



## Communicable Disease Prevention Plan *(Updated 2021-07-26)*

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## **1. Introduction**

The Port Theatre Society, its volunteers, and its employees will follow all rules and guidelines provided by the provincial government, local health authorities, and official sources such as Worksafe BC.

Specific sources cited for this plan are as follows, with the most current version available taking precedence:

**Worksafe BC – Step 3 of BC’s Restart: Communicable Disease Prevention**

<https://www.worksafebc.com/en/covid-19/bcs-four-step-restart>

**Worksafe BC – Communicable Disease Prevention: A Guide for Employers**

<https://www.worksafebc.com/en/resources/health-safety/books-guides/communicable-disease-prevention-guide-employers?lang=en>

**Worksafe BC – Working from Home: A Guide for Keeping Your Workers Healthy and Safe**

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/working-from-home-guide-keeping-workers-healthy-safe?lang=en>

## **2. Goals and Methods**

The goal of this safety plan is to provide a safe environment for staff, volunteers, clients, performers, and patrons while they are at the Port Theatre, where the risk of contracting a communicable disease is minimized.

This plan aims to achieve its goal by implementing policies to support staff who may be sick with a communicable disease, so they can avoid being at the workplace; promoting hand hygiene; maintaining a clean environment; ensuring adequate ventilation; supporting vaccination for vaccine preventable conditions to the extent possible; and implementing measures as directed by the Provincial Health Officer, or a Medical Health Officer, to deal with communicable diseases in the workplace or region.

The measures outlined in this plan are meant to be ongoing measures which will mitigate risk under most circumstances. During periods of increased risk of communicable disease, additional measures may be put in place under the guidance or direction of Public Health.

## **3. Staff Support**

- 3.1. Staff members who are exhibiting symptoms of a communicable disease are encouraged to work from home, to the extent possible, or take a sick day when appropriate. Work at home support will be provided so that a reasonable number of tasks can be completed remotely.
- 3.2. Staff members will be provided the necessary time off to receive vaccines for vaccine preventable diseases, to the extent possible.

## **4. Cleaning and Ventilation**

- 4.1. Proper hand hygiene is encouraged for all workers, and hand washing/sanitizing stations are available throughout the theatre. Workers are encouraged to cover coughs and sneezes.
- 4.2. Janitorial staff are scheduled to clean used areas regularly and after events.
- 4.3. Cleaning supplies, including disinfectant, are available to workers at key locations in the building. Workers are encouraged to make use of these supplies to clean touched surfaces whenever appropriate.
- 4.4. The building's ventilation system will be maintained in proper working order to provide adequate ventilation at all times.

## **5. Additional Measures**

- 5.1. Workers will follow all orders, guidance, recommendations, and notices issued by the Provincial Health Officer, that are relevant to our region or workplace.
- 5.2. New policies or protocols will be put in place to keep our workplace congruent with current guidance from Public Health. These new policies or protocols will be communicated to workers in a timely manner.

## **6. Communication**

- 6.1. Workers will be made aware of the measures included in our Communicable Disease Prevention Plan. This plan will be made available for viewing.
- 6.2. Workers have the opportunity to contribute to the ongoing development of our Communicable Disease Prevention Plan through consultation with the Occupational Health and Safety Committee.
- 6.3. Workers will be provided information on the policies for staying home when sick and working from home.
- 6.4. Workers are encouraged to raise health concerns with their supervisor, or with a member of the Occupational Health and Safety Committee. Members include Wilson Pascoe, Andrea Noble, Greg Graham, Kathy Robinson, and Bessie Harvey.
- 6.5. Signage encouraging proper hand hygiene, and cough and sneeze hygiene, is placed at key locations in the building.