect after potential contact with Coronavirus will be disposed of immediately.
- Auditorium cleaning with ionizer after each production.

In addition to routine facility cleaning protocols provided by the Algoma District School Board, we will increase the frequency of sanitizing commonly touched surfaces. Items to be sanitized include but are not limited to: door handles, trash receptacle touchpoints, control equipment, phones, computers, office equipment, handrails, tables, auditorium seats, benches, toilets, sink faucets and toilet handles, soap dispenser push plates, refrigerator handles, towel dispenser handles, cleaning tools, counter tops, door knobs, light switches, sinks, queue rails, ATM machines, etc. Non-essential furniture and items will be removed from areas.

Hand sanitizing stations will be set up throughout the facility.

Sault Community Theatre Centre will sanitize areas with approved disinfectant.

Education and training for employees on proper hand washing technique.

Signs on proper hand washing technique will be posted in all washrooms.

Restrooms

Restroom attendants will be scheduled to disinfect public restroom touchable surfaces after the show begins and after intermission.

Restroom attendants will sign a cleaning log and note the time of the last restroom sanitation check. The log will be posted in plain view of patrons to communicate that frequent checks are happening throughout the duration of the event.

Box Office Sanitation

The Box Office will have an adequate COVID supply with facial tissues, hand sanitizer, disposable gloves, face masks, face shields, cleaner and paper towels or sanitation wipes. In order to help prevent the spread of COVID-19, team members will:

- Wash their hands or use hand sanitizer before starting their shift and after breaks.
- Commit to being seen cleaning and sanitizing while patrons are in the theatre to help build patron confidence.
- Offer masks to any patron buying a ticket who is not wearing a mask at no cost.
- Wipe down all touchable surfaces in the box office and in the ticket vestibules at the beginning and at the end of shift.
- Wipe down all touchable surfaces throughout the shift as time allows.
- Wipe down credit card readers frequently during their shift.
- Sanitize and sneeze guards after each shift.
- Fill out an end of day health log which states any incidents which arose due to COVID-19.
- Notify the Box Office Manager if there were any incidents.
- Observe social distancing when more than one team member is using the box office.

Loading / Unloading Procedures:

- Employees acting as “loaders” will be required to sanitize regularly including when they enter and exit the dock area. These employees will have the option of wearing gloves that may only be used when loading/unloading.

Stage Procedures:

- Employees will disinfect tools provided by theatre after use and volunteers will be encouraged to bring their own whenever possible or necessary.
- Console operators and system engineers will be responsible for disinfecting control surface before and after use.

Dressing / Green Room Procedures:

- Dressing rooms and Green Room will be sanitized before and after use

Lobby

- All doors will be propped open so handles don't need to be touched
- All frequently touched items / furniture will be sanitized before productions, after intermissions and after production.
- Garbage left on tables by patrons will be removed by designated persons wearing PPE.

PERSONAL PROTECTIVE EQUIPMENT

Employees will wear appropriate personal protective equipment (PPE) that protects their eyes, nose and mouth, if in the course of providing services they are:

- required to come within 2 metres of another person who is not wearing a mask or face covering when in an indoor area
- not separated by plexiglass or some other impermeable barrier

A surgical or procedure mask (or equal or greater protection) must be worn as PPE. As personal protective equipment (PPE): employees wear the mask along with a face shield if 2 metres of another person cannot be maintained. Face shields protect their eyes. Sault Community Theatre Centre will make available face masks for people who do not have one.

Sault Community Theatre Centre will:

- train employees and volunteers on the care, use and limitations of any PPE that they use
- maintain the supply of PPE and make sure it is readily available to employees and volunteers when they need it

PREVENTING AND CONTROLLING CROWDING

Person(s) responsible for preventing and controlling crowding includes:

NAME OF PERSON	RESPONSIBLE FOR
Front of House Manager	Front of House
Box Office Manager	Box Office
Marketing & Program Coordinator	Promoters, Contractors and Talent
Technical Director	Technical Areas

Sault Community Theatre Centre falls under Performing arts requirements which includes the maximum capacity of 50% of the usual seating capacity.

Reservations are required for seated events.

Sault Community Theatre Centre must post a sign in a conspicuous location visible to the public that states the capacity limits under which the establishment is permitted to operate. The maximum capacity will be posted on all doors.

Patrons will be asked, to the best of their ability, practice social distancing in the lobby and restrooms by remaining 2 metre from other patrons Lobby before the show or during intermissions.

Signs for 2 metre spacing will be posted in lobby. Sault Community Theatre Centre will limit the number of people allowed in the lobby at one time. Maximum number of people allowed in lobby at any one time will be necessary staff and volunteers. Patrons will only be allowed in the lobby for the purpose of going to and from the auditorium and will be required to maintain a 2 metre space between each person while moving through the space

All patrons are required to wear a mask in the common areas, when moving through the theater and for the duration of the performance.

