
Ruby Slippers Theatre

Communicable Disease Plan

Updated Oct. 31, 2021 from the COVID-19 Safety Plan

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Overview

This communicable disease plan has been developed because Ruby Slippers Theatre recognizes the responsibility to ensure the health and safety of our staff, board, artists, crew, and audience, and others who are present where we meet, rehearse, and perform. This responsibility is stated in the Workers Compensation Act (WCA) Section 21. The WCA also enables the Occupational Health and Safety Regulation (OHSR) which outlines further legal requirements.

Communicable diseases are illnesses caused by an infectious agent or its toxins that occur through direct or indirect transmission from an infected individual. We are most concerned about those that circulate in the community from time to time because of our interaction with each other, and the public. Some examples of communicable diseases are COVID-19, norovirus, and influenza.

Ruby Slippers Theatre is taking the following general measures to reduce risks to workers related to communicable diseases:

- We will continue to inform workers and others who attend our site(s) and consult with the venue or production partner representative to coordinate response and adherence to safety protocols and guidelines about known communicable diseases and our efforts to prevent their presence and transmission.
- We provide support to workers who have symptoms consistent with a communicable disease, through work from home opportunities and other flexible work arrangements.
- We ensure, to the best of our ability, that workers with symptoms consistent with a communicable disease are not present at the worksite.
- We provide hand-hygiene facilities that are kept clean, are readily available, and are maintained. Furthermore, we promote appropriate personal hygiene practices.

- We maintain a clean environment through regular general and spot cleaning that is appropriate for our activities and undertaken specifically to prevent communicable disease spread.
- An RST representative will work with the venue or production partner representative to help ensure the workplace ventilation system is in good working condition.
- While being sensitive to privacy concerns, individual choice, and/or ability to receive a vaccination for various vaccine-preventable illnesses, Ruby Slippers Theatre will support those who wish to receive them and those who do not.
- We commit to monitoring information from the [Public Health Officer, BC Centre for Disease Control](#) and/or our health region for new or emergent communicable diseases of concern. Specifically, we will rely on their guidance, notices or orders and what steps are to be taken and, as much as possible, be ready to implement or maintain measures as advised or directed by public health or [WorkSafeBC](#).

Our general communicable disease statement and a downloadable copy of the most current version of this plan, is available on our [website](#):

Main resources referenced:

- [BC's Restart: A plan to bring us back together](#)
- [BC Provincial Health Officer COVID-19 Orders, Notices, and Guidance](#)
- [WorkSafeBC Step 3 of BC's Restart: Communicable disease prevention](#)
- [Actsafes Safety Association COVID-19 prevention guidelines](#)
- [Actsafes Road to Recovery Presentation](#)
- [BC Centre for Disease Control – COVID-19](#)
- [City of Vancouver Public Safety – COVID-19](#)

Our communicable disease plan will be made available for reference to staff, volunteers, and artists upon request, and/or before the start of on location rehearsal, show run, or an event or meeting.

There will be a health and safety meeting at beginning of on location rehearsal, show run, or an event or meeting.

Health and safety signage on venue/room occupancy limits, distancing markers and/or physical barriers to prevent congregation, and respiratory and hand hygiene/instructions, will be displayed for reference at rehearsal, event, and performance venues.

PPE and sanitizing/cleaning materials will be provided at rehearsal event, and performance venues.

We are now in Phase 3 of BC's Restart Plan:

[Mask guidance](#):

Masks are required in all public indoor settings for all people born in 2016 or earlier (5+):

- A face shield is not a substitute for a mask as it has an opening below the mouth.
- Some people may choose to continue to wear a mask after they're fully vaccinated, at their discretion.

There are exemptions for:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one.
- People who cannot remove a mask on their own.
- Children under the age of 5.
- People who need to remove their masks to communicate due to another person's hearing impairment.

Public Health Officer (PHO) Guidance:

[Public Health Officer statement](#) on transition from COVID-19 Safety Plans to Communicable Disease Plans.

Organized gatherings:

a) Indoor organized gatherings

- There are no capacity restrictions on indoor organized gatherings. Proof of vaccination is required for organized gatherings with more than 50 people.
- Seats must be provided for all people at some indoor events with more than 50 people, including:
 - Concerts, theatre, dance, and symphony performances
 - Lectures, presentations, and workshops
 - Recreational classes and activities like art classes or choir rehearsals
- Seats are not required for all people at:
 - Conventions and trade shows
 - Conferences (except during lectures, presentations, and workshops)
 - Sponsored and ticketed parties
 - Dancing is not permitted. Masks are required indoors.

b) Outdoor organized gatherings

- Outdoor organized seated gatherings can have a capacity of 5,000 people or 50% capacity, whichever is greater.

Fairs, festivals and trade shows return to normal with a communicable disease plan.

