

## **OTC Pandemic Policy**

Off the Cuff Improv (OTC) is committed to providing and maintaining a safe and healthy work environments in accordance with industry standards and legislative requirements. A combination of measures will be used to minimize staff, volunteer and patron exposure to pandemics, including the most effective control technologies available. Our procedures will protect not only our volunteers, but also other workers and patrons who enter our facilities. All volunteers must follow the procedures outlined.

### **Management Responsibilities**

- i. Ensure that the materials (ex. Gloves, masks, alcohol based hand rubs, and washing facilities) and other resources required to ensure safety are readily available when and where they are required
- ii. Ensure that staff and volunteers are able to maintain social distancing at all facilities while completing their work safely.
- iii. Implement and document the appropriate site specific control measures
- iv. Ensure that staff, volunteers and patrons use appropriate personal protective equipment (PPE)
- v. Inform and provide staff, patrons and volunteers with OTC's Pandemic Protocols
- vi. Conduct periodical reviews to determine if our procedures and safety protocols can realistically be implemented and followed
- vii. Conduct a post-op after a show, no later than one month after, to determine if proper procedures and protocols were implemented and followed
- viii. Stay up to date on all government regulations
- ix. Maintain records of Reviews and Reports
- x. Will write a waiver for staff, volunteers and patrons to ensure that they understand the risks associated with the pandemic.

### **Staff Responsibilities**

- i. Ensure that volunteers are adequately instructed on hazard controls at facilities
- ii. Ensure that social distancing is maintained
- iii. Ensure that PPE is worn as instructed
- iv. Work in a manner that eliminates or minimizes risks to volunteers and patrons
- v. Report to Management any recommended updates to safety protocols
- vi. Immediately inform Management if they develop symptoms of pandemic
- vii. Label individual items and costumes to minimize contamination

### **Volunteer Responsibilities**

- i. Maintain social distancing
- ii. Know the hazards associated with the pandemic at hand
- iii. Follow established procedures as directed by the directorial team and the Board

- iv. Use any required PPE as instructed
- v. Report any unsafe conditions or acts to staff and/or Management
- vi. Immediately update Management if they display symptoms of the pandemic illness
- vii. Label individual items and costumes to avoid contamination of fellow volunteers
- viii. Will sign and adhere to waiver requirements

### **Patron Responsibilities**

- i. Will follow all OTC procedures and safety recommendations
- ii. Will follow all signs including foot traffic markers

Discipline: The penalty for not following all responsibilities and endangering others will be a warning. If that warning is not immediately acted upon the offensive party will be escorted off the premises.

OTC supports participation in the show by all staff and volunteers and is committed to work in a spirit of consultation and cooperation with the staff and volunteers. The Management will provide the proper equipment, training and procedures, while staff and volunteers are responsible for following all procedures, working safely and acting proactively to correct unsafe acts and conditions. All OTC facilities, rental facilities and subcontractor facilities will contain the required disinfecting, cleaning and personal protective equipment. All staff and volunteers should ensure that these items are stocked regularly so as not to run out. Periodic training on illness prevention and how to avoid the spread of disease will be completed by all staff and volunteers and updated anytime additional training or information becomes available.

During a pandemic enhanced cleaning and disinfection should be used in all facilities to reduce the risk of disease transmission.

NOTE: In the event a confirmed case is present on site in any OTC facility, the Management must approve any further advancement of the production and a specialized biohazard remediation company should be contacted for professional disinfection.

OTC will clean and disinfect all frequently touched surfaces. This includes but is not limited to:

- 1) Tabletops
- 2) Computers/ keyboards/mouse
- 3) Technical equipment
- 4) Doorknobs
- 5) Light switches
- 6) Handles
- 7) Bathrooms
- 8) Railings
- 9) Eating/lounging areas
- 10) Cast rooms
- 11) Pens

12) First aid equipment

13) Props

Cleaning and disinfection should be done as often as possible and at minimum at the beginning of a rehearsal/performance, before eating, and at the end of a rehearsal/performance

Avoid sharing props, equipment and pens. Disinfect any items required to be shared.

All costumes must be individualized and must not be shared.

**CLEANING:** Remove visible soiling (dust, dirt) Cleaning removes rather than kills viruses and bacteria. It is done with water, detergents and steady friction from a cleaning cloth.

**DISINFECTING:** Kills viruses and bacteria. All visibly soiled surfaces should be cleaned before disinfection

**What products should be used for disinfection?**

- i. Household or commercial disinfection products (follow manufacturer's instructions) or a bleach solution (1 part bleach, 9 parts water)
- ii. Do not mix bleach with ammonia or any other cleaning products
- iii. Spray Nine, commercial grade, do not dilute, must sit for 30 seconds on surface prior to wiping

**During Cleaning/Disinfection:**

- i. If the surface is dirty remove visible dust and debris and clean using water or detergent (soap) prior to disinfection.
- ii. Follow manufacturer's instructions for disinfection
- iii. Wear appropriate PPE when working with disinfection products

**After Cleaning/Disinfection:**

- i. wash hands with soap and water using proper handwashing procedures immediately after gloves are removed.
- ii. All disposable materials must be placed into a garbage bag and removed nightly.

All staff and volunteers for Off the Cuff are encouraged to obtain appropriate, Federal-authorized immunizations as required and available. Any employee or volunteer feeling ill, caring for an ill individual or potentially exposed to an illness must alert the directorial team and stay home until well or a negative test result is returned.

The safety information in this policy does not take precedence over any Federal or Provincial regulations and recommendations, or City of Prince Albert bylaws.