The lobby will open 30 minutes prior to show time.

Upon the conclusion of the performance, we will ask everyone to remain seated to be “dismissed” by row.

POTENTIAL CASE OR SUSPECTED EXPOSURE TO, COVID-19

Any employees and volunteers exhibiting or complaining of any of the symptoms listed on the following page, “Health Screening Questionnaire”, should be sent home immediately. All surfaces exposed to the individual should be immediately disinfected.

Isolation Procedures:

Sault Community Theatre Centre has allocated space set up for a designated safe isolation area in the workplace for potential cases of illness and the following procedures showing what to do if someone gets sick at work, including key contact numbers.

Procedures if someone gets sick at work:

1. Immediately separate an individual who is showing COVID-19 symptoms.
2. Care for sick individual following CDC guidance for caring for yourself or others who are sick. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
3. If necessary, transport sick individual(s) to a healthcare facility, (by ambulance) depending on how severe their symptoms are. Call for an ambulance, and alert them that the person may have COVID-19.
4. Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them

5. Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self monitor for symptoms, and follow public health guidance if symptoms develop.

Procedures if someone calls in to report illness:

1. If an employee or volunteer presents with, or calls complaining of, any of the symptoms listed on the “Health Screening Questionnaire”, thank the individual and immediately contact their immediate supervisor. This call should be kept to the specific facts of the potential virus symptoms and should not be shared with other employees.
2. The person should be self-quarantined until such time as they receive their results. If they are having serious symptoms they should call their doctor.
3. If an employee or volunteer has come in close contact with someone who has tested positive for COVID-19, that individual may need to self-quarantine for 14 days and it is highly recommended that they be tested as well.
4. The person’s test results must remain confidential and should only be shared with their immediate supervisor.
5. An Algoma Public Health (APH) nurse will alert those who were a high-risk close contact with the individual as needed. If required APH will reach out to the supervisor for further information.
6. The Immediate Supervisor will confirm the individual’s eligibility for return upon receipt of test results.
7. If an employee or volunteer does not elect to be tested, the individual may be instructed to self-quarantine before being eligible to return to work.
8. If any tested person has a confirmed positive test result, the the immediate supervisor will inform other team members of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by legislation.
9. Sault Community Theatre Centre follows the public health recommendations for community-related exposure and may instruct potentially exposed employees and volunteers to stay home for 14 days and self-monitor for symptoms.

Designated Safe Isolation Area

Theatre Black Box, if this room is not available the Technical Director is responsible for designating a temporary alternate location and communicating the whereabouts of the alternate room to all management and staff immediately.

Contact information for your local public health unit:

Sault Ste. Marie
294 Willow Atheatre, P6B 0A9
tel: **(705) 942-4646**
TF: **866-892-0172**
fax: (705)759-1534

If you are experiencing symptoms of the COVID-19 contact:

Telehealth Ontario: **1-866-797-0000** or
Algoma Public Health: **705-759-5404** or **1-866-892-0172 ext. 5404**
Hours of operation - Monday - Sunday, 8:30 am - 4:30 pm

Do not call 911 unless it is an emergency

Ontario Government

Stop the Spread Business Information Line:
1-888-444-3659

Gathering workplace contact information for public health contact tracing will be accomplished by: Area Managers

MANAGING NEW RISKS CAUSED BY CHANGES

Lessons Learned After An Event:

- Management team will meet with executive to discuss and note lessons learned.
- Determine ways to improve planning and implementation processes.
- Update plans regularly according to the province and local guidelines and orders.
- Designate person(s) to respond to concerns
- Establish weekly check-ins with workers about how they are coping.
- Introduce and communicate new risk controls as required

PLAN REVIEW

Sault Community Theatre Centre Management team will review the plan weekly or if a case is identified in between regular meetings a meeting will be held to review situation.

The Management team will meet with management on a weekly basis who will communicate the information to employees and volunteers at staff meetings.

New information will be posted on information bulletin board

Staff meetings will be held to get input from employees.

A patrons' questionnaire will be developed and posted on our website for their feedback and improvement ideas.

**MAXIMUM CAPACITY
OF
50% OR 1,000 PEOPLE
(WHICHEVER IS LESS)
IS MAINTAINED AT
THESE PREMISES**

AUDITORIUM

Maximum 263 people

GALLERIES

Maximum 93 people in each

APPENDIX 1

Office of the Chief Medical Officer of Health

COVID-19 Screening Tool for Businesses and Organizations (Screening Workers)

Version 8 – July 16, 2021

This screening tool provides advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health in accordance with [O. Reg. 364/20: Rules for Areas in Step 3](#) made under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) (ROA).

The person responsible for a business or organization that is permitted to be open must ensure that **workers, whether or not they have been vaccinated, are actively screened** for COVID-19 before they go to work or start their shift each day.

