



TAFELMUSIK BAROQUE ORCHESTRA AND CHAMBER CHOIR Policies and Guidelines

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| Policy: COVID-19 Safety Plan | Number: 1.0 | Page: 1 of 15 |
| Department: Human Resources Joint Health and Safety Committee | | |
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Introduction

Tafelmusik’s first priority is the health and safety of its workers. Under Ontario’s labour laws, Tafelmusik must take every reasonable precaution to keep its workers and workplace safe and free of hazards. Everyone at Tafelmusik – staff, musicians, volunteers and visitors alike – has a role to play in keeping our work environment safe and healthy.

This safety plan is in effect to mitigate the risk of coronavirus disease (COVID-19) transmission in Tafelmusik-occupied workspaces as required by the Ontario Government. *All measures are in effect until further notice and require strict compliance.*

For purposes of this document, all protocols apply to the Tafelmusik Offices, Orchestra Room, Sanctuary (rehearsals/recording/public performances), Box Office, Production Office and lobby washrooms (“at Tafelmusik”) at Trinity-St. Paul’s Centre (TSP). When Tafelmusik activities take place offsite staff and musicians will follow the safety plan of the host venue or company. The Tafelmusik Joint Health and Safety Committee (JHSC) will review these safety plans and may require that provisions contained in this Tafelmusik safety plan remain in place. If the offsite location does not have a safety plan, then this safety plan will be used.

This safety plan is designed with the goals of eliminating and reducing contacts when possible, and decreasing the risk when contacts are necessary. This document supports these goals by making clear Tafelmusik’s plan and communicating it to staff, musicians, and patrons of Tafelmusik.

Communication and Training to Prevent COVID-19 Exposure

Staff & Musician Communication

This safety plan will be available digitally on the Tafelmusik server in the common drive, accessible to all staff. The Production Manager (Su) will be responsible for making sure that the version on the server is the most up to date version. Additionally, the Executive Director (Carol) will email out this safety plan, and any following revisions to staff and musicians at Tafelmusik. A copy of this safety plan will also be available on the office bulletin board across from the kitchen in the Tafelmusik offices, as well as in the Stage Management binder at all rehearsals. Supervisors will be responsible for training their staff on the

policies and procedures outlined in this document and will ensure that their staff have the resources and support necessary for them to adapt their work to these new procedures.

Guest and Patron Communication

The Box Office Manager (Martin) will ensure that any notices required by public health or other government regulations are printed and posted visibly (in the window beside the public and staff entrances).

The Manager of Customer Experience (Giulia) will review our social media and voicemail at least once every two weeks and will ensure that they are updated to let guests know how we are working safely and advise them of any changes or updates.

The Marketing Coordinator (Andrew) will make sure the website is up to date with all of the policies and procedures outlined in this document. Information and requirements regarding COVID safety in the theater will be provided to guests through our online booking system when they purchase tickets and emailed to them with their ticket invoice. Giulia will review this information and make regular updates in the event there are any changes. When guests arrive, they will be reminded by Front of House staff to keep their mask on for the entire performance. Onsite screening and signage will be in place following in line with the current rules and regulations set out by the Ontario Government and Toronto Public Health.

Communication with occasional workers (performers, technicians), volunteers (ushers) and work-related visitors

Whenever an occasional worker, volunteer, or work-related visitor is brought onsite, the member of Tafelmusik staff who has arranged for them to be on site will inform them of the COVID-19 precautions and requirements by sending them this document, and make sure they self-screen before arrival onsite. Additional onsite training will be done, depending on the activity. For example, FOH staff will receive additional training on dealing with the public.

Staff and Visitor COVID-19 Screening

Before arriving for work, anyone working for Tafelmusik is required to complete the Ontario Government digital COVID-19 screening form (found here: <https://covid-19.ontario.ca/screening/worker/>) and email their results to their supervisor or onsite contact. This form can be completed on a personal computer, tablet, phone, or any other device with a web browser. Tafelmusik supervisors will track the electronic submissions to ensure everyone onsite has completed the screening.

