



Mary Winspear Centre  
Conferences, Special Events and Live Theatre

## MARY WINSPEAR CENTRE

### COVID-19 SAFETY PLAN

The Mary Winspear Centre responded to the direction of Dr. Bonnie Henry and health officials to first close our facilities on March 08, 2020. Working in coordination with the BC Restart Plan and Work Safe BC, the Mary Winspear Centre partially re-opened on May 19, 2020 to the public with access to the Box Office and small washrooms while continuing to allow limited user groups admittance on the sole basis that COVID-19 precautions and protocols would be adhered to by any and all who entered the premises. In July 2020, the Mary Winspear Centre opened its doors to concert goers for its first set of four 50 person concerts. The health, safety, and wellbeing of our community, patrons, artists, volunteers, and staff is of the utmost importance to us therefore, we have implemented new procedures and protocols designed to protect and promote everyone's health and safety.

This safety plan is a living document and subject to change at any time, without notice. Patrons, clients, volunteers, and staff are expected to review COVID-19 Plans before entering the Mary Winspear Centre.

## **Measures to reduce transmission incorporated include:**

- **Staff, Patrons and Clients are expected to self-assess their health based on the following criteria and if one or more are met, you are not permitted to enter the Mary Winspear Centre;**
  - You are exhibiting any of the following symptoms: general feeling of unwell, fever, cough, sore throat, upset stomach, fatigue, body aches, diarrhea, sneezing or runny nose.
  - You have traveled outside of Canada within the last 14 days.
  - You have been advised to self-isolate or are waiting on test results.
  - You have tested positive for COVID-19 within the last 14 days.
- Masks are optional and available upon request.
- Assessed our facility to identify high and low transmission areas.
- Shared items where cross-contamination is possible have been eliminated or where not possible, will be sanitized after each use.
- Hand sanitizer available at every workstation and placed throughout building – required to be used upon entering the building.
- Barrier installed between Administrative staff and the public.
- Identified high traffic areas, cleaned every hour.
- Identified high-contact surfaces (ATM, door handles, light switches, etc.) cleaned every half hour.
- Washroom facilities cleaned every hour.
- Signage in washrooms on hand washing and throughout building on sanitization.
- Garbage can at the “out” for disposal of gloves, masks, etc.
- Mary Winspear Centre COVID-19 Safety Plan posted on our website.
- Mary Winspear Centre to communicate to Staff, Patrons, and Client’s the Mary Winspear Centre COVID Safety Plan including Provincial Health Order(s) mandates on proof of vaccination.

## **Administrative Staff and Offices:**

- Administrative staff will read and follow building health and safety protocols.
- Masks are optional and available upon request.
- Only Administrative staff will be permitted in the Offices unless given authorization and social distancing can be met.
- Meetings with clients must be made by prior arrangement.
- Ensure clients adhere to the Mary Winspear Centre COVID-19 Safety Plan.
- Barrier installed at Reception desk to separate Administrative staff from the public.
- Communal doors will remain open throughout the work day to reduce contact with door handle and to increase ventilation.
- Shared office equipment will be disinfected after each use by the Administrative staff using it (paper cutter, photocopier, stapler, etc.)
- All office spaces will be incorporated into the daily cleaning schedules.
- Hand sanitizer available at each work station.
- Hand washing encouraged.
- No shared food.

## **Facilities Staff:**

- Facilities staff will read and follow building health and safety protocols.
- Masks are optional and available upon request.
- Clean high traffic areas and high-contact surfaces every half hour.
- Clean washrooms every hour.
- Maintain an inventory of PPE for staff, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting.
- Provide adequate instructions to Facility staff on the hazards associated with cleaning work areas and on safe work procedures.

- Read Mary Winspear Centre COVID-19 Safety Plan and Cleaning and Sanitization Plan – implement.
- Communal doors will remain open throughout the work day to reduce contact with door handle and to increase ventilation.
- Shared equipment will be disinfected after each use by the Facilities staff using it (floor cleaner, disinfectant bottles, brooms, mops, etc.)
- All office spaces will be incorporated into the daily cleaning schedules.
- Hand sanitizer available at each work station.
- Hand washing encouraged.
- No shared food.

### **Volunteers:**

- Volunteers will read and follow building health and safety protocols.
- Masks are optional and available upon request.
- No admittance into the Offices unless authorized.
- Communal doors will remain open throughout the work day to reduce contact with door handle and to increase ventilation.
- Shared equipment will be disinfected after each use by the Volunteer using it (POS machine, iPhone, can opener/bottle opener, fridge, etc.)
- Hand sanitizer available at each work station.
- Hand washing encouraged.
- No shared food.

**By entering these premises you agree to comply with any and all building health and safety protocols. You acknowledge that the risk remains that a COVID-19 outbreak could occur despite our efforts. You're deemed to be aware of these potential risks and you will not hold the Mary Winspear Community Cultural Centre or any of its employees, volunteers, vendors, and clients liable for an outbreak if it were to occur.**

To reduce the risk of the virus spreading, protocols have been implemented to protect our community, patrons, artists, volunteers, and staff against identified risks. These protocols offer different levels of protection:

- **First level protection (elimination):** Regular handwashing/sanitization signage posted, vaccinations required in order to attend events.
- **Second level protection (engineering controls):** Engineering controls are in place including installation of barriers to separate Mary Winspear Centre staff from the public.
- **Third level protection (administrative controls):** Rules and guidelines are in place including cleaning protocols and the implementation of designated in and out doors/walkways within the Mary Winspear Centre.

**It is vital that anyone who believes that they may have become ill within 14 days of visiting our facility report to the Island Health Authority 250-370-8699.**