



Public Energy Performing Arts' *The Pivot Series* Safety Guidelines During COVID-19

Adapted from: Workplace Safety & Prevention Services Guidance on Health and Safety for Television Film and Live Performance Sector During COVID-19

Below is a set of resources, tips and best practices to help Public Energy Performing Arts' program participants prevent the spread of COVID-19.

Overall Best Practices:

Practicing physical distancing (staying 2 metres away from others), minimizing contact with droplets of mucous or saliva, keeping hands, surfaces and objects clean, and preventing contact with potentially infected people – are all critically important measures. Other information on how you can protect yourself is available on ontario.ca/coronavirus.

People who are sick or have signs of illness (e.g. fever, coughing, runny nose, tiredness, shortness of breath) should self-isolate. Consult public health information to learn more about the symptoms of COVID-19 infection.

During Public Energy Performing Arts' hosted events throughout *The Pivot Series* Public Energy will:

- Screen for health issues. This may include reminders on websites and via telephone messages.
- If anyone develops symptoms of COVID-19, Public Energy will implement procedures for reporting the illness.
- Create a COVID-19 safety plan to assist in putting the controls into place to make the workplace and event safer for everyone.
- Share the plan with all parties when it is done. This will help ensure everyone understands how Public Energy plans to manage the risks of COVID-19.
- Communicate that it is not permitted for anyone to enter the Public Energy Performing Arts event/activity if individuals have symptoms of COVID-19.
- Install clear signage throughout the event site, including the points of entry.
- Ensure that illness reporting requirements are well communicated in the event site through training and signage.
- Update Public Energy's voicemail, email, social media, website and other external communications to inform event attendees of changes.
- Provide clear information and instruction to staff, attendees, collaborators and event participants. Make sure they know what they need to do to protect themselves and others.
- Train staff and collaborators on possible COVID-19 transmission points in the event space, what steps are being taken to protect them, and how they can protect themselves, including frequent hand washing especially before

- and after each interaction, sanitizing items and surfaces more frequently, following tool disinfection procedures, and not touching their face.
- Regularly check in with public health updates and retrain/revise practices as needed.
 - Provide information in ways that are easy to understand, like graphics and pictures, and use resources from the Ontario government.
 - Ensure that all measures are well communicated.

During *The Pivot Series* activities conducted by the artist(s) (such as research workshops, rehearsals, meetings, creative process), artists will:

- Screen for health issues. This may include reminders on websites and via telephone messages.
- If anyone develops symptoms of COVID-19, artists will report the illness to Public Energy Performing Arts.
- Adhere to COVID-19 safety protocols for the workspace.
- Communicate that it is not permitted for anyone to enter a workspace if individuals have symptoms of COVID-19.
- Install clear signage throughout the workspace, including the points of entry.
- Provide clear information and instruction to collaborators. Make sure they know what they need to do to protect themselves and others.
- Train collaborators on possible COVID-19 transmission points in the workspace, what steps are being taken to protect them, and how they can protect themselves, including frequent hand washing especially before and after each interaction, sanitizing items and surfaces more frequently, following tool disinfection procedures, and not touching their face.
- Regularly check in with public health updates and retrain/revise practices as needed.
- Share information in all languages spoken by collaborators, if possible. Provide information in ways that are easy to understand, like graphics and pictures, and use resources from the Ontario government.
- Ensure that all measures are well communicated.
- Limit the number of people sharing equipment, computers, tools, or props. If possible, assign each person a unique set of props for their use only.
- If performers, stage managers, or creative team members must get within 2 metres of one another, it will be done with the explicit consent of all parties and understanding of the risk involved. You should have appropriate measures in place in circumstances when physical distance cannot be maintained. Such measures may include:
 - performers wearing personal protective equipment (e.g. face masks or shields) whenever possible
 - where performers will touch one another during a scene, performers wash their hands immediately before and after each take
 - limit the repetition of physical touching
 - props and items that that must be shared between individuals should be cleaned or disinfected prior to and following use. If this is not

possible, individuals touching these props should perform hand hygiene before and after touching the items, and refrain from touching their faces.

Public Energy Performing Arts The Pivot Series COVID-19 Overall Guidelines:

- People who are sick or have signs of illness (e.g. fever, coughing, runny nose, tiredness, shortness of breath) must self-isolate, and notify the Executive Director and call a doctor or healthcare provider.
- Artists must monitor their own symptoms at all times and ensure that they know where to find assessment tools.
- Artists must know who their Public Energy contact (Executive Director Bill Kimball) is and how to get in touch with them (bill@publicenergy.ca) in case the self-assessment, public health or their health care provider suggests they self-isolate, or if they start to experience symptoms while working.
- Artists with symptoms must self-isolate and check in regularly with the Public Energy Performing Arts office throughout their isolation period.
- Follow the work and hygiene practices the Public Energy COVID-19 safety plan, including all new safety measures.
- Follow all municipal and local public health warnings, directions and recommendations related to COVID-19.
- Ventilate spaces by opening doors where possible.

**NOTE: Please be reminded that face coverings (non-medical masks) do not constitute PPE and are not an appropriate substitute for physical distancing in the workplace. To learn more about PPE as well as face coverings, please refer to these sections in the Guide to Developing your Workplace COVID-19 Safety Plan at Ontario.ca <https://www.ontario.ca/page/develop-your-covid->*