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Soundstreams COVID-19 Back-To-Work Plan

Approved by the board of directors on August 10, 2020

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1. About this plan

This plan is informed by Ontario public health policies and official advice from [Toronto Public Health](#), [artist feedback](#), artist union guidelines and the [Event Safety Alliance's Reopening Guide](#). It incorporates by reference [provincial Emergency Orders](#) and [City of Toronto orders, directives and by-laws](#).

In this plan, "workplace" means SS's head office. The term "contract worker" means a contractor of SS. The term "employee" includes contract workers.

This plan is to be implemented and followed in coordination with supplementary plans and policies established by the administrators of SS' rehearsal rooms and performance venues as applicable. SS shall take reasonable steps to ensure that the administrators of its rehearsal rooms and performance venues have implemented and are complying with policies and procedures which include at minimum substantially the requirements of Sections 5 through 12 (inclusive) of this plan.

This plan does not abrogate SS's obligations under Occupational Health & Safety laws, privacy laws, human rights laws and its contractual and other obligations under employment agreements, policies regarding entitlement to paid leaves and alternative work arrangements and statutory leave entitlements.

A binder (or electronic version) of SS's current policies and this plan shall be kept in the workplace for reference.

This plan may be updated from time to time.

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2. Infection Mitigation Coordinator

At least one SS staff must be assigned as “Infection Mitigation Coordinator” to oversee the implementation of this plan and perform (or supervise the performance of) such duties under this plan in his or her area of concern as considered necessary or appropriate.

The Infection Mitigation Coordinate shall be responsible for reporting under applicable law if he or she has been advised that an employee has tested positive due to exposure at the workplace.¹

This role is currently assigned accordingly:

- For the SS head office (workplace): Zoe Lin - zoel@SS.ca
- For the rehearsal room: Emma Fowler - emmaf@SS.ca
- For the performance venue (Back of House): Emma Fowler - emmaf@SS.ca
- For the performance venue (Front of House): Tim Crouch - tmc@SS.ca

This role may be delegated to another SS staff. This role must not be delegated to contract workers such as Production Managers or Stage Managers for liability/due diligence reasons, as well as scope of work concerns for contract workers.

3. Financial considerations

In the event of cancellation or postponement of a project due to impacts of the COVID-19 pandemic, *force majeure* will be triggered. In the event that a project is delayed or cancelled by reason of *force majeure*, or if an employee is unable to work by reason of *force majeure*, no party shall be responsible for failure to perform its obligations to the other party, and neither party will be liable for any costs, losses, expenses or damages that arise from such *force majeure*, unless otherwise specifically required by law or contract.

Due to increased health risks of public transit during a pandemic, SS will reimburse at a standard rate of parking and mileage for employees that drive their own vehicle to contracted engagements (upon receipt of tabulated expense report).

Employees that are not able to drive are encouraged to carpool if they are not comfortable taking public transit (see carpool recommendations in Section 6).

Prior to execution of contract worker agreements, SS and contract workers will enter a dialogue to better understand transportation needs and arrangements, as part of the negotiation process.

4. Guidelines for project viability

SS' general framework for evaluating the viability of a project with various levels of employee absenteeism is as follows. Exceptions may apply.

¹ For example, see the reporting requirements of the Ministry of Labour, Training and Skills Development and Workplace Safety and Insurance Board (WSIB).

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- If a PRINCIPLE artist becomes sick/must provide care for a sick dependent MORE THAN 14 DAYS before the performance: proceed with caution (monitor closely)
- If a PRINCIPLE artist becomes sick/must provide care for a sick dependent LESS THAN 14 DAYS before the performance: cancellation/postponement
- If a SIDE artist becomes sick/must provide care for a sick dependent MORE THAN 14 DAYS before the performance: proceed with caution AND hire an alternate (monitor closely)
- If a SIDE artist becomes sick/must provide care for a sick dependent LESS THAN 14 DAYS before the performance: proceed with alternate artist (if no contact made with other artists) OR cancellation/postponement (if there has been contact made with other artists)
- If changes to government policy makes rehearsals/performance as scheduled impossible: cancellation/postponement

5. Employee training and orientation

All employees must receive [training](#) on the following:

- Signs and symptoms of COVID-19
- How to minimize risk of contracting COVID-19
- How to properly put on and take off a mask
- What to do if you are sick

All contract workers should receive this plan at the time of contracting, and report to the Infection Mitigation Coordinator in the event that any issues under this plan arise.

6. Attendance policies

Any employee must notify the Infection Mitigation Coordinator and stay home from work if they have symptoms of acute respiratory illness consistent with COVID-19 – such as fever, cough, chills, muscle pain, headache, sore throat, or shortness of breath – that is not explained by another medical or allergic condition.

