



COVID Risk/ Hazard Assessment Worksheet – Updated November 17th 2020

Green Thumb Theatre Studio – 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

Studio Building

Filled Out By: Ruth Bruhn

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Task <i>What is the item that has an associated hazard?</i>	Time Spent	People Affected	Control Required <i>El - Elimination S - Substitution En - Engineered A - Administrative, Training P - PPE</i>	Hazard Rating (Post Control)
Bathroom	10 Min	Staff and Contractors	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. Bathrooms will be assigned so that the same people use the same washrooms for the duration of the project.	5
Kitchen	10 Min	Staff and Contractors	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 Workspace	Up to 8hours	Staff and Contractors	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	1

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			personal use. Spray bottles are provided for general desk cleaning.	
Air	Up to 8hours	Staff and Contractors	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. Start and end times for staff/contractors are staggered when possible to allow as little overlap as possible.	12
Lunch Area	Up to 1hour	Staff and Contractors	EN GTT Staff will eat at their desk in the main office and follow office protocol when in that building. Contractors will eat lunch at their personal workstations that have been spaced out. Windows and doors will be opened when possible to add air flow to the room.	9
Performer	2-3 Hours a day	More than 2 contractors	EN/P The performer will not be wearing a mask while performing the show live and for mic tests. The performer will be 12' away from all other contractors. If a contractor has to be within 12' of the performer for a short period of time they will be required to wear a face shield and mask. No contractor's workstation will be situated in the room where the actor is unmasked for a prolonged period of time. The furnace will remain on to encourage air flow. When possible, windows will be opened.	9

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Equipment/Item Sharing	n/a	n/a	<p>Any items that are handled by one contractor then passed to another contractor must be disinfected between use.</p> <p>The process is:</p> <ul style="list-style-type: none"> -Wash hands -Disinfect object (if electrical use rubbing alcohol, if not use sanitization wipes). -Wash hands again 	
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Green Thumb Theatre Community COVID-19 Agreement

No Artist/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 Artist/Contractor will not be financially penalized for missing work due to illness. The Artist/Contractor will be required to pass a temperature check as well as fill out a health declaration form upon arrival.

The Artist/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 it not limited to social bubbles, distancing and mask recommendations in their personal life to the best of their ability.

Still/Falling Live Stream Specific Protocols

- All meetings, when possible, will be done via Zoom or email correspondence.
- Test runs of equipment may be done in person with minimal personal on site.
- 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 not own a 3 layer mask, or would prefer to use a company mask, they will be provided one by Green Thumb Theatre. 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. If a contractor has a medical reason that prohibits them from wearing a mask, this must be communicated to General Manager, Breanne Harmon prior to entering the building by emailing, gm@greenthumb.bc.ca.

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- Plastic face shields will be provided by Green Thumb Theatre. Anyone who has to be closer than 6' of another contractor OR within 12' of an unmasked performer will be required to wear a face shield. 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>
- All contractors must maintain a 6' distance of another person wearing a mask OR 12' of an unmasked performer, whenever possible, this includes when on breaks/lunch in the building. When a 6' or 12' 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 test run, they will be asked to wait at their personal station in studio B 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 in Studio B, these stations will be spaced apart and will be an appropriate place to store personal items and eat lunch.
- Stations will be set up for each department in Studio A at an appropriate distance. If 6' cannot be maintained (i.e. an Apprentice needing to shadow a lighting board operator etc.) a clear plastic screen will be set up to divide the table so the contractors can sit next to each other. Markers will be set up on the floor to note 6' distance when needing to talk to people at specific tables.
- 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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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 needs to be brought from home or individual containers need to be purchased for each worker.
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 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 employee is asked to please wear freshly washed clothes.
	Each employee will have hand sanitizer and sanitizing wipes on their station
	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).
Washroom	When using the washroom please 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 employee continue to use the same washroom throughout the day.
Coffee/tea	Coffee/hot water will be provided by Green Thumb from a communal pot. The production manager, Ruth Bruhn, will be making and distributing coffee/hot water/cream/milk. Employees will leave their personal mugs on a table and Ruth will fill them up.

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The Artist/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 Artist/Contractor agrees to attend a COVID-19 information session via Zoom, led by Green Thumb management outlining expectations prior to entering the building for the first time.

Artist/Contractor Initial: _____

Date: _____