



Communicable Disease Prevention Guide

Step 1: Understanding Risk

The Mary Winspear Centre Management monitors all Provincial Health Orders and up-dates. The Mary Winspear Centre Management observes every press briefing on COVID-19 and reviews all health orders posted by the Provincial Health Officer. Every Manager (Executive Director, Theatre Manager, Facility Manager, Client Services, and Technical Director) prioritizes that all staff, clients and visitors entering the building are following all Provincial Health Orders and this Communicable Disease Prevention Guide.

Step 2: Implement measures, practices and policies to reduce the risk

Please stay at home if you do not feel well. Please do not enter the building.

Our website is up to date and our Box Office Hours are Monday – Friday from 9:30am-5:00pm. If you need any assistance but are not feeling well, please call our Box Office at 250 656 0275 ex. 221.

Reducing the risk:

- If you are feeling unwell, have any COVID-19 symptoms, have been asked to isolate, or tested positive for COVID-19 in the past 14 days, please do not enter the Mary Winspear Centre.
- Signs at all entrances to the building instructing anyone entering the building to wear a face covering & wash/sanitize hands.
- Instructional signs for hand washing are present at every sink in the Mary Winspear Centre.
- Face coverings supplied to any staff member/visitor needing one.
- Masks mandatory inside the Mary Winspear Centre.
- Social distancing signs present throughout building.

All Mary Winspear Centre Staff & Volunteers have been asked to take the ActSafe COVID-19 Safety Procedures Course.

Two Mary Winspear Centre facility team members are on site at all times during building hours. Our facility team is responsible for all sanitization at our facility. A deep cleaning/full sanitization of the building happens every evening. In the middle of the day a sanitization of all high-touch spaces is completed. Each space is also sanitized after client departs. The Facility Manager is responsible for ensuring all maintenance & cleaning supplies are available, training is completed with each staff member focusing on the best practices for efficiently & safely sanitizing our facility.

Our ventilation system is regularly serviced & maintained by Mike Lake from Carmichael (Experts in Thermal Systems Technologies). We have recently had our trusted HVAC technician in our Charlie White Theatre to ensure we have adequate fresh air flow throughout the theatre at all times. We also keep both theatre entrances/exits open for the duration of any performance to improve air quality.

Additional measures including retaining, for no longer than 30 days, employee & volunteer schedules, theatre maps and event attendee contact information should contract tracing ever be necessary.

The Charlie White Theatre events continue to be socially distanced and with limited capacity more strict than current Provincial Health Orders.

The Charlie White Theatre offers a contactless concession as there is no intermission at our performances. Strict no mingling protocols in place.

Designated staffs present at every Mary Winspear Centre event(s) to ensure current COVID-19 event protocols are being followed.

Step 3: Monitoring our workplace and update the plan as necessary

Weekly management meetings take place to monitor and assess the current protocols in place. This Communicable disease prevention guide is up-dated as needed.