Employees who are sick are not permitted to come to the workplace. If an employee becomes sick with COVID-19 symptoms while at work, he or she must immediately advise the Infection Mitigation Coordinator and leave the workplace immediately, and is advised to self-isolate.

Employees are advised to call Telehealth, their health care provider, and/or a visit an [Assessment Centre](#) for testing if they are sick. In general, employees may return to work 14 days after their symptoms start if they had COVID-19. There are no tests of clearance that are required to return to work.

Non-essential work travel should be avoided. Travellers entering Canada will be required to self-isolate for 14 days after return from travel anywhere outside of Canada.

SS must disclose any reported cases of COVID-19 (confirmed and unconfirmed) in the workplace to all employees.

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7. Screening employees

The Infection Mitigation Coordinator must administer the [screening questionnaire](#) each time an employee reports to the workplace, and provide hand sanitizer for all personnel before permitting entry at the workplace. **Individuals who answer YES to any of the questions must not be permitted to enter the workplace.**

The Infection Mitigation Coordinator should refer these individuals to City of Toronto to determine if they should visit an assessment centre: <https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-have-symptoms-or-been-exposed/covid-19-assessment-centres/>

Employees must report at least 15 minutes in advance of rehearsal start to complete a check in process; this time will be included in the employee's paid call time.

Other personnel such as delivery couriers must also pass this screening before being permitted into the workplace.

8. Physical distancing measures

Employees are advised to keep two metres/six feet from others as much as possible.

Where possible, SS will consider scheduling and administrative changes to reduce the number of employees present at the same time, such as:

- Teleworking options, if available
- Staggering work shifts and breaks
- Virtual meetings

The Infection Mitigation Coordinator shall monitor and limit the number of people entering the workplace (including common areas (e.g. lunch rooms, change rooms, meeting rooms).

If necessary, SS will indicate visual markers/cues spaced two metres/six feet apart (e.g. tape on the floor, pylons, signs) if there may be close contact between employees. Alternatively, a protective barrier (e.g. plexiglass) may be installed in special cases.

The Infection Mitigation Coordinator will remove surplus furniture and supplies from rooms and walkways at the workplace to allow ease of movement while maintaining physical distancing.

The use of outdoor space is encouraged whenever possible (ex. lunch breaks). Where possible, single dressing rooms should be assigned.

The Infection Mitigation Coordinator will post Physical Distancing signs at all entrances, in employee's rooms, in elevators, and in public areas.

Where a task cannot be accomplished working alone, workers can limit their exposure by forming a "work team" in which people routinely work together, but keep their distance from everyone else

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Floor plans must be created for each stage and booth, with layouts that will in every case provide the following:

- At least 2 metres spacing for everyone
- 3-4 metres for wind and brass players, and singers, while they are on the stand
- Sanitary receptacles for brass players; brass instruments require removal of condensation that is typically left of the floor surface; receptacles must be provided and disposed of safely
- It is the responsibility of the Production Manager, in coordination with the Infection Mitigation Coordinator, to produce these plans

Sheet music and other paper materials

- Where practicable, artists are encouraged to use iPad devices to read from PDF sheet music
- Each musician/singer is responsible for handling their own sheet music, including collection of sheet music at the end of rehearsal
- Contracts shall be executed digitally wherever possible

If employees plan to car-pool:

- encourage them to limit the number of passengers
- do not drive if you are sick
- recommend other guidelines for [ride share vehicles](#)

Food and Drink

- Employees are responsible for bringing their own water and drinking glasses or bottles
- Employees are responsible for cleaning up after themselves – do not leave garbage or food waste for others to clean up
- Employees are advised to wash their hands before handling food

9. Hand hygiene and respiratory etiquette

Proper hand hygiene and respiratory etiquette that must be followed by each employee:

- Clean hands thoroughly with liquid soap and warm water for at least 15 seconds frequently throughout the day
- Use hand sanitizers (70-90% alcohol concentration) if hands are not visibly soiled
- Avoid touching your face, nose and mouth with unwashed hands
- Cover your cough or sneeze with your elbow or a tissue, and immediately throw the tissue in the garbage and wash your hands
- Comply with Wash your Hands, Cover your Cough signage

10. Environmental cleaning and disinfection

SS will take reasonable precautions to ensure that cleaning and disinfection of high-touch surfaces is completed at least twice a day and more frequently if considered necessary. High-touch surfaces include items such as door handles, counters, cabinet doors, elevator buttons, light switches, faucets, toilet

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handles, hand rails, touch screen surfaces, and keypads. Equipment and tools that must be shared should be cleaned and disinfected regularly, including between users.

The Infection Mitigation Coordinator should keep accurate cleaning logs – documenting that health and safety practices were followed in the workplace at the correct intervals.

