

CRANKED WORKSHOP COVID-19 POLICY

Last updated by Production Manager, Ruth Bruhn, on March 23rd, 2021.

Green Thumb Theatre Community COVID-19 Agreement

No contractor will be permitted in the building if they have the following symptoms: Fever, chills, new or worsening cough, shortness of breath, new muscle aches/headache or sore throat. The contractor will not be financially penalized for missing work due to illness. The contractor will be required to pass a temperature check as well as fill out a health declaration form upon arrival.

The contractor agrees that they are following the BC Ministry of Health Guidelines and are keeping up to date with what the current guidelines are. This includes but is not limited to social bubbles, distancing and mask recommendations in their personal life to the best of their ability.

CRANKED Live-Stream Specific Protocols

- All meetings, when possible, will be done via Zoom or email correspondence.
- All onsite work will be done with minimal staff.
- Masks are mandatory* for anyone in the building unless they are working alone, eating or drinking. The performer will not be required to wear a mask when conducting mic tests or performing when a mic is being worn. If a contractor does not own a mask, or would prefer to use a company mask, they will be provided one by Green Thumb Theatre. Personal masks with **one way exhalation valves or a mask with less than 3 layers** will not be permitted in the building as they are not recommended by the Government of Canada. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

If a contractor does wear their own mask, they must be able to prove that the mask is 3 layered. Signage will be posted about proper mask use.

*Please note we are following the CDC's guidance, people who fall into the following group are not required to wear a mask: "People who cannot wear a mask or who cannot put on or remove a mask on their own are exempt. Some people cannot wear a mask for psychological, behavioral or health conditions. Some people may also need to remove their masks to communicate due to a hearing impairment."

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks>

- Plastic face shields will be provided by Green Thumb Theatre. Any contractor who has to be closer than 6' of another contractor OR in the same room as an unmasked performer will be required to wear a face shield if a physical barrier is not available, as well as entering a room after an unmasked performance if it is within 15 minutes of the performance concluding. Please note, a mask must still be worn when wearing a face shield. There is still a limited understanding of the effectiveness of face shields in non-medical settings. The CDC is NOT recommending face shields in place of masks <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
- Upon arrival all contractors will be required to pass a health declaration and temperature check.
- All contractors must maintain a 6' distance of another person wearing a mask. When a 6' distance is not possible, PPE or barriers will be put in place.
- When a contractor is not needed for an extended period of time during a day, they will be asked to wait at their personal station or outside the building.
- Contractors will be given personal FOB's so they can come and go from the building when needed without needing an extra person to let them in.
- Each contractor will be assigned a personal area, these stations will be spaced apart and will be an appropriate place to store personal items and eat meals.
- During the table work portion of the CRANKED workshop, contractors will each have 1 table to themselves. If there is a team that needs to sit close to each other for working purposes, a plastic partition will be set up. Masks will be worn at all times, unless drinking. Eating areas will be spread out over the building so that unmasked contractors are not in the same room as each other while eating.
- During the test of the stream, stations will be set up for each department in the studio building. The lighting designer, director and videographer will have stations, partitioned in studio B. Company manager and sound technician will be partitioned in the hallway. Performer will be in studio A. When the performer is unmasked and working in the performance space in studio A, a clear plastic sheet will be placed over the door as a barrier. The DJ will be stationed in the kitchen with a clear plastic sheet placed over the door. After any long duration of time/performance where the performer has been unmasked and performing, all available windows will be opened in the space to encourage air flow.

- All tables will be equipped with hand sanitizer and sanitizing wipes. When contractors are cleaning delicate electrical equipment (i.e. Lav mic, computer key board, etc.) rubbing alcohol will be provided by Green Thumb Theatre.
- If a contractor becomes ill while working or does not pass the initial health declaration/temperature check they will be required self isolate on site immediately, Production Manager, Ruth Bruhn, will be contacted immediately and will notify the appropriate upper management. If the contractor has a personal vehicle they are permitted to leave immediately to return home. If the contractor does not have a personal vehicle or access to someone in their household with a vehicle, they will self isolate in the board room. The production manager or artistic director will be called upon to arrive on site, install a plastic partition in their car and drive the sick participant home. All high touch surfaces in the car will be disinfected before and after the contractor is driven home. If the contractor requires immediate medical attention, 911 will be called.
- If a contractor becomes ill at home or on the job site, they will be required to contact 811 or fill out the self-assessment tool <https://bc.thrive.health/covid19/en> and follow the recommendations. Even if the contractor is not advised to self isolate or have a COVID-19 test, they will not be permitted back on site until they have been symptom free for 24/hours.