Those unable to fill out the digital form will see their onsite Tafelmusik supervisor or contact to complete the screening in person using a paper form. There will also be paper copies available at the Tafelmusik front desk.

Attendance Restrictions: Pre-Existing Conditions

All Tafelmusik workers engaged in a public event, activity or concert will be fully vaccinated.

Staff and/or musicians should not attend or work in person at Tafelmusik if feeling unwell (e.g. cold, cough, sore throat, flu, stomach upset, headache, etc.); if immuno-compromised; or if a serious medical condition exists. They should self-identify to the Executive Director so that alternate arrangements may be discussed as required. This “home if sick” policy is mandatory. A staff member and/or musician who is affected by illness or self-isolating may still be able to work remotely. If this is the case, Tafelmusik will ensure that any illness-related needs and family obligations are reasonably accommodated.

Visitors

NOTE: Until further notice, the Tafelmusik Offices are accessible to the general public via telephone, e-mail or online contact only. Public visits must be arranged in advance and by appointment and will be subject to approval of the Executive Director. Protocols outlined below will be in effect when in-person visits resume.

In general, non-essential visitors or meeting guests are strongly discouraged in the Tafelmusik Offices due to the potential for community transmission of COVID-19.

Maximum Occupancy

If essential, only one (1) visitor at a time may enter the Tafelmusik Offices. A Visitors' Schedule is posted at the Reception Desk; all scheduled visits must be logged in advance to avoid visitor overlap. Visitors must be screened for COVID-19 symptoms (either with a digital or paper form).

Visitors' Log

The visitor's full name, home and/or cell number, date of visit and time in/out must be entered into the Visitors' Log (posted at the Reception Desk) for contact tracing purposes. Tafelmusik staff and musicians are responsible for ensuring their visitors sign the log.

Deliveries

Any delivery to Tafelmusik should be contactless. Request this option or include the request in the order notes if placing an order for delivery to Tafelmusik. In many cases this will indicate that no signing or proof of receipt is required.

Delivery Protocol

A sign is posted at the Tafelmusik main entrance door instructing delivery personnel to place all items outside the main entrance door, ring the doorbell, and step back at least two (2) metres or six (6) feet to await an answer at the door. Wash or sanitize hands after receipt of the delivery.

Signatures

If a signature is required, use your own pen. Request an alternative to a handheld terminal if possible. Do not accept handheld terminals, pens, clipboards or delivery paperwork without wearing a protective mask and gloves (or wipe down the keypad first), and physical distancing must be maintained.

Delivery Log

Record the date and time of delivery, and name, company name and contact number of the delivery personnel on the Delivery Log at the Reception Desk, for contact tracing purposes.

Workplace Transmission Prevention

Physical Distancing

Whenever possible work tasks or activities for which physical distancing could be a concern will be minimized or eliminated. Staff and/or musicians onsite are required to maintain two (2) metres or six (6) feet between each person at all times, except in those instances where government exemptions are permitted.

Emergency Evacuation

In the event of an emergency evacuation, moving away from the hazard is first priority over physical distancing. Masks must be worn throughout the evacuation and physical contact should be avoided to the greatest extent possible. Once at the external meeting point, physical distancing should resume.

Internal Office Use

Only one (1) person may occupy any one internal office for work to maintain appropriate physical distancing, *unless* the distance between two desks is at least eight to ten (8-10) feet and masks are used by the occupants at all times. In the latter case, approval must be obtained from the Executive Director to proceed. Use assigned desks and chairs only.

Tafelmusik staff should let their supervisor know when they are planning on working onsite to ensure office occupancy limits are respected. A staggered shift schedule may be established in consultation with the Executive Director. Until further notice, TSP is open from 7:00 am-7:00 pm each weekday. See “Remote Work and COVID-19” regarding the option to work from home.

