

Bell Performing Arts Centre Communicable Disease Plan

Fall 2021

Updated September 17, 2021



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Staffing & General Information

Due to the change in public health orders, the Bell Performing Arts Centre (BPAC) will begin operation again as of Sep 7, 2021. All full time staff will be recalled and rentals will proceed according to any current public health orders. Operations at our offices and workspaces will look different than they did in the past as they will be guided by new protocols from public health, Worksafe BC and the BCCDC.

Public health is no longer advising offices to limit worker numbers on site, and we look forward to coming back and working together at the theatre.

Communicable diseases are illnesses caused by an infectious agent or its toxins that occur through direct or indirect transmission from an infected individual. We are most concerned about those that circulate in the community from time to time because of our interaction with each other, and the public. Some examples of communicable diseases are COVID-19, norovirus, and influenza.

Modified Operations at the Bell Performing Arts Centre

Environmental and administrative measures to control exposure

Access

Entrance doors will now be open and unlocked from 730 am – 400 pm each business day.

Staff may enter and exit the building through any of the building's exterior doors.

As much as possible, all visits to the facility by external clients and suppliers should be scheduled. Any visitors to the site, outside of rental periods, must complete a Daily Health Check that can be found in the theatre office. All completed health checks should be submitted to the Manager where they will be retained for 45 days.

If you are moving through the building to meet other staff or visitors, please continue to respect people's space.

You will continue to see directional markings on the floor in an effort to minimize cross over of people and manage traffic flow. Please come in and out of the doors as indicated and continue to follow arrows and directions throughout the building.

Equipment

Any equipment or furniture taken home during the pandemic to assist with working from home should now be returned to the facility. Staff wishing and able to work from home will have to provide their own safe and appropriate furniture. Managers/Supervisors can arrange for a laptop to be purchased where that is feasible within current budgets.



Masks

COMMON AREAS: All visitors and staff, are required to wear a mask in common areas: hallways, stairwells, elevators, lobbies, waiting areas near elevators, and washrooms.

WORKSTATION AREAS – Where staff or visitors are not double vaccinated, we are asking you to please wear a mask in workstation areas. For all others, masks are a personal choice.

THEATRE AND TECHNICAL AREAS – During day to day, non-rental use the theatre and all technical access areas are not considered public or common areas and therefore masking is not required. Masks are required for client venue tours of the theatre.

Masks are not required when you are eating or drinking.

We are not asking for proof of vaccination. For visitors, please simply share our guideline and allow people to follow as appropriate.

If, for any reason, you do not have access to a mask, please contact Steven Goodman at goodman_s@surreyschools.ca

Health Checks

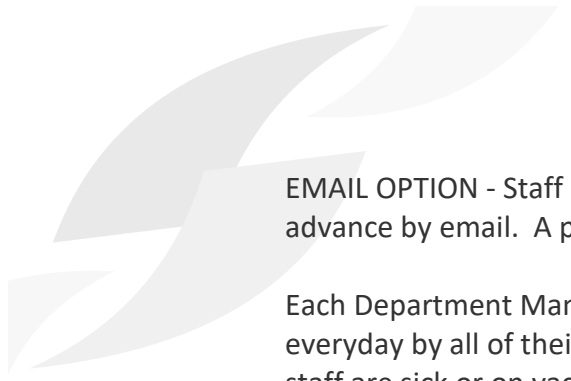
All BPAC and all SD36 staff (including spareboard) are required to complete a daily Health Check on **every business day** whether they are scheduled to work at a district site or if they are scheduled to work at home. All non-SD36 visitors to the facility must also complete a Health Check on any day that they visit a district site. The Health Check can be completed in one of two ways.

ONLINE OPTION - The Health Check will be emailed to each staff person every business day. This email will come from forms@surreyschools.ca (often this will show as “Surrey School Forms” as the sender). Click on the Health Check link.

Where an SD36 staff person from another location visits BPAC, the health check they have completed at their home site will apply and they do not need to complete a second Health Check upon arrival at BPAC.

Department Managers/Directors will receive an email summary of all online Health Checks completed by their staff at 8am, 9am and 10am each day.

HARD COPY OPTION – Hard copy versions of the HEALTH CHECK will be available at the box office and theatre office and can be completed by staff when the online version is not possible and by non-SD36 visitors and guests. Completed forms should be left with the Manager in the theatre office.



