



**COVID Risk/ Hazard Assessment Worksheet – Updated November 17<sup>th</sup> 2020**

**Green Thumb Theatre Office – 5522 McKinnon St. Vancouver BC V5R 0B6**

This risk assessment is intended to help identify the areas of high transmission for COVID-19 in the workplace. It should be reviewed regularly, and updated as needed. This assessment is to be posted in the workplace, along with the Return to Work policy to help assure that all staff at the Green Thumb Theatre have access to information regarding the risks in their workplace, and the ability to report areas that may not have been previously identified. This risk assessment should be reviewed monthly, or as necessary.

**Contact Info for Safety Rep**

Name and Position:	Phone:	Email:
Ruth Bruhn - Production Manager	[REDACTED]	production@greenthumb.bc.ca

**Supervisor for Reporting Risks**

Name and Position:	Phone:	Email:
Breanne Harmon – General Manager	[REDACTED]	gm@greenthumb.bc.ca

Transmission Assessment Matrix			People Affected				
			Insignif.	Minor	Moderate	High	Extreme
			Single Use	1 or 2 People	Crew of more than 2	All Staff	All staff + Public
Time Spent within 6'		X	1	2	3	4	5
	Rare	Less than 10 min daily	1	2	3	4	5
	Unlikely	At least 10 min once per day	2	4	6	8	10
	Possible	For an extended period	3	6	9	12	15
	Likely	All the time	4	8	12	16	20
15-25	A	Transmission is likely, use extreme caution					
8-14	B	Transmission is possible, contact tracing could be applied in case of infection					
1-7	C	Transmission is unlikely but still possible					

**Areas of Transmission: Green Thumb Theatre**

**Office Building**

Filled Out By: Ruth Bruhn

<b>Task</b> <i>What is the item that has an associated hazard?</i>	<b>Time Spent</b>	<b>People Affected</b>	<b>Control Required</b> <i>El - Elimination  S - Substitution  En - Engineered  A - Administrative, Training  P - PPE</i>	<b>Hazard Rating (Post Control)</b>
Bathroom	10 Min	Staff and Public	En/A - Bathrooms are equipped with wipes to be used on hard surfaces before and after use, signage is there to help identify these areas. Signage has been posted to remind people of safe hand washing practices. Fan, light and door are left open/on when not in use to keep the air flowing through the area.	5
Kitchen	10 Min	Staff	En/A – All communal items have been removed except for those that can be used individually and be wiped down. Staff are encouraged to bring their own items to eat and drink off of. Disinfectant has been provided and signage requires staff clean surfaces before and after use.	1
Personal Desks	Up to 8hours	Staff	En/A – Any desk that did not have a 6’ distance between other desks or walkway has had clear shower curtains put up to create a barrier. Markers have been put on the floor to remind staff of the 6’ gap needed when talking to each other. Each desk is equipped with hand sanitizer and disinfectant for personal use. Spray bottles are provided for general desk	1

			cleaning. Staff must eat their lunch at their desk or outside.	
Photocopy Room	5 mins	Staff	En/A - Rubbing alcohol and paper towel are provided in order for the buttons on the photocopier to be wiped down before and after use, signage is there to remind staff. When reloading the paper tray, staff members must wash or sanitize their hands before handling the paper.	1
Mail Area	5 mins	Staff	En/A - Rubbing alcohol and paper towel are provided in order for the small items to be wiped down before and after use. If the staff member is going to be using an item that cannot be sanitized, they must first wash or sanitize their hands before and after use.	1
Visitors	Extended Period	Staff and Visitors	En/P – Upon arrival all visitors will fill out a health declaration form, wash their hands, complete a temp check and confirm that they are wearing a 3 layer mask (3 layer masks are available to all visitors if they do not have them). Health declaration sheets are checked by the person they are visiting for any signs of COVID/exposure.	9
Board Room	1 hour	Staff	En/A – The boardroom is limited to 1 person. All surfaces must be wiped down before and after use. Signage is posted noting cleaning and person limit protocols.	1