Meetings

For any in-person interaction(s), such as meetings, please consider whether the interaction/activity:

- Is necessary or can be eliminated
- Can be completed online, by e-mail or telephone
- Where the above measures are not possible, can physical distancing be maintained at all times

Onsite staff at their own desks should also consider virtual meetings (Zoom, Facetime, Skype, telephone) to reduce the number of face-to-face interactions at work and to facilitate collaboration with remote colleagues.

In-person meetings are permitted but should be approved by a supervisor. If the weather and the subject matter permits, in-person meetings should take place outdoors. For example, in the back garden at TSP.

Informal consultations with co-workers (i.e. between internal offices) should be carried out either by telephone, e-mail, or by maintaining appropriate physical distancing from the co-worker’s desk. Do *not* enter a co-worker’s office if physical distancing of at least two (2) meters or six (6) feet cannot be maintained at all times.

Prompt Arrival and Departure

Do not linger in Tafelmusik-occupied spaces or within TSP before or after work, or before or after rehearsals/filming sessions. Arrive promptly for the work day and leave immediately at the end of the day. Maintain appropriate physical distancing if arrival or departure coincides with another co-worker.

Remote Work and COVID-19

As a result of the COVID-19 pandemic, staff members may continue to work remotely for the foreseeable future, given that the Tafelmusik Offices cannot be fully configured to address appropriate physical distancing. See “Remote Working” protocols in the HR Manual for remote work practices and protocols.

Office Supplies and Paperwork

Sharing of office supplies (pens, paper, etc.), desks/workstations, and any other equipment is *not* permitted.

Safe Transportation

Staff and/or musicians should use safe transportation to TSP. Tafelmusik encourages walking, biking or driving as first-choice options.

If driving, Tafelmusik recommends driving to and from work individually to avoid close contact in a shared vehicle. If shared rides are unavoidable, limit occupants to two (2) people per vehicle. Masks should be worn at all times, and hand sanitizer available for use while in transit. If practical, keep windows open to encourage air circulation. Disinfect high-touch surfaces when entering and exiting the vehicle.

If using public transit, Tafelmusik encourages staff to plan their travel during off-peak hours when possible.

Cleaning and Disinfecting at Tafelmusik

Frequency

The Tafelmusik offices and Box Office will receive a deep, disinfecting cleaning once per week.

Cleaning and Disinfecting

Commonly used cleaning products, disinfectants and disinfectant wipes are effective against COVID-19. Tafelmusik will maintain a good supply of these items, including cleaners and disinfectants with a Drug Identification Number (DIN), a Health Canada number that confirms it is approved for use in Canada.

Disinfecting reduces and kills germs but does not necessarily *clean* surfaces and objects, so cleaning *followed by* disinfecting is essential.

Use of Mask and Gloves

A protective mask and disposable gloves must be worn at all times when handling cleaning products, and/or when cleaning and disinfecting high-touch surfaces and items. See “Masks and Gloves” for proper disposal instructions. Wash hands after removing gloves.

Disposal of Used Products

Used wipes or paper products must be disposed of in a closed garbage receptacle (e.g. kitchen, lobby washroom, etc.) Disposal in open receptacles is *not* permitted.

Handwashing

When entering and exiting TSP staff and musicians must thoroughly wash hands (~ twenty (20) seconds) or use hand sanitizer which will be provided at all key access points.

When working at TSP, thorough handwashing (~ twenty (20) seconds) is also required on arrival at *and* before leaving the Tafelmusik office. Use the lower lobby washroom or Tafelmusik kitchen for handwashing; see “Washroom Use” and/or “Tafelmusik Kitchen Use” for required protocols. Hand sanitizer stations will be provided at the office main entrance.