EMAIL OPTION - Staff hosting a non-SD36 visitor may send them the Health Check in advance by email. A pdf version will be emailed out to staff.

Each Department Manager is responsible to ensure Health Checks are completed everyday by all of their staff (including spareboard and temporary staff) and visitors. If staff are sick or on vacation, Health Checks do not need to be completed – Managers/Directors must track which staff are working and require Health Checks.

Respondents answering “yes” to any of the check questions, must not enter or attend the facility or any district site and staff should report their absence to their Manager/Director.

Hard copy Health Checks must be retained by each department for 45 days.

Visitors

Please continue to limit the number of visitors attending BPAC where possible. Virtual meetings are encouraged as a way to gather and meet. When a guest is visiting, staff should take the following steps:

- Where visitors (SD36 staff from other sites AND non SD36 staff) are attending meetings at BPAC, they should be met by the meeting organizers at the entrance to the building. BPAC visitors need not check in at Sullivan Heights Secondary reception but do need to check in with the meeting organizer.
- Non-SD36 visitors must complete a Health Check – where the visitor is expected, the host department will ensure health check completion and retain those for 45 days; where the guest is unexpected the box office coordinator will gather health checks.
- All SD36 staff visitors from other sites should have completed a health check at their home site that covers their attendance at BPAC.
- All visitors must wear masks in common areas: hallways, stairwells, elevators, lobbies, waiting areas for elevators, cafeteria, and washrooms.
- Visitors who are not double vaccinated are asked to keep masks on in meeting rooms, offices, workstation areas and private spaces. For all others, masks are a personal choice. We are not asking for proof of vaccination. Please simply share our guideline and allow people to follow as appropriate.
- Provide a summary of building protocols to all visitors before entering the building,
- Ensure all visitors respect personal space and spread out as much as possible

Doorways

Doors into department work areas should no longer be propped open for security and fire safety purposes. Washroom doors will also no longer be propped open.



Elevator, Stairs and Photocopy rooms

Standard occupancy limits apply to elevators and photocopy rooms – no additional COVID limitations are required.

All stairwells are open for both up and down traffic.

Please wear a mask in all of these spaces above and in washrooms, hallways, cafeteria, and waiting areas near elevators.

Deliveries

Please have envelopes and small packages delivered to Reception/Box Office.

Please have larger packages of any kind sent to the Loading Bay.

Please do not have personal non-district related deliveries (including Amazon or Door Dash/Skip the Dishes) sent to BPAC.

Rentals and Events

Bookings

Public health orders and guidelines will be determined by the content of the event itself. For example, religious gatherings will follow any public health orders pertaining to religious gatherings but not necessarily those pertaining to live performance events.

All bookings will be taken in good faith but if a change in public health order renders a theatre rental unviable, the event will be cancelled or postponed at no cost to the client.

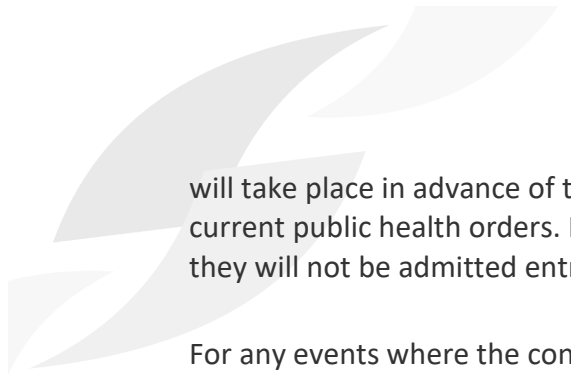
Audience and Patron Information

The BPAC will follow all current public health orders pertaining to events, gatherings and any other pertinent orders. These orders may include capacity limitations, masking and proof of vaccination.

Capacity limitations and seat spacing will be controlled by ticketing whenever possible. This may cause issues as public health orders can change after tickets are purchased but we will never allow a client to seat more audience members than the current health order allows. Seat spacing will be pre-assigned for events with reserved seating. The Front of House Coordinator and ushers will assist audience members with seat spacing for general admission events.

Audience members will be required to follow any current public health order regarding masking. These instructions will be communicated to staff in advance and signage will be posted at the main entrance(s) for every event.

Proof of vaccination will be conducted by contracted Crowd Management professionals and



will take place in advance of ticket taking. All procedures will be followed as outlined in any current public health orders. If a client cannot provide the required proof of vaccination, they will not be admitted entry to the facility for the event.

