

Kingston Baroque Consort

COVID-19 WORKPLACE SAFETY PLAN

October 6, 2021

This info has been prepared on August 17, 2021, based on the requirements as of July 16, 2021, under Step 3 of the Road to Reopening (Government of Ontario). It is also based on [Develop your COVID-19 workplace safety plan](#) (Government of Ontario) and resources from [Workplace Safety & Prevention Services](#).

This document is based on current requirements. It is the responsibility of the Kingston Baroque Consort to update and adapt this document based on the Kingston Baroque Consort's specific risks and circumstances, in accordance with current, local public health requirements.

1. COVID-19 Safety Workplace Safety Plan (the plan)

- 1.1. The COVID-19 Safety Background and Planning document provides background information and planning guidance for developing the COVID-19 Workplace Safety Plan.
- 1.2. The purpose of the plan is to provide adequate and appropriate controls to mitigate the spread of illness from the COVID-19 pandemic during the Kingston Baroque Consort's activities, including rehearsals and performances.
- 1.3. Katie Legere, co-chair will lead the development and implementation of the COVID-19 Safety Plan. If anyone listed in this plan is away (vacation, illness etc.), the co-chair will assign someone else to complete their tasks or take on those tasks to ensure they are done. Co-chairs are: Jeff Hamacher, Julia Macfarlane, AND Michael Capon
- 1.4. "Supervisor" refers to the co-chairs, as well as any other role that has "charge of a workplace or authority over a worker" or volunteer.
- 1.5. "Workers and volunteers" refers to Orchestra members, independent contractors, volunteers etc.
- 1.6. Source: Based on Develop your COVID-19 workplace safety plan (Government of Ontario) <https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

2. Communication

2.1 Communications for Orchestra members and Volunteers

- 2.1.1 Each week, Katie Legere will check the [Government of Ontario COVID-19](https://covid-19.ontario.ca) <https://covid-19.ontario.ca> and the [2019 Novel Coronavirus \(COVID-19\)](https://www.kflaph.ca/en/index.aspx) Region of Kingston Public Health <https://www.kflaph.ca/en/index.aspx> websites for updates and new information to maintain a current understanding of all relevant COVID-19 regulations and local Orders and Instructions.
- 2.1.2 The Kingston Baroque Consort will communicate with orchestra members and volunteers to provide clear information and instruction, using:
 - Email
 - Printed mail, for anyone without access to email
 - Virtual meetings
 - In case of questions or concerns, contact: **Katie Legere**, legerek@queensu.ca 613-217-5099
- 2.1.3 A complete, current copy of the plan shall be kept in these locations:
 - On the website: <https://livemusickingston.ca/kingston-baroque-consort/>

- St. James' Anglican Church, 10 Union Street
- 2.1.4 A one-page summary of the plan (including instructions on how to request access to the complete plan) shall be posted at the following conspicuous locations:
- At the venue, St. James'
 - On the website: <https://livemusickingston.ca/kingston-baroque-consort/>
- 2.1.5 The KBC co-chairs shall distribute the plan by email to orchestra members and volunteers.
- 2.1.6 When there are changes to COVID-19 regulations and local Orders and Instructions, the KBC co-chairs shall promptly:
- Review updates with the Music Director to assess impact on planned activities.
 - Revise the relevant section(s) of the plan.
 - Send an email update and plan revisions to the orchestra members and volunteers.
- 2.1.7 The KBC co-chairs shall ensure orchestra members and volunteers are trained on:
- The COVID-19 Workplace Safety Plan.
 - Any new activities required to prevent the spread of COVID-19.
- 2.1.8 KBC co-chairs shall communicate with orchestra members and review planned activities, potential COVID-19 hazards (for example, lack of physical distancing in tasks or sharing equipment), and corresponding precautions.
- 2.1.9 Post notices required by public health or other government regulations, including:
- Maximum occupancy for the venue
 - [Workplace posters](#) (Government of Ontario)
 - Local public health posters
- 2.1.10 The KBC co-chairs shall communicate with orchestra members and volunteers to make them aware of resources available for financial, mental health, and other supports from the Government of Ontario (<https://www.ontario.ca/page/covid-19-support-people>).