Businesses, offices, and workplaces:

- Continued return to the workplace
- Seminars and bigger meetings allowed
- Workplaces transition from a COVID-19 Safety Plan to a communicable disease plan. Some safety measures may remain, like physical barriers.

Proof of Vaccination and the BC Vaccine Card:

By order of the Provincial Health Officer (PHO), **proof of vaccination is required to access some events, services and businesses. By October 24, 2021, you must be fully vaccinated. The requirement is in place until January 31, 2022 and could be extended.**

The proof of vaccination requirement applies to all people born in 2009 or earlier (12+) and covers:

- Indoor concerts, theatre, dance and symphony events with more than 50 people
- Indoor organized events with more than 50 people

Events, businesses and services will ask to see your BC Vaccine Card and a piece of valid government photo ID, for example:

- B.C. driver's licence or BC Services Card* (You can use your interim driver's licence, usually printed on yellow paper)
- Passport
- Photo ID issued by another province or territory

*If the name on your B.C. driver's licence or BC Services Card does not reflect your current name, you should update your ID. For example, your current name may be different if you've recently been married, divorced or legally changed your name.

Families and caregivers

- You can share copies of your vaccine card with your family and loved ones. We recommend emailing copies to family members or printing multiple copies.
- Parents should carry a copy of their child's vaccine card with them. You are allowed to have multiple copies.

Students

- Out-of-province students: You can use your provincial/territorial or international proof of vaccination.

Youth aged 12 to 18

- Youth aged 12 to 18 can carry their own BC Vaccine Card, or have a trusted adult carry it for them.
- Youth are not required to show valid government photo ID.

Canadian and US Armed Forces

- Members of the Canadian and US Armed Forces don't need to get a BC Vaccine Card.
- Canadian Armed Forces can use their National Defence Canada COVID-19 vaccine record or card and National Defence ID card.
- Visiting US Armed Forces can use their US Military proof of vaccination and US Military ID card.

People who don't have B.C. ID

- People who don't have a B.C. ID are also required to show proof of vaccination.
- People from other Canadian provinces or territories must show:
 - Provincially/territorially officially recognized vaccine record
 - Valid government photo ID
- International visitors must show:
 - Proof of vaccination they used to enter Canada
 - Passport

Administration/Board

- Administration, board, and artistic staff may continue to work and meet offsite/remotely at their discretion.
- On-site meetings/work will be in compliance with the RST communicable disease plan, the communicable disease plan(s) of the office/meeting venue, and with provincial and industry protocol requirements or recommendations.
- On-site work schedules will be staggered as necessary, or through a combination of on-site/remote work, to reduce simultaneous occupancy to 50 people or 50% of the venue capacity, whichever is greater.
- In-person meetings will be limited to 50 people or 50% of the venue capacity, whichever is greater, and will be in compliance with health and safety protocols, with additional participants attending remotely.
- Office drop-ins/official hours will be minimized; the main office activity will be snail mail pick-up, courier drop-off, or previously scheduled on-site meetings with visitors, volunteers, or administrative/board and artistic staff.
- If an artist, administration/board member, or volunteer or visitor is feeling sick, they must:
 - Call 9-1-1 if symptoms are severe; if unable to do so, an RST or venue/producing partner representative will call 9-1-1 on the individual's behalf
 - (If not already doing so) the person experiencing symptoms must wear a face mask, wash their hands, and clean their immediate working space or patron space and any other surfaces touched
 - Go home immediately, remain at home, and work from home
 - Contact their health care provider by phone
 - Follow recommendations of a health care provider and/or self-isolate for 14 days
- Health and safety signage on venue/room occupancy limits, distancing markers and/or physical barriers to prevent congregation, and respiratory and hand hygiene/instructions, will be displayed for reference at rehearsal, event, and performance venues.
- Pre- and post-event cleaning, and cleaning during events, will be conducted per venue/partner organization guidelines as necessary. Otherwise, there will be time allotted for a more thorough cleaning and airing between any event, and time allotted at start/conclusion of each event for cleaning of general high-touch items or surfaces, or individual-use items.

