



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:

- Daily health checks with 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 or someone in your household exhibit any of the following symptoms: general feeling of unwell, fever, cough, sore throat, upset stomach, fatigue, body aches, diarrhea, sneezing or runny nose.
 - You or anyone in your household has traveled outside of Canada within the last 14 days.
 - You or anyone in your household has tested positive for COVID-19 within the last 14 days.
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- Masks worn by everyone in the building at all times – unless Administrative staff are at their desks and/or Facilities staff are in the break room and social distancing can be met.
 - Masks 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.
 - Removed tables and chairs from the Lobby.
 - Closed our water fountain – encouraged the use of personal water bottles.
 - Front entrance is the only access in/out of the building.
 - 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 half hour.
 - Identified high-contact surfaces (ATM, door handles, light switches, etc.) cleaned every half hour.
 - Small washroom (only washroom available to the public) cleaned every hour.
 - Garbage can at the “out” for disposal of gloves, masks, etc.
 - 2 meter markings and in/out aisles marked throughout building.
 - Signage throughout building on maintaining social distancing, hand washing signage in washroom.

- Occupancy limits for all spaces are posted at the entrance to every room in the building.
- Every Client and Event is required to have their own individualized COVID-19 Event Plan (these plans must include social distancing measures, separate entrances/exits, and designated washrooms) – must be approved by Mary Winspear Centre.
- Mary Winspear Centre COVID-19 Plan posted outside our building and on our website.

Administrative Staff and Offices:

- Administrative staff will read and follow building health and safety protocols.
- Daily health checks.
- Encouraged to work from home when appropriate.
- Follow building and room occupancy limits.
- Remain a minimum of 2 meters from each other at all times and be wearing a mask – unless at desk and social distancing can be met.
- 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 have a COVID-19 Event Plan that meets or exceeds Mary Winspear Centre COVID-19 Plans and Protocols.
- Aid clients in the completion of their COVID-19 Event Plans (social distancing measures, designated washroom.)
- 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.
- Communal pathways are one directional to reduce personal interactions.

- 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.
- Masks available upon request.
- No shared food.

Facilities Staff:

- Facilities staff will read and follow building health and safety protocols.
- Daily health checks.
- Follow building and room occupancy limits.
- Remain a minimum of 2 meters from each other at all times and be wearing a mask – unless in the break room and social distancing can be met.
- Clean high traffic areas and high-contact surfaces every half hour.
- Clean washrooms every hour.
- Wear a mask at all times while cleaning/sanitizing the building.
- 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 the safe work procedures.
- Read Exclusive Concert Series Protocols – implement when appropriate.
- Read Client, Mary Winspear Centre COVID-19 Event Plans 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.
- Communal pathways are one directional to reduce personal interactions.

- 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.
- Masks available upon request.
- No shared food.

Volunteers:

- Volunteers will read and follow building health and safety protocols.
- Health checks when scheduled to be on the premises.
- Follow building and room occupancy limits.
- Remain a minimum of 2 meters from each other at all times and be wearing a mask.
- 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.
- Communal pathways are one directional to reduce personal interactions.
- 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.
- Masks available upon request.
- No shared food.

Here are the basics of how to wear a mask:

- Clean your hands before you put your mask on, as well as after you take it off.

- Ensure it covers your nose, mouth, and chin.

Here are some specifics on what type of mask to wear and when, depending on where you go and who you are:

- Wear a fabric mask unless you are in a particular risk group.
- Wear a medical/surgical mask if you;
 - Are over 60.
 - Have an underlying condition.
 - Are feeling unwell.
 - Looking after someone who is unwell.

Here are the basics of how to wash your hands:

Follow these five steps every time:

- Wet your hands with warm/cold running water.
- Apply soap, lather by rubbing your hands together – ensuring you get the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds, Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands with warm/cold running water.
- Dry your hands using clean paper towel (or air dry) shut tap off using paper towel.

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):** Policies and procedures are in place to limit the number of people present at the Mary Winspear Centre at any one time. Protocols are in place to keep staff at least 2 meters (6 feet) from co-workers, patrons, and others.
- **Second level protection (engineering controls):** Engineering controls are in place for when physical distancing is not possible. This includes 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.
- **Fourth level protection (PPE):** The Mary Winspear Centre requires all who enter the premises to be wearing a mask at all times unless Administrative staff are at their desks/Facilities staff are in the break room and social distancing can be met.

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.