2.2 Communications for Patrons

- 2.2.1 To ensure public-facing information is current and advise of any changes, the KBC co-chairs will regularly review the:
- Website
 - Social media accounts

- 2.2.2 The summary of plan will be posted on the website.
- 2.2.3 Information and requirements regarding COVID-19 will be provided to patrons through the email prior to the concert.
- 2.2.4 Several days prior to the event, instructions will be sent to all patrons through email. These will include:
- Passive screening, as applicable
 - Maintaining physical distancing
 - Use of masks / face coverings
- 2.2.5 During the event, all orchestra members and volunteers will model compliant behaviour and remind patrons of requirements including masks / face coverings and physical distancing.

3. Screening

3.1 Screening for Orchestra Members and Volunteers

- Orchestra members and volunteers, including anyone who has been vaccinated, shall complete a daily COVID-19 screening using the [Worker and employee screening](#) survey at <https://covid-19.ontario.ca/screening/worker/> (or another similar method), and email the results to one of the KBC co-chairs at legerek@queensu.ca
- One of the KBC co-chairs will check that screening emails have been received and reviewed before work begins each day. The privacy of personal information must be protected.
- If anyone forgets to send in the email or is unable to access and submit an online screening, they shall complete a printed version of the [Worker and employee screening PDF](#) (or another similar method), and give to one of the KBC co-chairs as soon as they arrive at the site, before they will be permitted to start their shift.
- If the person does not submit a “passed” screening result, the person shall not enter the site.
- One of the KBC co-chairs shall monitor the records of all screening and retain records for thirty (30) days.
- One of the KBC co-chairs shall retain records of all shift attendance and activities so that potential interactions can be identified.

3.2 Screening for Patrons

- 3.2.1 Passive Screening for patrons is required.
- 3.2.2 Passive Screening

- Every patron must have a reservation to attend and contact information will be confirmed at this time.
- Post signs at all entrances with clear instructions that tell people how to screen themselves with the screening questions and instruct people with symptoms or high-risk exposures not to enter the premises.
- People are assumed to have screened themselves and followed the instructions.
- Patrons do not need to be asked to report the result of their screening.
- A person should be told not to enter if they volunteer the information that they did not pass the screening assessment.

4. Preventing Transmission

The risk of getting COVID-19 is higher with a longer period of contact and with closer proximity to others. All feasible controls should be implemented to maintain distance and to minimize the number of extended interactions within two metres. (Ministry of Labour, Training and Skills Development)

The Kingston Baroque Consort will comply with all relevant requirements of the [Live Performance Health and Safety during COVID-19](#) (February 10, 2021, Live Performance Health and Safety Advisory Committee and Ontario Ministry of Labour, Training and Skills Development)

4.1 Proof of vaccination

- 4.1.1 All members of the orchestra, volunteers and concert attendees, except those showing proof of exemption must show proof of vaccination prior to attending rehearsals or concerts.
- 4.1.2 Concert attendees under 12 who are unable to be vaccinated must be accompanied by a fully vaccinated adult, wear a mask and maintain physical distance from other concert attendees.

4.2 Hand and Respiratory Hygiene

- 4.2.1 Post relevant public health posters at the venue.
- 4.2.2 Everyone should follow general hygiene practices such as frequent hand-washing or use of hand sanitizer, and coughing/sneezing into their elbow.
- 4.2.3 Kingston Baroque Consort will provide hand sanitizer (at least 60% alcohol).
- 4.2.4 The venue is responsible for making sure supplies of soap, paper towels and hand sanitizer (at least 60% alcohol) are maintained.

4.3 Physical Distancing

- 4.3.1 Make best efforts to maintain physical distancing of two (2) meters during all tasks, including onstage and backstage during rehearsal and performance.
- 4.3.2 When physical distancing is not possible:
Stop, tell one of the KBC co-chairs and discuss how to adapt the task and/or use personal protective equipment (PPE) consisting of a medical mask and eye protection (face shield, safety glasses or goggles), plus gloves if needed.
Consider a buddy system for load-in, set-up, strike and load-out to reduce the number of close interactions.
- 4.3.3 Orchestra members must maintain a physical distance of 2 meters from any patrons or be separated from them by plexiglass or some other impermeable barrier
- 4.3.4 Only essential orchestra members and production crew will be allowed in the backstage and onstage areas. Audience members may meet the performers on the lawn outside.
- 4.3.5 Physical Distancing for Patrons - Post physical distancing info at the entrance.