Masks and Gloves

Use of Masks

A protective mask (surgical, non-surgical or clean cloth) must be worn at all times when working for Tafelmusik except in those instances where government exemptions are permitted, and outdoors when

physical distancing (6ft/2m) is not feasible. Masks should cover the nose, mouth and chin without gapping. See Appendix B: How to Wear a Protective Face Mask. Please note surgical style masks are single use only and should be disposed of after use and not re-used. If a musician or staff member arrives for work at Tafelmusik without a mask, they will be provided a mask.

Cloth masks must be properly laundered after each use and should not be shared with co-workers.

If a staff member or musician has a health concern that precludes the use of a protective mask, this should be addressed with the Executive Director prior to returning to in-person work. Certain medical, mental health and cognitive conditions are exempt from the City of Toronto bylaw.

Tafelmusik Kitchen Use

NOTE: Use the kitchen on an as-needed basis only. Socializing in the kitchen is *not* permitted.

Maximum Occupancy

Only one (1) person at a time may access the kitchen facilities to maintain appropriate physical distancing. Please stagger lunch or rest breaks accordingly.

Handwashing

Wash hands for a minimum of twenty (20) seconds, or apply hand sanitizer, before *and* after each use of the kitchen.

Kitchen Restrictions

The kitchen may be used to reheat food or retrieve food from the refrigerator *only*. Food preparation at the counter is *not* permitted due to occupancy restrictions.

Use of Dishes et al.

Tafelmusik requests and strongly recommends that staff members and/or musicians use personal reusable dishes, travel mugs/thermoses, water bottles and utensils for the work day, kept at all times within one's personal space and properly washed at home at the end of each day.

If absolutely necessary, all dirty Tafelmusik dishes, mugs, glasses and utensils must be carefully stowed in the dishwasher immediately after use, and should not be left on desk surfaces, kitchen surfaces or in the sink for any length of time. Stow all dishwasher items such that reorganization is not required later.

Ventilation

At Trinity-St Paul's there are no mechanical ventilation systems in any space except for the Tafelmusik offices and the Sanctuary. In the Sanctuary, there are four ceiling fans that will run at all times, except during filming and recording. In the Tafelmusik offices, there is a forced-air system that services the office spaces and the orchestra room. The ventilation system for the Tafelmusik office will run at all times, including overnight. To supplement these systems and to enhance air quality, Tafelmusik has supplied portable HEPA air purifiers for the Tafelmusik Offices and for rehearsals/filming in the Sanctuary.

Sanctuary/Rehearsal and Filming Considerations

NOTE: All precautionary practices and protocols outlined elsewhere in this document will apply to *all musicians* attending scheduled calls at Trinity-St. Paul's Centre.

Arrival/Departure

Do not linger in the Sanctuary or other public spaces prior to or after scheduled calls. Arrive promptly and leave as soon as possible at the end of each call. Maintain appropriate physical distancing if arrival or departure coincides with another colleague. If early arrival is unavoidable, the Orchestra Room and outdoor spaces are designated as waiting areas, maintaining physical distancing at all times.

Handwashing/Sanitizing

Musicians must apply hand sanitizer at the church main entrance on arrival (main entrance station), and after departing the Sanctuary (narthex station). Alternatively, musicians may use the lobby washrooms *only* for thorough handwashing on arrival.

Use of Masks

Musicians must wear a protective mask (surgical, non-surgical or cloth) at all times in the Sanctuary house, except in those instances where government exemptions are permitted. Tafelmusik will supply two (2) black cloth masks to each musician for use in filming sessions throughout the season and a specialty singer's masks to all choir members and singers.

Disposable masks are for single use *only* and should be disposed immediately after use. Used disposable masks should be placed in the nearest closed garbage receptacle in the Narthex. Disposal of used disposable masks in open receptacles is *not* permitted. Wash hands after disposal.

Physical Distancing

Musicians must maintain physical distancing to the greatest extent possible, keeping two (2) metres or six (6) feet distance between each person at all times (i.e. during rehearsal, filming sessions, breaks), except in those instances where government exemptions are permitted.