Air	Up to 8hours	Staff and Visitors	EN/P The furnace will remain on at all times (including at night) to insure sufficient air flow. Masks are required in the building unless working alone. Office hours are staggered to reduce risk, however there could be up to 3 people in the same building at a time for 3-5 hours. During warmer months the windows are open, however that is not possible during the winter.	9
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### Covid-19 Opening Plan for Green Thumb Office

To be distributed to staff prior to commencing work in the office

Area	Action
Kitchen General	Green Thumb is removing all communal objects, tea towels, dish cloths, scrub brush, drying rack, espresso maker
	Coffee maker, kettle, toaster, microwave, dish washer handle and fridge must all be whipped down with disinfectant wipes/cleaner <b>before and after use.</b>
	The counter must be wiped down with disinfectant wipes/cleaner <b>before and after use.</b>
Dishwasher	Dishwasher must be run on high temp. When unloading the dishwasher that person must wear gloves.
Fridge	Lunch kits must be spaced out, please do not cram in touching each other.
	Milk needs to be brought from home or individual containers need to be purchased for each worker.
Boardroom	Board room may only be used for individual use. <b>Before and after</b> using the space you need to wipe down the table top and places on the chair that you touched with disinfectant wipes/cleaner.
Personal	Upon arriving at work, touching your face, using the washroom, before and after eating, re-entering the workplace, leaving the work place, the employee must wash their hands for 20 seconds with warm water and soap.
	The employee must fill out a <b>Worker Health declaration</b> form at the start of each day. This this form starts at the beginning of the week and is submitted to Breanne at the end of the week. This is so we have a clear record of who was in the office at what point and who came into contact with which employees. It is also used if there is an outbreak, it can be used to track when the person might have been contagious at the office.
	The employee is asked to please wear freshly washed clothing each day.
	Each employee will have hand sanitizer and disinfectant wipes on their desk
	The employee 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).

Mail/Key Area	As there are a lot of small items that are shared within the office, keys, stamps, etc. the employee must sanitize/wash their hands <b>before and after</b> using items in this area. When possible please sanitize the items after use (ie: keys).
Washroom	When using the washroom please wipe all commonly touched surfaces <b>before and after</b> with disinfectant wipes/cleaner, 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.
	If there are many people in the office, consider using the washroom in the studio so that there is less crossover.
Photocopier	The employee must wipe down the commonly touched surfaces <b>before and after</b> use with disinfectant wipes/cleaner.
	If you are filling up the paper tray please make sure to wash your hands before so that the paper is not contaminated.
Masks	Anyone who enters the building is required to wear a mask when others are present in the building. The mask must be 3 layers and must not have a one-way exhalation valve. Green Thumb employees will be provided with 3-layer reusable masks and disposable masks. If the employee would prefer to wear their own masks to work, they must confirm in writing with the General Manager, Breanne Harmon, that their masks is 3 layers.

What has Green Thumb Theatre done to ensure your safety in the workplace (in addition to the above)?

- Putting up clear shower curtains where distancing is not possible. This will include small slots for paper so that you don't have to come face to face with the other person.
- Putting tape markers on the floor to note 6' when talking with someone at their desk.
- Ensuring the custodian is cleaning all high touch surfaces daily.
- Staggering work times and not working at full capacity (Max 3 at a time).
- Creating a living schedule so that each person can see when others have booked time in the office.
- Posting signage for visitors and staff to remind and enforce social distancing, masking and sanitation protocol.
- Only having round table discussions in large, well ventilated areas.
- Having a Zoom call to discuss the procedures PRIOR to everyone starting back in the office.
- Completing a walk-through of the space to make sure that all problem areas have been flagged.
- Keeping the furnace on at all times to keep air flowing. Green Thumb is also in the process of getting quotes to have a higher quality air filter installed in both furnaces on site.