For any events where the concession is open, hand sanitizer will be made available to patrons on a nearby table.

Technical Theatre Work

BPAC Technical Coordinators will include any pertinent communicable disease information in the pre-shift safety talk with all crew. If any crew member begins to feel symptoms of illness, they will be sent home immediately.

BPAC crew will be instructed to use hand hygiene before and after using any shared equipment including tools and the control consoles.

We will stay current on any change to health orders or industry specific guidelines to ensure we are following best practices. All pertinent information will be shared with clients in advance to assist with strict adherence to the rules in place on the day of the event.

Health and Safety Guidelines

Personal measures to control exposure

General Information and Feeling Sick

As information on COVID-19 illness is evolving, up to date information on symptoms can be found at the [BCCDC](#) and [Canada.ca](#) web sites.

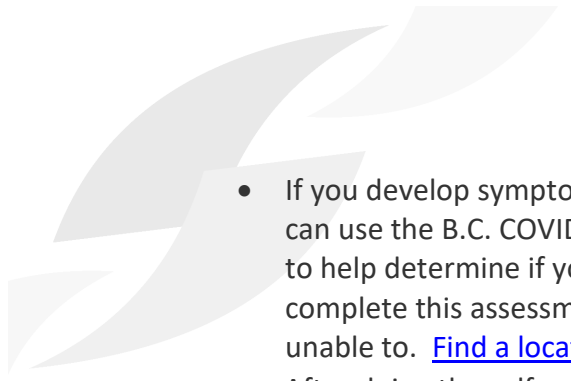
Symptoms currently associated with COVID-19 are similar to many common respiratory illnesses and include: fever, chills, new or worsening cough, shortness of breath or difficulty breathing, headache, fatigue or weakness, body aches, loss of smell or taste and abdominal pain, diarrhea and vomiting.

If any staff or person is feeling ill, or experiencing any of the symptoms above, they are not to enter BPAC. Staff should assess themselves daily to determine if they are experiencing any of these symptoms. If you begin to experience any of these symptoms while on site, please leave the building immediately and notify your manager or supervisor.

Staff must complete a health check each day as above.

Staff are also responsible for ensuring that their guests adhere to these guidelines.

Please follow the BCCDC guidelines around symptoms:

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- If you develop symptoms, you should get tested for COVID-19. If you are unsure, you can use the B.C. COVID-19 Self-Assessment Tool [BC COVID-19 Self-Assessment Tool](#) to help determine if you need further assessment or testing for COVID-19. You can complete this assessment for yourself, or on behalf of someone else, if they are unable to. [Find a location to get tested.](#)
 - After doing the self-assessment tool, if you still have questions, contact your healthcare provider or call 8-1-1 for guidance.
 - Ensure that you isolate immediately upon experiencing symptoms and avoid contact with others. You will need to continue to self-isolate while you wait for your test results. This means staying away from others as much as possible. See this [guide to self isolation if you have symptoms](#) .
 - If the symptoms are severe such as shortness of breath (e.g. struggling to breathe or speak in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.

The provincial health officer and the BCCDC have issued the following additional guidance about when to self-isolate:

- anyone under the direction of the provincial health officer to self-isolate must follow those instructions

Hand hygiene

Washing hands rigorously and regularly with plain soap and water is recommended. The mechanical action of washing hands is effective at removing visible soil as well as microbes. Note: If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses.

Please wash or sanitize your hands when you enter BPAC and before you exit. Staff should also wash or sanitize hands before and after breaks, before and after using photocopiers or touching other high touch surfaces like refrigerators, coffee machines, switches etc., after handling cash or other materials, and before and after handling common tools and equipment.

Please find information on [Hand Hygiene](#) .

High Touch Surfaces & Cleaning

Caretakers will be working in the building throughout the day and evening.

Liquid cleaner can be borrowed from Service Operations by any BPAC staff person who wishes to additionally clean surfaces at their workstation or office. Please do not use your own sanitizers or cleaners. Disinfectant (one type for electronics, and one type for other surfaces) is also available. To use, please spray the product onto a paper towel and then wipe the surface, do not apply the product directly to the surface. See the Manager if you require assistance in accessing these items.



Respiratory etiquette

Please follow respiratory etiquette including covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow, and disposing of used tissues in a plastic-lined waste container, followed by [hand hygiene](#).

Gloves

Health Canada and the BCCDC do not recommend the use of gloves outside of the Health Care setting.