Orchestra Room

No more than four (4) musicians may access the Orchestra Room at once, wearing protective masks and maintaining appropriate physical distancing at all times. If the Orchestra Room is already occupied by four (4) people, wait outside until at least one (1) person exits the space.

Personal Belongings

Orchestra musicians may use Orchestra Room facilities for storage of personal belongings, at their discretion. See "Orchestra Room" for maximum occupancy and protocols.

Food and Drink

For health and safety reasons, Tafelmusik cannot provide coffee, tea and/or other refreshments for rehearsal and/or filming session breaks until further notice. Musicians may bring a personal thermos, water bottle, meal and/or snacks for breaks, as needed.

Tafelmusik requests and strongly recommends that musicians use personal reusable dishes, travel mugs, water bottles and utensils for the work day, kept at all times within one's personal space and properly washed at home at the end of each day.

Weather permitting meals and snacks should be eaten outside when possible. If indoors, meals and snacks should be eaten in low traffic, or private areas and physical distancing of at minimum 6 feet or two meters should be maintained. When an individual has their mask off for the purposes of eating or drinking, they should refrain from speaking and socializing with others until their mask is back in place. Please note, at TSP the main-floor kitchens are off limits until further notice and the Tafelmusik kitchen has a capacity limit of one person at a time.

Stage/Balcony Setups

Orchestra and choir stage and/or balcony setups for filming and rehearsing are developed with physical distancing and other health and safety protocols in mind. Musicians and singers who need to change their position onstage must ask the Production Manager or Stage Manager before moving.

Ventilation

Overhead ceiling fans will operate during scheduled calls to reduce bioaerosol concentration in the ambient air (unless noise interference in filming sessions precludes it). Doors and windows will be propped open as much as is practical (noise, outdoor temperature) for air circulation. Tafelmusik will also operate two (2) portable HEPA air purifiers prior to scheduled calls and during breaks to enhance air quality for the musicians.

Visitors

In general, non-essential visitors are strongly discouraged in the Sanctuary due to the potential for community transmission of COVID-19.

Visitor attendance at rehearsals must be approved in advance by the Music Director, the Executive Director and Production Manager. No more than three (3) visitors may attend any one scheduled call, following all protocols outlined in "Visitors" (above). Visitors will be seated at the rear of the house and/or the balcony, at the discretion of the Production Manager, and must arrive/depart promptly respecting the health and safety of the musicians and staff at work.

Box Office Considerations

The Box Office is accessible to the general public via telephone, e-mail or online contact *only*. Public visits must be arranged in advance and by appointment, and will be subject to approval of the Executive Director. Protocols outlined below will be in effect when in-person interactions resume.

Interactions with Patrons and Public

Wherever possible, Box Office interactions with patrons and members of the public (tickets, merchandise) should be limited to telephone, e-mail or online contact, and technology (e-mail, scans) should be used to send and receive paperwork.

In-Person Interactions

Stanchions and/or floor markings to indicate proper queuing space will be deployed on the patron side of the Box Office window, to direct traffic flow and to indicate the proper physical distance from staff and other patrons.

Musicians should refrain from making in-person inquiries at the Box Office to avoid potential community transmission via patrons. See "Interactions with Patrons and Public" for alternate options. During rehearsal breaks, musicians should maintain appropriate physical distancing (at minimum) with staff members and patrons at the Box Office window.

Box Office Visitors' Log

Each in-person interaction must be entered into the Box Office Visitors' Log for contact tracing purposes. The patron's full name, home and/or cell number, date of visit and time in/out are required information.

Hand Sanitizing

Patron-use only hand sanitizer will be provided at the Box Office window. Patrons should be encouraged to sanitize their hands prior to interacting with staff.

Staff must apply hand sanitizer after each in-person interaction.

Physical Distancing

Appropriate physical distancing (i.e. two (2) metres/six (6) feet) must be observed at all times. Should two (2) or more non-related patrons approach the window at once, the patron(s) should be respectfully encouraged to maintain appropriate physical distancing between themselves.