This screening tool is not to be used as a clinical assessment tool or intended to take the place of medical advice, diagnosis, treatment or legal advice. In the event of any conflict between this document and any applicable legislation, or orders or directives issued by the Minister of Health or the Chief Medical Officer of Health, the legislation, order or directive prevails.

The questions in this tool have been defined by the Ministry of Health. These questions can be adapted to meet the communication needs of people with learning, developmental or cognitive disabilities.

This screening tool is **not applicable** to some health care settings (for example, [long-term care homes](#)), and some non-health care workplaces (for example, [retirement homes](#), other congregate living settings, [schools and child care](#)) where existing screening requirements and tools are already in place.

Screening is not required for emergency services or other first responders entering a workplace for emergency purposes.

Active screening must take place before the worker enters the premises of the business or organization. This screening tool can be completed either [online](#) before going to work or on-site before starting the shift or workday. Screening should occur before or immediately upon arrival at the workplace at the beginning of the worker's shift or workday to minimize interactions with others. The employer must ensure that screening occurs, and the result of screening is used to determine whether the worker may enter the workplace.

A worker may only enter the workplace if they have passed the screening. Any worker who enters the workplace must continue to follow all public health and workplace control measures, including masking, maintaining physical distance and hand hygiene.

Anyone who does not pass screening must not enter the workplace and be advised that they should self-isolate, ideally at home, and call their health care provider or Telehealth Ontario ([1-866-797-0000](tel:1-866-797-0000)) to get advice or an assessment, including if they need a COVID-19 test.

Required Screening Questions

1. Are you currently experiencing one or more of the symptoms below that are new or worsening? Symptoms should not be chronic or related to other known causes or conditions.

For individuals who are 18 years of age and older:

<p>Do you have one or more of the following symptoms?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Fever and/or chills</p>	<p>Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher</p>
<p>Cough or barking cough (croup)</p>	<p>Not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have</p>
<p>Shortness of breath</p>	<p>Not related to asthma or other known causes or conditions you already have</p>
<p>Sore throat</p>	<p>Not related to seasonal allergies, acid reflux, or other known causes or conditions you already have</p>
<p>Difficulty swallowing</p>	<p>Painful swallowing not related to other known causes or conditions you already have</p>
<p>Decrease or loss of smell or taste</p>	<p>Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have</p>
<p>Pink eye</p>	<p>Conjunctivitis (not related to reoccurring styes or other known causes or conditions you already have)</p>

<p>Runny or stuffy/congested nose</p>	<p>Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have</p>
<p>Headache</p>	<p>Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)</p> <p><i>If you received a COVID-19 vaccination in the last 48 hours and are experiencing a mild headache that only began after vaccination, select "No."</i></p>
<p>Digestive issues like nausea/vomiting, diarrhea, stomach pain</p>	<p>Not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have</p>
<p>Muscle aches/joint pain</p>	<p>Unusual, long-lasting (not related to a sudden injury, fibromyalgia, or other known causes or conditions you already have)</p> <p><i>If you received a COVID-19 vaccination in the last 48 hours and are experiencing mild muscle aches/joint pain that only began after vaccination, select "No."</i></p>
<p>Fatigue</p>	<p>Unusual tiredness, lack of energy (not related to depression, insomnia, thyroid dysfunction, or other known causes or conditions you already have)</p> <p><i>If you received a COVID-19 vaccination in the last 48 hours and are experiencing mild fatigue that only began after vaccination, select "No."</i></p>
<p>Falling down often</p>	<p>For older people</p>

For individuals who are under 18 years of age:

<p>Do you have one or more of the following symptoms?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Fever and/or chills</p>	<p>Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher</p>
<p>Cough or barking cough (croup)</p>	<p>Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions you already have)</p>
<p>Shortness of breath</p>	<p>Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)</p>
<p>Decrease or loss of smell or taste</p>	<p>Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have</p>
<p>Sore throat or difficulty swallowing</p>	<p>Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions you already have)</p>
<p>Runny or stuffy/congested nose</p>	<p>Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have</p>

<p>Headache</p>	<p>Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions you already have)</p> <p><i>If you received a COVID-19 vaccination in the last 48 hours and are experiencing a mild headache that only began after vaccination, select "No."</i></p>
<p>Nausea, vomiting and/or diarrhea</p>	<p>Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions you already have</p>
<p>Extreme tiredness or muscle aches</p>	<p>Unusual fatigue, lack of energy (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions you already have)</p> <p><i>If you received a COVID-19 vaccination in the last 48 hours and are experiencing mild muscle aches/joint pain that only began after vaccination, select "No."</i></p> <p><i>If you received a COVID-19 vaccination in the last 48 hours and are experiencing mild fatigue that only began after vaccination, select "No."</i></p>

2. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

This can be because of an outbreak or contact tracing.