4.4 Music Precautions

Singing and playing wind and brass instruments are considered higher risk activities because COVID-19 is likely to spread through respiratory droplets and aerosols resulting from deep breathing and forceful exhalation. Environmental factors such as ventilation and air currents may also affect dispersion of droplets and aerosols. There is currently no evidence to determine exactly what a safe distance would be between singers, wind and brass players and others, but greater distances can reduce risk. Research is underway to assess specific risks. (Ministry of Labour, Training and Skills Development)

- 4.4.1 Arrive appropriately dressed, to reduce the need to use dressing rooms or washrooms.
- 4.4.2 Where possible, unused offices, classrooms, dressing rooms and other spaces should be made available to the orchestra to allow for appropriate distancing. Also, during breaks it may be necessary to open up front of house (FOH) areas, including washrooms, because of inadequate facilities backstage.
- 4.4.3 Chairs and stands should be spiked for physical distancing while allowing for reasonable adjustment for sight lines.
- 4.4.4 Each person should have their own parts and music stand, whenever possible. Percussion assignments may need to be re-evaluated to minimize the sharing.
- 4.4.5 Once music is distributed, each person should be responsible for their own parts.

4.346 Masking remains the best way of reducing potential infected aerosol from circulating in an indoor space. See section 4.6 Masks / Face Coverings and Personal Protective Equipment (PPE).

4.4.7 Rehearsals should be limited to two hours, including a 15 - 20-minute break. In spaces with good ventilation rates and HEPA filtration, increased indoor rehearsal times may be considered.

4.4.8 To help with cleaning, remove all personal items at the end of each 'call' or service.

4.4.9 Musical instruments

- Instrument cases should not be left in common areas.
- To avoid congestion backstage around a common case storage area, instruments should be brought onstage in their cases and the closed cases stored either under the seat or beside the musician.
- Large instrument cases should be stored in an area designated for that purpose with adequate spacing and access restricted to the owners of the instruments.
- Individuals are responsible for bringing, removing, cleaning and disinfecting (as applicable) their own music stands, instrument stands, reed trays, back rests, accessories etc
- Cleaned chairs will be provided by the venue.
- Percussionists should not share mallets.

4.4.10 Wind and brass instruments

- Use of large, well-ventilated spaces should be prioritized.
- Use of wind and brass instruments is permitted indoors and outdoors.
- Masking remains the best way of reducing potential infected aerosol from circulating in an indoor space.
- See section 4.6 Masks / Face Coverings and Personal Protective Equipment (PPE).
- Individual plastic windscreens are recommended for flute players.
- Based on an assessment of the orchestra layout, plexiglass or some other impermeable barrier may be considered for between or around woodwind and brass players. (*Barriers between players are not currently a legislated requirement.*)
- Bell covers made may be considered for brass players.
- Brass and wind players will be provided with disposable absorbent pads (such as puppy pads) to catch and contain condensation from their instrument. Orchestra members must not empty instrument condensation on a bare floor surface. The

individual will remove and dispose of the pads after the rehearsal or performance is complete.

- Droplets produced by wind and brass players may be dispersed through ways other than blowing into the instrument such as:
 - Emptying the moisture from the instrument
 - Cleaning out instruments with feathers or swabs
 - Blowing into the tone holes or spit valves to clear out moisture
 - Blowing into the mouthpiece when removed from the instrument to clear out moisture
 - Releasing air from the sides of the mouth

4.5 Preventing Crowding and Gatherings

- 4.5.1 Maximum occupancy limit posters (see section 2.1.9) will be posted at each entrance.
- 4.5.2 In case of an emergency evacuation, one of the KBC co-chairs will ensure physical distancing is maintained when orchestra members, volunteers and patrons across the street from 10 Union Street Kingston.
- 4.5.3 The audience will be instructed to depart promptly via the Union St doors following the concert, and not to come to the front.
- 4.5.4 Patrons in lines will be reminded that they must maintain two (2) metres of physical distancing and wear masks/face coverings in lines at these locations:
 - Entrances to the venue
 - Washrooms
- 4.5.5 Every patron who is outdoors at a concert in a line must wear a mask or face covering in a manner that covers their mouth, nose and chin.

4.6 Masks / Face Coverings and Personal Protective Equipment (PPE)

4.6.1 Masks / Face Coverings and PPE for Orchestra Members and Volunteers

- Every person must wear a mask or face covering in a manner that covers their mouth, nose and chin when indoors, unless entitled to an exception as noted in the regulation.
- Orchestra members are not required to wear a mask or face covering when rehearsing or performing; however, those who can perform with a mask on should do so.
- Consider specialized slitted masks or wind and brass players.
- Put on masks or face coverings at the beginning of each break/intermission and at the end of each 'call' or service.