Gloves are available for First Aid Attendants when addressing first aid incidents at BPAC.

Physical distancing

Public health no longer recommends physical distancing of 2 metres as a communicable disease measure. However, staff and visitors should continue to respect personal space and spread out whenever possible.

Health and Safety concerns

If any staff has concerns about their health and safety or the safety of the area around them or anywhere at BPAC, please notify a member of the Health and Safety committee or your Manager.

Food and Water

Staff are advised not to have potlucks or to share food at this time.

Microwaves, coffee makers, kettles, toasters, fridges, shared utensils, shared creamer and sugar and dishes may all be used, however, please disinfect non paper items with the disinfectant provided after each use.

Water fountains and microwaves throughout the building may be used. Please sanitize hands before and after use.

[Safe Work Procedure Disinfection of Shared Equipment.pdf \(surreyschools.ca\)](#)

Taking care of yourself

We want to ensure all Surrey Schools employees have the supports they need to manage both their physical and psychological health. We encourage all staff to access resources available through our Employee and Family Assistance Program (EFAP).

Resources

- **Employee and Family Assistance Program (EFAP)**
 - EFAP offers eligible employees and their family members counselling and help on everyday emotional and practical well-being issues.

- To access:
 - Call 1-888-625-1136 for confidential support 24/7, 365 days a year.
 - Or access the platform through the “LifeWorks” app or online at sd36.lifeworks.com.
 - Enter your SD 36 email address and log in using your district windows password.

For more information what LifeWorks by Morneau Shepell offers, click [here](#) (please note you will need to login to the district website to view this document).

- **BounceBack Today**

- [BounceBack](#) provides a free, evidence based approach to help people overcome low mood and worry. This is self-led learning with the added support of coaching, if desired and by referral.
- The online self-help component is comprised of self-paced learning modules and is supported by materials like e-books, worksheets and videos.
- To start, click on the link above, enter your email address and enter the access code: bbtodaybc. Or call toll free at 1- 866-639-0522.

You are not alone, ask for help if you feel overwhelmed.

HOPE FOR WELLNESS HELP LINE

Call the toll-free Help Line at
1-855-242-3310 or connect to [the online chat](#).

Available to all **Indigenous peoples across Canada** who are seeking immediate crisis intervention.

Experienced and culturally competent Help Line counsellors can help if you want to talk or are distressed.

Telephone and **online** counselling are available in English and French. On request, telephone counselling is also available in Cree, Ojibway and Inuktitut.

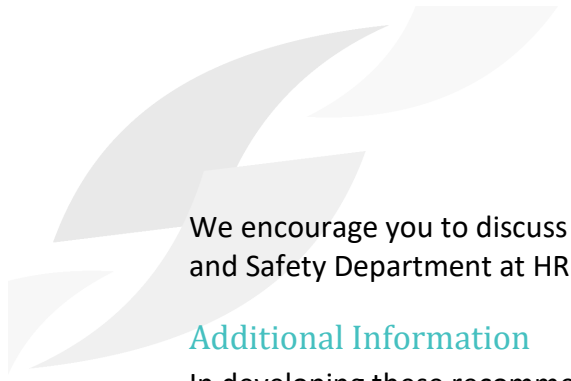
CRISIS SERVICES CANADA

1-833-456-4566

Available to **all Canadians** seeking support. Visit **Crisis Services Canada** for the distress centres and crisis organizations nearest you.

Further information on COVID-19 for all employees, parents and students is available on the home page of the Surreyschools.ca website. As information is regularly being updated and this is a fast moving issue, we recommend you regularly check for updates and new information.

As District Employees, your health matters to us. We hope that this information has provided you the reassurance you need to be confident that we take your safety seriously and have worked to try to implement strict control measures that will be effective at ensuring the workplace will remain safe.



We encourage you to discuss any ongoing concerns with your supervisor or the District's Health and Safety Department at HRES-Safety@surreyschools.ca.

[Additional Information](#)

In developing these recommendations, we have consulted numerous Public Health documents to help inform us as to all necessary controls and best practices to keep our staff safe and healthy. Please see below for more information.

- [Province-wide restrictions - Province of British Columbia \(gov.bc.ca\)](#)
- [Ministry of Education K-12 School Guidelines](#)
- [Worksafe BC COVID 19 and Communicable Disease Info](#)
- [BC's Response to COVID 19](#)
- [BCCDC COVID 19 info](#)