Contact interactions (e.g. handshakes) are *not* permitted

Use of Masks

Both staff and patron(s) must wear a protective face mask throughout any in-person interaction. See “Masks and Gloves” for proper disposal instructions. A closed receptacle will be prominently placed at the Box Office for this purpose.

Not everyone is able to wear a mask due to certain medical, mental health or cognitive conditions. It is important to be respectful, and consider offering alternative services (e.g. online, telephone).

Cash vs. Contactless Payment

As a rule, handling of cash must be minimal or eliminated.

Contactless payment options (i.e. tap, credit, debit and e-transfer) should be strongly encouraged. When handling cash, disposable gloves must be worn.

Point of Sale (POS) Terminals

Point of Sale (POS) terminals should be assigned to one staff member where possible, and should be sanitized between each user and before and after each shift. If staff members need to share a POS terminal, they should thoroughly wash or sanitize their hands after each use.

If the POS terminal requires a signature or PIN number, a disposable wooden stylus should be provided for a touchless transaction.

Paper Documents and Merchandise

Staff should also wear disposable gloves when transferring paper documents or merchandise to a patron. Documents or merchandise should be placed on the counter, then staff must step back to maintain physical distancing as the patron retrieves the item.

Office Supplies

Sharing of office supplies (pens, paper, etc.) is *not* permitted. Request that patrons use their own pen as required. If sharing is unavoidable, use disinfectant wipes to clean pens after each use.

High-Touch Surfaces

All high-touch Box Office surfaces including, but not limited to glass partition or clear protective barrier, counter surfaces, POS terminals, cash drawer, hand sanitizer containers, keyboards and glass door touch points must be cleaned with anti-viral disinfecting wipes (or similar) after each in-person interaction, and two times per day in general. See “High-Touch Items” for further instructions.

LIVE PERFORMANCE

Performances will be limited to a single act, there will be no in-person pre-concert chats, and concessions will not be open in order to prevent congregating indoors pre-show or during intermission.

Arrival times will be designated for guests at the time of ticketing to prevent congregating outside the theatre or indoors. The Sanctuary will be open to guests 60 minutes before a performance to allow for spacing between groups at entry. Late arrivals will not be seated if they arrive more than 15 minutes after the performance start time.

Tickets must be purchased a minimum of eight (8) hours prior to show time and our refund policy has been updated to permit last-minute cancellations.

Seating will be assigned at the time of purchase according to our revised seating plan to ensure distancing between guests while seated.

Physical distancing markers are installed on the floor at the entrances and in the waiting area by the Box Office and backstage.

All non-essential backstage access has been restricted. No visitors are permitted backstage.

The indoor gathering limit will be established and adjusted based on public health requirements of our region. Seating will be assigned at the time of ticket purchase to ensure distancing between guests.

Response Protocol for a Potential Case/Suspected Exposure

Reporting COVID-19 Symptoms and/or Possible Exposure to COVID-19

NOTE: In all of the cases outlined below, the Executive Director will document the circumstances of any illness to help with contact tracing, as applicable.

Personal Symptoms and/or Exposure

If you exhibit known symptoms of COVID-19, or may have been exposed to COVID-19 outside of work, you must notify the Executive Director, stay home and follow the steps outlined in Appendix A.

Addressing Possible Co-Worker Symptoms and/or Exposure

If you are concerned that a co-worker may be exhibiting known symptoms of COVID-19, or may have been exposed to COVID-19, these concerns should be raised immediately and in confidence (in person or by phone/e-mail) with the Executive Director. Those who have been in close contact with the symptomatic co-worker should behave as if they are infected, isolate themselves, and follow the steps outlined in Appendix A.

Symptoms and/or Exposure during the Work Day

If a staff member and/or musician exhibits known symptoms of COVID-19 on arrival at work, or becomes sick during the day, they must immediately separate themselves from other co-workers and return home.