- A mask or face covering may be temporarily removed to consume food or drink.
- Extra masks will be available at the entrance to St. Jame's
- When physical distancing of two (2) metres cannot be maintained and there is no separation by a barrier, and services are being provided to a person who is not wearing a mask or face covering, PPE such as medical masks and eye protection (face shield, safety glasses or goggles) must be worn.
- Disposable masks should be thrown out in plastic lined garbage bins, located near the exit.

4.6.2 Masks / Face Coverings for Patrons

- Every patron must wear a mask or face covering in a manner that covers their mouth, nose and chin, unless entitled to an exception as noted in the regulation.
- A mask or face covering may be temporarily removed to consume food or drink.
- Ushers will remind patrons of mask or face covering requirements.
- Disposable masks should be thrown out in plastic lined garbage bins, located near each exit.

4.7 Cleaning and Disinfecting

4.7.1 The venue is responsible for making sure that washrooms and similar on-site amenities are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition, in accordance with [Cleaning and Disinfection for Public Settings](#) (April 29, 2021, Public Health Ontario), using disinfectants that have a Drug Identification Number (DIN). Approved products are listed at [Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19](#) (Government of Canada).

4.7.2 Cleaned chairs will be provided by the venue.

4.7.3 Volunteers will clean and disinfect any equipment that is provided for the use of members of the public, such as point of sale payment terminals.

4.7.4 In order to minimize high-touch, shared surfaces requiring cleaning and disinfecting, these protocols will be followed:

- Areas will be provided for orchestra members and volunteers to place personal belongings.
- Whenever possible, instruments, equipment and tools should not be shared to minimize the need for cleaning and disinfecting between use
- Tasks should be planned and assigned to minimize shared surfaces

4.7.5 To prevent damage, the following items should only be cleaned and disinfected in accordance with manufacturer's instructions and, if possible, should not be shared:

- Musical instruments

- Control equipment, including audio and lighting
- 4.7.6 All workers, volunteers and artists shall be responsible for cleaning and disinfecting personal musical instruments, equipment and tools. Shared instruments, equipment and tools shall be cleaned and disinfected before and after each use.
- 4.7.7 Brass and wind players will be provided with disposable absorbent pads (such as puppy pads) to catch and contain condensation from their instrument. Orchestra members must not empty instrument condensation on a bare floor surface. Individuals will remove and dispose of the pads after the rehearsal or performance is complete.
- 4.7.8 If there is a potential case or suspected exposure to COVID-19, Public Health may provide instructions for deep cleaning.

4.8 Ventilation and Air Flow

- 4.8.1 Workers and volunteers and artists should work outdoors whenever possible.
- 4.8.2 The venue is responsible for the heating, ventilation, and air conditioning (HVAC) systems in indoor areas and should:
- Ensure HVAC systems are clean in good working condition
 - Increase air-exchange settings on the HVAC system, if possible
 - Use the highest efficiency filters that are compatible with the HVAC system
 - Keep areas near HVAC inlets and outlets clear
 - Arrange furniture away from air vents and high airflow areas
 - Avoid recirculating air
- 4.8.3 Break Areas
- Take breaks outdoors whenever possible.
 - If taking breaks indoors, physical distancing must be maintained at all times, or plexiglass or other impermeable barriers shall be installed.
 - Schedule break times so break areas are not crowded.
 - Arrange tables and chairs to maintain physical distancing.
 - Everyone is encouraged to bring their own filled water bottles.
 - If available, beverages, snacks and meals will be provided in individual servings.
 - There will be no shared food or serving items.

- Ensure people take home all food containers and dispose of food waste in appropriate garbage bins.

5. Response to a Potential Case or Suspected Exposure

5.1 Response to a Potential Case or Suspected Exposure for Orchestra Members and Volunteers

- 5.1.1 Identify a specific area where a person may self-isolate if they begin experiencing symptoms of COVID-19. This area should be identified/communicated to everyone present at the location
- 5.1.2 If an orchestra member or volunteer calls in sick, informs one of the KBC co-chairs of symptoms or that they had close contact with someone with symptoms, the co-chair shall direct them to take the self-assessment at <https://covid-19.ontario.ca/self-assessment/> and to follow any recommendations given by the tool, including being tested and self-isolating.
- 5.1.3 If an orchestra member or volunteer shows symptoms on site, one of the KBC co-chairs shall:
- If the person is very ill, 911 should be called; let the operator know that they may have COVID-19.
 - Direct the person to:
 - Return home and self-isolate immediately; if they cannot leave immediately, they should be isolated at the St. John Ambulance First Aid tent until they are able to leave.
 - Contact their doctor or Telehealth Ontario for further directions about testing and self-isolation.
 - Record the illness using the Injury/Incident Report.
- 5.1.4 One of the KBC co-chairs shall contact:
- Public Health, who will provide further instructions and do contract tracing if needed.
 - Anyone who may have been exposed in the workplace, including information about the date and time of the potential exposure, but without giving any information that might identify the infectious person
 - The Ministry of Labour, Training and Skills Development (Health & Safety Contact Centre 1-877-202-0008) within 4 days for any worker exposure at occurred in the workplace.