General Green Thumb COVID-19 Protocols

Area	Action
Kitchen General	Green Thumb is removing all communal objects, tea towels, dish cloths, scrub brush, drying rack.
	Microwave and fridge must all be whipped down before and after use.
	The counter must be wiped down before and after use.
Fridge	Lunch kits must be spaced out, please no not cram in touching each other.
	Milk/cream needs to be brought from home.
Personal	Upon arriving at work, touching your face, using the washroom, before and after eating, re-entering the workplace, leaving the work place, the contractor must wash their hands for 20 seconds with warm water and soap.
	The contractor must fill out a Worker Health declaration form at the start of each day. This this form starts at the beginning of the week and is submitted to General Manger, Breanne Harmon at the end of the week.
	The contractor is asked to please wear freshly washed clothes.
	Each contractor will have hand sanitizer and sanitizing wipes on their station
	The contractor is asked to bring in personal cutlery and encouraged to eat their lunches out of personal Tupperware or on personal dishes, and to bring a personal water bottle/cup (or wash and use the same cup daily).



Washroom	When using the washroom, wipe all commonly touched surfaces before and after with disinfectant, then wash/sanitize your hands.
	When the washroom is not in use, please leave the door open and the fan on to increase air circulation.
	Washrooms will be assigned so that the same contractor continue to use the same washroom throughout the day.
Coffee/tea	Coffee/hot water will be provided by Green Thumb from a communal pot. One person on site will in charge of making the coffee and distributing.

The contractor acknowledges that they have read and understand the COVID-19 protocols Green Thumb Theatre has in place in accordance with the BC Ministry of Health. The contractor agrees to attend a COVID-19 information session via Zoom or phone, led by Green Thumb management outlining expectations prior to entering the building for the first time.

Contractor Initial: _____

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Still/Falling Live Stream Specific Protocols

- All meetings, when possible, will be done via Zoom or email correspondence.
- All onsite work will be done with minimal staff.
- Masks are mandatory* for anyone in the building unless they are working alone, eating or drinking. The performer will not be required to wear a mask when conducting mic tests or performing when a mic is being worn. If a contractor does not own a mask, or would prefer to use a company mask, they will be provided one by Green Thumb Theatre. Personal masks with one way **exhalation valves or a mask with less than 3 layers** will not be permitted in the building as they are not recommended by the Government of Canada. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

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- Contractors will be given personal FOB's so they can come and go from the building when needed without needing an extra person to let them in.
- Each contractor will be assigned a personal area, these stations will be spaced apart and will be an appropriate place to store personal items and eat meals.
- Stations will be set up for each department in the studio building. The lighting designer, director and live-stream technician will have stations, partitioned in studio B. Company manager and sound technician will be partitioned in the hallway. The performer will have a warm up space in the kitchen with a door. When the performer is unmasked and working in the performance space in studio A, a clear plastic sheet will be placed over the door as a barrier. After any long duration of time/performance where the performer has been unmasked and performing, all available windows will be opened in the space to encourage air flow.
- All tables will be equipped with hand sanitizer and sanitizing wipes. When contractors are cleaning delicate electrical equipment (i.e. Lav mic, computer key board, etc.) rubbing alcohol will be provided by Green Thumb Theatre.

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	The contractor is asked to please wear freshly washed clothes.
	Each contractor will have hand sanitizer and sanitizing wipes on their station
	The contractor is asked to bring in personal cutlery and encouraged to eat their lunches out of personal Tupperware or on personal dishes, and to bring a personal water bottle/cup (or wash and use the same cup daily).
Washroom	When using the washroom, wipe all commonly touched surfaces before and after with disinfectant, then wash/sanitize your hands.



	When the washroom is not in use, please leave the door open and the fan on to increase air circulation.
	Washrooms will be assigned so that the same contractor continue to use the same washroom throughout the day.
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