Performances/Programming

- Our season shows and other programming will be online only or hybrid (combination of online and on location), either with or without an on-location audience of 50 people or 50% capacity, whichever is greater, with required or recommended health and safety protocols in place.
- An RST representative will work with the venue or production partner representative to coordinate response and adherence to safety protocols and guidelines, both at an administrative level and on-site on rehearsal and performance days.
- Live performance, tech, rehearsal, and other events will be in compliance with venue and partner organization communicable disease plans and protocols.
- The occupancy limit for any gathering will be 50 people or 50% capacity, whichever is greater, and/or will not exceed the limit set by the provincial health officer or venue/partner organization.
- The specific occupancy limit for any performance or event, may vary depending on the size and layout of the specific venue - to allow for physical distancing and other health and safety measures.
- Occupancy in green rooms, waiting areas, and other backstage spaces will comply with distancing requirements.
- Cleaning tools and solutions, such as antiseptic wipes, spray cleaner, and paper towel, will be made available to artists, crew, and staff. Each individual is responsible for cleaning their own immediate equipment, seating/work area or barriers and touched surfaces, before and after use. Where possible, equipment and seating will be assigned and will not be changed during the period of use, or will be cleaned before/after use by a particular person.
- Pre- and post-event cleaning, and cleaning during events, will be conducted per venue/partner organization guidelines as necessary. Otherwise, there will be time allotted for a more thorough cleaning and airing between any event, and time allotted at start/conclusion of each event for cleaning of general high-touch items or surfaces, or individual-use items.
- For live performance, at the discretion of the venue partner, artists, and crew and/or current guidance from the PHO, there may be:
 - At least a 3-metre (9 ft) separation between the performers/presenters and the patrons, or a physical barrier installed between the performers/presenter and patrons, and/or patrons and performers remaining masked throughout performance
 - At least a 2-metre (6 ft) distance between performers and each other onstage, and/or physical barriers, and/or patrons and performers remaining masked throughout performance
 - At least a 2-metre (6ft) distance between performers and each other onstage during Q&A/talkback sessions, and/or physical barriers, and/or patrons and performers remaining masked throughout the session
- Working spaces (such as control booths) will have 2-metre spacing markers, or physical barriers present to ensure appropriate distancing.

- Health and safety signage on venue/room occupancy limits, distancing markers and/or physical barriers to prevent congregation, and respiratory and hand hygiene/instructions, will be displayed for reference at rehearsal, event, and performance venues.
- An hour is provided between patron/audience seatings for cleaning and sanitization of those areas, or per venue/partner organization requirements.
- Artists, staff, and volunteers have the right to raise concerns about, and/or refuse, any direction, action, or environment that they consider unsafe.

Rehearsal/Tech

- Rehearsal may be conducted remotely, or in a combination of remote/on-site, to comply with gathering/occupancy limits and/or health and safety guidelines.
- An RST representative will work with the venue or production partner representative to coordinate response and adherence to safety protocols and guidelines, both at an administrative level and on-site on rehearsal and performance days.
- On-site rehearsal/tech will be in compliance with the communicable disease plan(s) of the venue/partner organization, and with industry protocol requirements or recommendations.
- Occupancy in green rooms, waiting areas, and other backstage spaces will comply with distancing and cleaning/santizing requirements of the venue/producing partner.
- Attendance of guests of artists/performers, crew, or staff will be limited or not be allowed at rehearsal or tech, at the discretion of the venue partner.
- Working spaces (such as control booths) will have 2-metre spacing markers, or physical barriers present to ensure appropriate distancing.
- All contracted artists and attending staff or volunteers will be made aware of the RST communicable disease plan, venue/partner communicable disease plan, and any applicable industry-specific guidance and protocols documents before the start of rehearsal.
- If an artist, administration/board member, or volunteer or visitor is feeling sick, they must:
 - Call 9-1-1 if symptoms are severe; if unable to do so, an RST or venue/producing partner representative will call 9-1-1 on the individual's behalf
 - (If not already doing so) the person experiencing symptoms must wear a face mask, wash their hands, and clean their immediate working space or patron space and any other surfaces touched
 - Go home immediately, remain at home, and work from home
 - Contact their health care provider by phone
 - Follow recommendations of a health care provider and/or self-isolate for 14 days
- Depending on the communicable disease plan of the venue/partner organization:
 - Tech set-up time may be scheduled without artists in the area.
 - Where possible, minimizing the number of techs on stage at a time, with appropriate health and safety protocols in place.
 - Stage tech work area may be taped off and/or off-limits to other artists, staff, or volunteers.

- Where possible, wireless/touchless communications or monitoring may be used during setup.
- Artists may be asked to clear the area before strike.
- Occupational First Aid Attendants (OFAA) if present will follow the communicable disease plan and health and safety protocols of the venue/partner organization, and/or industry protocol requirements and recommendations.
- Health and safety signage on venue/room occupancy limits, distancing markers and/or physical barriers to prevent congregation, and respiratory and hand hygiene/instructions, will be displayed for reference at rehearsal, event, and performance venues.
- Hand sanitizer, hand washing facilities, and PPE such as single-use, non-medical face masks or gloves, will be provided free of charge, if rehearsal/tech attendees are not using/do not bring their own.
- Use of non-medical face masks and/or other PPE such as gloves, during on-site rehearsal, remains at the discretion and consensus of the rehearsal/tech attendees.
- Cleaning tools and solutions, such as antiseptic wipes, spray cleaner, and paper towel, will be made available to artists, crew, and staff. Each individual is responsible for cleaning their own immediate equipment, seating/work area or barriers and touched surfaces, before and after use. Where possible, equipment and seating will be assigned and will not be changed during the period of use, or will be cleaned before/after use by a particular person.
- Pre- and post-event cleaning, and cleaning during events, will be conducted per venue/partner organization guidelines as necessary. Otherwise, there will be an hour allotted for a more thorough cleaning and airing between any event, and time allotted at start/conclusion of each event for cleaning of general high-touch items or surfaces, or individual-use items.
- Physical distancing and gathering/occupancy restrictions will be observed. Respiratory-related precautions, including instruction to cover coughs/sneezes with tissue and dispose will also be observed.
- Artists, staff, and volunteers have the right to raise concerns about, and/or refuse, any direction, action, or environment that they consider unsafe.