5.1.5 One of the KBC co-chairs shall:

- Follow-up with the person regularly, and with anyone directed to self-isolate.
- Contract Public Health for additional advice, if needed.

5.2 Response to a Suspected Case or Potential Exposure for Patrons

5.2.1 If a patron shows symptoms on site, one of the KBC co-chairs shall:

- If the person is very ill, 911 should be called; let the operator know that they may have COVID-19.
- Direct the patron to:
 - Return home and self-isolate immediately
 - Contact their doctor or Telehealth Ontario for further directions about testing and self-isolation.
- Record the illness using the Injury/Incident Report.

5.2.2 One of the KBC co-chairs shall contact:

- Public Health, who will provide further instructions and do contact tracing if needed.
- Anyone who may have been exposed in the workplace, including information about the date and time of the potential exposure, but without giving any information that might identify the infectious person.

6. Management of New Hazards

The Kingston Baroque Consort has identified the following new hazards:

6.1 Orchestra Members and Volunteers

- Challenges maintaining physical distancing during load-in, set-up, tear-down and load-out
- Challenges maintaining physical distancing during rehearsals and performances.
- Challenges maintaining physical distancing when interacting with patrons
- Increased exposure to cleaning and disinfecting products
- Mental health impacts from dealing with new Covid-19 protocols and ongoing changes due to pandemic

6.2 Hazard Management

- Protocols for Physical Distancing and Masks / Face Coverings and Personal Protective Equipment (PPE) will be followed to mitigate these hazards.

7. Plan Monitoring and Evaluation

- 7.1 One of the KBC co-chairs shall gather feedback from orchestra members and volunteers and artists through regular conversations and safety talks to confirm protocols are working and identify any issues.
- 7.2 Patrons are encouraged to share feedback with the KBC co-chairs.
- 7.3 One of the KBC co-chairs shall conduct a walk-through of the venue each day to verify compliance with controls, to document any exceptions and to take corrective actions.
- 7.4 One of the KBC co-chairs shall review and respond to issues that have been brought forward, incident reports, and patron feedback to identify any corrective actions that may be required.

8. COVID-19 Workplace Safety Plan – Snapshot

NOTE: The complete COVID-19 Workplace Safety Plan is available at:

<https://livemusickingston.ca/kingston-baroque-consort/>

How we're ensuring people know how to keep themselves safe from exposure

- signage

How we're screening for COVID-19

- Active screening for Orchestra members and volunteers, passive screening for patrons

How we're controlling the risk of transmission

Hand and Respiratory Hygiene

- Sanitizer provided, signage for information

Physical Distancing

- 2 metres except for family units

Masks / Face Coverings and Personal Protective Equipment (PPE)

- Required and provided for those who need them

Cleaning and Disinfecting

- Provided by St. James' Church

Proof of vaccination required

- Orchestra members, volunteers and Patrons will have to show proof of vaccination

What we will do if there is a potential case, or suspected exposure to, COVID-19

- Contact with Health Unit, contact tracing to inform attendees

How we're managing any new risks caused by the changes made to the way we operate?

- Risk monitoring

How we're making sure our plan is working

- Compliance with regulations and a safe concert

The Resilient Ontario Orchestras Project

This document has been created by [Janet Sellery](#), CRSP, CHSC, Health & Safety Consultant, as part of her consulting work with the Resilient Ontario Orchestras project.

The Resilient Ontario Orchestras project is designed to help Ontario's smaller budget orchestras and youth orchestras (groups with annual, pre-pandemic revenues under \$500,000) access customized consulting help and resources to help them plan for a sustainable return to public performances as soon as it's viable.

This project is made possible with generous support from the Ontario Trillium Foundation. The Ontario Trillium Foundation (OTF) is an agency of the Government of Ontario, and one of Canada's leading granting foundations. OTF awarded \$108 million to 629 projects last year to build healthy and vibrant communities in Ontario.



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