



Communicable Disease Prevention Policy

Replaces: COVID-19 Workplace Guidelines & Protocols and COVID 19 Vaccinations Policy

Date Approved: March 21, 2023

Intent

LIGHTHOUSE FESTIVAL THEATRE has instituted this policy to create guidelines for communicable disease prevention. This policy must be used in conjunction with all other applicable health and safety policies, procedures, legislation and government guidelines.

Guidelines

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. Examples of communicable diseases that may circulate in a workplace include COVID-19 and seasonal influenza.

Employees/volunteers/artists will be notified of any pertinent health notices and their responsibilities in the face of health notices or bulletins. Employees/volunteers/artists must always follow all health and safety policies and wear any necessary personal protective equipment (PPE).

This policy will be amended as required or as contagious infections come in season (for example, communicable disease outbreak, influenza, or cough or cold season).

Each circumstance will be assessed on a case by case basis and in accordance with Lighthouse's obligations under the Occupational Health and Safety Act.

This policy differentiates employees, volunteers and artists where applicable.

Transmission of Microorganisms

Employees/volunteers/artists of LIGHTHOUSE FESTIVAL THEATRE may be exposed to pathogenic microorganisms, bacteria, and other microbes in the workplace that can cause infection and disease.

Transmission of microorganisms can be caused by contact transmission from hands (direct) or objects (indirect), droplet transmission from coughing or sneezing, or airborne transmission from the inhalation of organisms surviving in air for long periods.

Other routes of entry for infection include:

- Injection;
- Inhalation;
- Ingestion; and
- Contact with the skin, eyes, or nose.

It may not be possible for the company to completely eliminate all routes of entry for infections, and employees/volunteers/artists share a responsibility to follow safe work procedures and practices to mitigate the risk of infection.

Employees Who May Be Contagious

Employees must exercise good judgement and call in absent using the company's call-in procedure if they may be contagious. Employees who may be ill but are able to continue work remotely are permitted to keep working. Guidance for COVID-19 infections will be sought by performing a COVID-19 Self Assessment online at <https://www.ontario.ca/self-assessment/> and sharing results with management.

Managers at LIGHTHOUSE FESTIVAL THEATRE will keep records of absences. In any cases where a pattern of illness is noted, senior management will be notified so that additional infection control procedures can be considered and put into place where necessary.

Volunteers Who May Be Contagious

Volunteers must exercise good judgement and inform the company of their unplanned absence if they may be contagious. Guidance for COVID-19 infections will be sought by performing a COVID-19 Self Assessment online at <https://www.ontario.ca/self-assessment/>. Volunteers must not report to any further duties until cleared through the self-assessment guidelines.

Artists Who May Be Contagious

Artists must exercise good judgement and inform the Production Manager and/or Stage Manager of their condition. Guidance and direction will be provided by Lighthouse Theatre staff. Guidance for COVID-19 infections will be sought by performing a COVID-19 Self Assessment online at <https://www.ontario.ca/self-assessment/> and sharing results with Lighthouse management.

Routine Practices

Routine practices are strategies and procedures LIGHTHOUSE FESTIVAL THEATRE has implemented to protect workers/volunteers/artists and minimize exposure to communicable diseases. Following routine practices helps protect everyone.. Consistent practices must be used at all times with all persons, as someone could be infected but be asymptomatic.

All employees/volunteers/artists receive training on the company's routine practices for infection prevention and control. This training includes:

- Receiving a copy of this policy.
- Having this policy posted in a conspicuous location in all Lighthouse applicable spaces (eg. Health and Safety Board, Volunteer Board, Green Room)
- Practicing proper hand hygiene in all situations and maintain physical distance when able
- Maintaining awareness of risk factors from communicable disease to their own health and considering the importance of immunizations.

Risk Assessment

LIGHTHOUSE FESTIVAL THEATRE will conduct risk assessments to evaluate the risk of communicable disease transmission throughout the workplace. These assessments will be completed regularly and as often as necessary. Where required, the company will implement additional policies and procedures to address the risks and minimize exposure.

Hand Hygiene

Hand hygiene is one of the most important measures in preventing the transmission of communicable diseases. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

LIGHTHOUSE FESTIVAL THEATRE:

- Provides employees/volunteers/artists with the ability to wash their hands with soap and water or alcohol-based hand sanitizer;
- Ensure sanitization stations are provided throughout the theatre spaces;
- Maintains signage in all washroom areas about the importance of handwashing

Personal Protective Equipment (PPE)

PPE creates a physical barrier that protects an employee/volunteer/artist from exposure to infectious materials and from transmission resulting from contact.

Masking

- A mask can be used to reduce the likelihood of airborne infectious diseases. Although not mandatory, unless prescribed by current Public Health guidelines or mandates, all employees/volunteers/artists are welcome to wear a mask. The theatre will ensure there are masks available for those who choose to wear them.

Administrative and Environmental Controls

Administrative and environmental controls include respiratory hygiene, signage, environmental cleaning and sanitizing, encouragement of immunizations, self screening and Rapid Antigen Testing.

Respiratory Hygiene

LIGHTHOUSE FESTIVAL THEATRE expects that all employees/volunteers/artists will practice respiratory etiquette and personal practices that help prevent the spread of communicable diseases.

Signage

Signs encouraging self-screening are posted at all entrances to our theatres. Signs depicting the importance of reducing the spread of germs are posted in all washrooms.

Signs welcoming any person to wear a mask if they choose are posted in a conspicuous location.

Environmental Cleaning and Sanitizing

Maintaining a clean and healthy environment is integral to the safety of employees/volunteers/artists and is a top priority at LIGHTHOUSE FESTIVAL THEATRE. Environmental cleaning and disinfection is performed routinely and consistently to provide a safe and sanitary work environment.

Encouragement of immunizations

All employees/volunteers/artists are *strongly encouraged* to consider vaccinations for COVID-19, seasonal influenza and any other communicable disease to protect themselves and others.

Self screening

All employees/volunteers/artists should be aware of what constitutes a symptom of COVID-19 and perform self screening on a daily basis.

Rapid Antigen Testing for COVID-19

At the discretion of LIGHTHOUSE FESTIVAL THEATRE, employees/volunteers/artists may be instructed to provide a negative Rapid Antigen Test in order to report to duty.

Updates to Policy

LIGHTHOUSE FESTIVAL THEATRE has the legal responsibility to maintain a safe workplace for employees/volunteers/artists. The theatre may change this policy at any time and mandate any further rules or regulations deemed necessary dependent on the situation at hand. Examples could include mandating vaccinations, masking and using other PPE, physical distancing protocols, active screening, mandatory antigen testing. LIGHTHOUSE FESTIVAL THEATRE will also monitor and comply with any government mandates concerning the management of communicable diseases.

Any changes to this policy will be communicated immediately to all affected parties.