Event Venue/Front of House

- Performances may be conducted remotely, or in a combination of remote/on-site, to comply with group gathering limits and/or health and safety guidelines.
- An RST representative will work with the venue or production partner representative to coordinate response and adherence to safety protocols and guidelines, both at an administrative level and on-site on rehearsal and performance days.
- On-site performances will be in compliance with the communicable disease plan(s) of the venue/partner organization, and industry protocol requirements or recommendations.
- All contracted artists and attending staff or volunteers will be made aware of the RST communicable disease plan, venue/partner communicable disease plan, and any

applicable industry-specific guidance and protocols documents before the start of performance.

- If an artist, administration/board member, or volunteer or visitor is feeling sick, they must:
 - Call 9-1-1 if symptoms are severe; if unable to do so, an RST or venue/producing partner representative will call 9-1-1 on the individual's behalf
 - (If not already doing so) the person experiencing symptoms must wear a face mask, wash their hands, and clean their immediate working space or patron space and any other surfaces touched
 - Go home immediately, remain at home, and work from home
 - Contact their health care provider by phone
 - Follow recommendations of a health care provider and/or self-isolate for 14 days
- Occupational First Aid Attendants (OFAA) if present will follow the communicable disease plan and health and safety protocols of the venue/partner organization, and/or industry protocol requirements and recommendations.
- Artists, staff, volunteers, and patrons have the right to raise concerns to venue staff and/or event organizers about, and/or refuse, any direction, action, or environment that they consider unsafe.
- An hour is provided between patron/audience seatings for cleaning and sanitization of those areas, or per venue/partner organization requirements.
- One-way entrances and exits will be used where possible, and will be marked.
- Prior to showtime, lobby/waiting area occupancy may be limited to ensure adequate physical distancing. Once maximum lobby/waiting area occupancy is reached, any remaining patrons may be required to wait outdoors until closer to showtime.
- Hand sanitizer, hand washing facilities, and single-use PPE (such as disposable masks and gloves) will be provided as appropriate for RST volunteers and staff and event patrons free of charge, if not using/bringing their own.
- Volunteers and staff may wear single-use gloves/hand coverings, or use hand sanitizer/wash their hands frequently. They will observe other respiratory hygiene protocols, such as sneezing/coughing into a tissue if not masked, and dispose.
- Volunteers and staff may be required to use masks while on shift at events.
- Volunteers and staff will be provided with guidelines on the correct use of masks and respiratory hygiene and hand washing protocol.
- Masks will be available to patrons for their use and may be required if a) the venue partner or health officer/provincial government regulation requires patrons to be masked, b) physical distancing is not possible.
- Following federal and provincial public health guidelines, we will recommend that patrons who are not fully vaccinated wear a mask during the event.
- Patrons may be asked to enter the auditorium to be seated row by row or as indicated/directed by event organizers or volunteers, and asked not to leave their seats or to switch seats once seated, or per venue/partner organization guidelines as necessary.
- Venue seating and distance from performers/presenters will be spaced for physical distancing, and/or per venue/partner organization and provincial health officer guidelines.
- Patrons wanting to change their seat will be asked to alert one of the event volunteers for assistance. Seating change may not be possible once a patron is seated, to comply with health and safety guidelines.

- Patrons may be asked to exit the auditorium row by row or as indicated/directed by event organizers or volunteers, and asked to observe physical distancing while exiting, or per venue/partner organization guidelines as necessary.
- Front of house:
 - The minimum number of volunteers and staff will run each event.
 - Health and safety signage and venue protocols will be prominently displayed.
 - Clear barriers may be used where physical distancing is not possible, or per performance venue/partner organization guidelines as necessary.
 - Touchpoints and equipment will be wiped down frequently, and/or protective coverings or single-use coverings will be used.
 - Credit or debit card transactions will be encouraged over cash transactions.
 - Online charitable donations will be encouraged over on-site donations.
 - Patrons will be asked prior to seating if they have special seating requirements/requests, which the event organizers/designated volunteers will attempt to accommodate if venue layout/event health and safety guidelines allow.