Yes No

3. In the last 10 days, have you tested positive on a rapid antigen test or a homebased self-testing kit?

If you have since tested negative on a lab-based PCR test, select "No."

Yes No

4. In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID-19?

If public health has advised you that you do not need to self-isolate (e.g., you are fully vaccinated* or another reason), select “No.”

Yes No

* Fully vaccinated is defined as an individual ≥ 14 days after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series.

5. In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?

If you are fully vaccinated or have already gone for a test and got a negative result, select "No."

Yes No

6. In the last 14 days, have you travelled outside of Canada AND been advised to quarantine per the federal quarantine requirements?

Yes No

7. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms? If you are fully vaccinated, select “No.”

Yes No

If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination, select “No.”

Results of Screening Questions:

- If the worker answered **NO to all questions from 1 through 7**, they can enter the workplace. In the workplace, the worker must continue to follow all public health and workplace control measures, including masking, maintaining physical distance and hand hygiene. ○ In addition to following all the workplace’s regular control measures, if the worker has

received a COVID-19 vaccination in the last 48 hours and has mild headache, fatigue, muscle ache and/or joint pain that only began after immunization, and no other symptoms, the worker must wear a surgical/procedure mask for their entire shift at work even if not otherwise required to do so. Their mask may only be removed to consume food or drink and must remain at least two metres away from others when their mask has been removed. If the symptoms worsen, continue past 48 hours, or if they develop other symptoms, they should leave work immediately to self-isolate and seek COVID-19 testing.

- If the worker answered **YES to any questions from 1 through 7**, they must not enter the workplace (including any outdoor or partially outdoor workplace). They should inform their employer of this result and go or stay home to self-isolate immediately and contact their health care provider or Telehealth Ontario ([1-866-797-0000](tel:1-866-797-0000)) to get advice or an assessment, including if they need a COVID-19 test.
- If the worker answered **YES to question 7**, they must be advised to stay home, along with the rest of the household, until the sick individual gets a negative COVID-19 test result, is cleared by their local public health unit, or is diagnosed with another illness.
- If any of the answers to these screening questions change during the day, the worker should inform their employer of the change and go home to self-isolate immediately and contact their health care provider or Telehealth Ontario ([1-866-797-0000](tel:1-866-797-0000)) to get advice or an assessment, including if they need a COVID-19 test.
- Businesses and organizations must maintain a record of the date/time that workers were in the workplace and their contact information. This information may be requested by [public health](#) for contact tracing. These records should be maintained for a period of at least a month.
- Any record created as part of worker screening may only be disclosed as required by law.

Note:

- For those workers whose work responsibilities involve traveling to multiple locations as part of their work day or shift (e.g., delivery truck drivers, take-out, grocery, prescription delivery staff, etc.), it is the responsibility of the worker's employer to conduct the screening and not that of the receiving business organization or individual. However, such screening may not exempt a worker from being screened by another organization/workplace if the worker is seeking entry into different types of premises (e.g., food deliveries to a long-term care home, and to other places or households).

Resources:

- [COVID-19 \(coronavirus\) in Ontario](#) webpage (find a testing location, check your results, how to stop the spread of the virus).
- Ministry of Labour, Training and Skills Development's [Resources to prevent COVID-19 in the workplace](#).
- [Screening for COVID-19: guidance for employers](#) webpage.
- [COVID-19 vaccines and workplace health and safety](#) webpage.

APPENDIX 2

COVID-19 Patron Screening Poster

All patrons must self-screen before entering this location.

1. Do you have any of the following new or worsening symptoms or signs?



Fever
or chills



Cough



Trouble
breathing



Decrease or
loss of taste
or smell



Nausea,
vomiting or
diarrhea
(age <18 only)



Very tired,
sore muscles
or joints*
(age <18 only)

If you have an existing health condition that gives you the symptoms, select “No,” unless the symptom is new, different or getting worse.

*If mild tiredness, sore muscles or joints occur within 48 hours after getting a COVID-19 vaccine, select “No” and continue to follow all public health measures. If symptoms last longer than 48 hours or worsen, select “Yes”.

2. Has a doctor, health care provider, public health unit, or Canadian Border Services Agency told you that you should currently be isolating (staying at home)?

This can be because of an outbreak, contact tracing, or travel outside of Canada in the last 14 days.

3. Do you live with someone who has been told by a doctor, health care provider, or public health unit that they should currently be isolating?

If you are **fully vaccinated**** or have tested positive for COVID-19 in the last 90 days and since been cleared, select “No.”

If “**YES**” to any
questions
above:



Do not enter
this location



Follow Algoma
Public Health advice



**Full vaccinated means 14 days or more after a second dose of a COVID-19 vaccine series, or as defined by the Ontario ministry of Health.