Refer to [Health Canada's list of hard surface disinfectants](#) for use against coronavirus (COVID-19) for information on disinfectants:

- Disinfectants must have a Drug Identification Number (DIN). A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.
- Check the expiry dates of products and always follow the manufacturer's instructions.
- Educate employees on how to use cleaning agents and disinfectants, as applicable:
 - Required disinfectant contact times (i.e. amount of time that the product will need to remain wet on a surface to achieve disinfection).
 - Safety precautions and required personal protective equipment.
 - Directions for where and how to securely store cleaning and disinfectant supplies.

Cartage companies shall ensure sanitary handling and delivery of equipment and should wear gloves to further mitigate transmission. Any rental equipment must be properly sanitized before and after use.

High-touch equipment such as microphones, A/V cable, etc. should be sanitized frequently and should be dedicated to individual users where possible.

11. Use of personal protective equipment

Personal protective equipment (PPE) can be used to prevent the spread of the virus that causes COVID-19. Personal protective equipment is not a substitute for the other required preventive measures such as proper hand hygiene and physical distancing.

In non-health care settings, **non-medical or cloth masks are strongly recommended** for employees when physical distancing cannot be maintained. Wearing a non-medical mask will protect others from the wearer's respiratory droplets and germs.

Employees should receive clear instructions on the proper use of masks and gloves, including when and how to safely put on and take off a mask/glove.

Employees should use gloves if it is anticipated that hands will come into contact with bodily fluids, broken skin, mucous membranes, contaminated equipment or environmental surfaces. Gloves should also be used when handling food, tickets, etc.

Proper hand hygiene should be practiced before and after removing masks and gloves, if used.

As of July 7, [everyone in Toronto is required to wear a mask or face covering when entering indoor public spaces](#). Exceptions include: people that can't wear a mask for medical reasons, children under 2, or people that need special accommodation under Ontario Human Rights Code. Proof of a medical

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condition is not required. This rule is applicable for public concert events but not necessarily for closed rehearsals for example.

It is the responsibility of all employees and contract to bring and wear their own PPE, during any engagement occurring in the Province of Ontario where it is government mandated to wear PPE in public spaces.

12. Managing cases of COVID-19 in the workplace

If SS is notified that an employee has tested positive and/or you have concerns that employees may have been exposed to a person with COVID-19 in the workplace, the Infection Mitigation Coordinator shall follow these instructions:

1. Contact Toronto Public Health (TPH) at **416-338-7600** for further guidance
2. To the extent possible:
 - a. Clean and disinfect any surfaces that may have been touched by the ill employee as soon as possible
 - b. Document the circumstances of worker's illness to help with contact tracing, including: areas of the venue were visited, used or impacted by the infected person; any possible transmission risks (ex. food, ticketing stations)
 - c. Provide TPH with contact information of exposed employees to assist with contact tracing
3. Follow public health guidance on additional preventive measures
4. Support employees who are required to be absent from work due to illness or being a close contact of a confirmed case of COVID-19
5. Maintain confidentiality of employees' personal health information.
6. Communicate with employees early and often to ensure accurate information is being shared.

13. Links and resource

1. [COVID-19 Fact Sheet](#)
 2. [Poster- Protect Yourself](#)
 3. [Poster - Wash Your Hands](#)
 4. [Poster - Cover Your Cough](#)
 5. [Poster - Wear Your Mask](#)
 6. [Guidance for Use of a Face Masks and Coverings by Public](#)
 7. [Health Screening Questionnaire](#)
 8. [Event Safety Alliance Reopening Guide](#)
 9. [Toronto Musicians Association Recommendations](#)
 10. [ACTRA Recommendations](#)
- COVID-19: Have Symptoms or Been Exposed - <https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-have-symptoms-or-been-exposed/?accordion=monitor-your-symptoms>

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- Toronto Region Assessment Centres - <https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-have-symptoms-or-been-exposed/covid-19-assessment-centres/>
- COVID-19: Community & Workplace Settings <https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/community-settings-workplaces/>
- COVID-19 Guidance for Employers, Workplaces and Businesses https://www.toronto.ca/wp-content/uploads/2020/03/9538-Fact-Sheet-for-Workplaces-Non-Healthcare_final.pdf
- Four Step Risk Assessment and Mitigation Guide for Community Non-Profit Services and Programs - <https://www.toronto.ca/wp-content/uploads/2020/06/8e9c-4-Step-Risk-Assessment-Planning-Guide-for-Community-NonProfits.pdf>
- Reopening Toronto Businesses & Workplaces during the COVID-19 Pandemic: A Four Step Public Health Planning Guide - https://www.toronto.ca/wp-content/uploads/2020/05/949e-Reopening-Toronto-Businesses-during-COVID19_TorontoPublicHealth_May2020.pdf
- Province of Ontario – A framework for reopening our province - <https://www.ontario.ca/page/framework-reopening-our-province>