If they cannot leave immediately, they should go directly to a designated isolation area until they are able to leave. Ensure that the Executive Director has been notified so that they may alert others who may have been exposed. Disinfect surfaces that may have been touched by the ill worker as soon as possible.

If the staff member and/or musician is very ill (i.e. difficulty breathing or shortness of breath, chest pain or pressure, loss of speech or movement), call 911 and advise the operator that the person may have COVID-19.

If a COVID-19 Case is Confirmed at Tafelmusik

Critical Steps

If a staff member and/or musician is diagnosed with COVID-19 following their return to work, the Executive Director will:

- Notify Toronto Public Health at 416-338-7600 for guidance on next steps. Note that for many public health units, it is illegal to provide the diagnosed person's name or other information that could be used to determine their identity.
- Determine which Tafelmusik spaces were visited, used, or impacted by the diagnosed person.
- Assess whether the diagnosed person's role put them within six (6) feet of other co-workers, including whether their duties and/or activities create specific transmission risks, such as use of high-touch items, food handling etc.
- Work with Toronto Public Health to determine which other co-workers had close contact with the diagnosed person.

Consequences of a COVID-19 Diagnosis

Tafelmusik may be required by Toronto Public Health and/or the Occupational Health and Safety Act to:

- Notify and send home co-workers who may have been exposed for a minimum of fourteen (14) days. Co-workers must self-isolate, self-monitor and report any COVID-19-like symptoms (even if mild) to the Executive Director, and follow the steps outlined in Appendix A.
- Shut down all workspaces while the impacted area(s) and equipment are fully disinfected.

Notice of a COVID-19 Diagnosis

If the Executive Director is advised that a staff member and/or musician has tested positive for COVID-19 due to exposure at Tafelmusik, notice in writing must be given in writing within four (4) days to:

- Ministry of Labour, Training and Skills Development
- Tafelmusik's Joint Health and Safety Committee
- Toronto Musicians' Association (if a musician)

Return to Work after COVID-19 Symptoms or Diagnosis

A staff member and/or musician who has exhibited known symptoms of COVID-19 may return to work only after:

- Self-isolating for a minimum of 14 days since their first symptoms or a positive test
- Receiving medical authorization, in writing

Management of Changes – Prevention of New Risks

Every Monday, the Production Manager (Su) and the Manager of Customer Experience (Giulia) will check the Ontario Government COVID-19 website and the Toronto Public Health website for updates and changes to provincial and local rules and regulations. They will maintain a current understanding of all relevant COVID-19 regulations and local by-law requirements. Senior Management and members of the Health and Safety committee will assist by flagging any relevant information they see in the news to Su and Giulia.

Su and Giulia will be responsible for keeping the Safety Plan up to date, in consultation with the Health and Safety Committee. The Executive Director (Carol) will email revisions to this document to staff and musicians. Su will ensure that an up to date copy of this document is posted to the staff bulletin board outside the kitchen.

Continuous Improvement Activities

Submitting Feedback

Regular follow-up and evaluation are essential to ensure the effectiveness of all precautionary practices and protocols noted above. If any measure is not working or might be improved, ask your manager and/or any member of the Joint Health and Safety Committee (JHSC) about possible modification, noting reasons for the proposed change. The JHSC and management will be responsible for bringing all concerns to the attention of the Executive Director.

Managing Resources

Notify the Production Manager if more resources are needed, including but not limited to cleaning and disinfecting supplies, paper products and office supplies.

Concerns about Personal Protective Equipment

If a staff member and/or musician has health and safety concerns about personal protective equipment (PPE; e.g. masks, gloves) because, for example, they are not being used or have a defect that puts others at risk, these concerns must be reported immediately and in confidence (in person or by phone/e-mail) to the Executive Director.

Questions about voluntary use of PPE should be directed to the Joint Health and Safety Committee.