

Guidelines for Re-Commencing Arts Centre Operations V8 Commencing June 15, 2021

Following WorkSafe BC's COVID-19 guidelines;

Arts Centre Risk Assessment:

1. Communal Spaces where risk of transmission is introduced

- Guild rooms
 - Tenants have written notice of these guidelines and are requested to follow them, along with government procedures and recommendations related to COVID19 while inside or intending to visit the Arts Centre. It is up to each Tenant to provide their own routines within their respective rented spaces.
- Washrooms
 - Handwashing signs are present in the washrooms and kitchen, distancing and hand sanitising reminders are posted throughout the centre.
- All doorknobs and keypad lock
 - Cleaned by Commercial Janitors once per week. This will be reassessed regularly i.e. if/as more people start to use the Arts Centre.
- All light switches and commonly touched surfaces
 - Cleaned by Commercial Janitors once per week. This will be reassessed regularly i.e. if/as more people start to use the Arts Centre.
- Entrance area
 - Sanitiser is available at the front entrance.
 - In future, if we are able to collaborate with local mask making groups: masks may potentially be available for guests which they then keep, via a donation.
- Stairwell and hallways
 - Social distancing required.
- Storage room
 - If a group wishes to access the storage room they will need to do so by requesting access and in consultation with CCACS staff.
- Chairs and tables in rental spaces and common areas.
 - Hand sanitiser and soap is available and those using the Arts Centre are reminded by posters to use it upon entry, after touching communal tools, and exit. Users of the Arts Centre spaces and utensils are doing so at their own risk.
 - User groups of the rental rooms must be able to produce a list of names of those who have used the Arts Centre upon request.
- Kitchen, coffee, kettle, utensils etc.
 - No more than one person in the kitchen at a time.
 - Hand sanitiser and soap is available and those using the Arts Centre are reminded via posters to use it upon entry, after touching communal tools, and exit. Users of the Arts Centre spaces and utensils are doing so at their own risk.



2. Administrator tasks which lie in close proximity to others

- Visitors in CCACS staff office signing rental agreements / with general queries
 - There are no current office hours while the Administrator is on leave. Appointments may be arranged with the Executive Director.
 - Questions regarding their health will be asked before confirming the meeting. Use of hand sanitiser required on their way in and out. Maintain social distancing. Visitors only touch what is necessary (CCACS staff will open doors for them, etc).
 - Office is rearranged so the desk shields CCACS staff / guests. Once regular office hours resume, sticker decal is to be installed on the floor showing the position for the guest to stand.
- Visitors for a building tour
 - **Visitors must book in advance with the Executive Director.**
 - Questions regarding their health will be asked before confirming entry. Use of hand sanitiser required on their way in and out. Maintain social distancing. Visitors only touch what is necessary (CCACS staff will open doors for them, etc).
- Money exchange, paperwork and pens.
 - Wipe down the pen after customer has used it. CCACS staff to wash hands after finishing with paper/money.
- If ED is also in Office: shared laptop, printer, light switches, distancing
 - Be aware and considerate, wipe down joint items after use. Follow distancing protocols.

3. Hygiene and Cleaning measures

- Wall mounted sanitiser stations installed at front entrance and outside basement washrooms/Admin office. Hand sanitiser pump and spray bottles at entrance and around the building.
- Face masks required in all areas of the Arts Centre. Reminder on front door about physical distancing. Sign posted on the front door indicating who is restricted from entering. Signs posted around the building of washing hands upon arrival, after touching common tools or equipment, and before leaving. Handwashing practices posted in the bathroom. Capacity limits posted on the rental room spaces.
- When present, CCACS staff to ask those in the Centre to use the sanitiser upon entering and before leaving the building.
- PA equipment and projector are sanitised by staff following rental use.
- CCACS staff washes / sanitises hands before and after use of equipment shared with other staff or customers.

4. Physical distancing measures

- **Rentals allowed no more than 25 people per booking of the GK room, and 6 in the Open Studio,** this is posted on the doors to the rooms.
- Tenants will be reminded about physical distancing, poster on the front door and in the hallway.
- In Admin's office, a decal on the floor with where to stand. CCACS staff will work at the other end of the desk and the office is rearranged to put more distance between staff and guest.
- Front door is locked, allow only 1 visitor "bubble" at a time. Once Admin returns to regular office hours, Admin will remind tenants that when she is around only the Admin answers the doorbell.



- With the onset of any type of sickness symptom, staff will stay home for 10 days. The tenants and any upcoming rentals will be notified (and able to cancel if they desire).

5. Monitoring

- CCACS staff will continue to monitor the above parameters, and physical situations, in the Arts Centre, as well as government recommendations and guidelines, and adapt this plan as and when required.
- Any safety concerns will be communicated to the Executive Director (ED) immediately, Leah Selk, info@centralcaribooarts.com.
- Tenants and rental groups are expected and invited to communicate any concerns about the facility or the behaviour of individuals with the CCACS staff, and leave it for them to address.
- Concerns about the behaviour of the Admin can be addressed to the ED, Leah Selk info@centralcaribooarts.com

Reopening the Arts Centre:

1. Infrastructure

- Two wall mounted hand sanitiser stations, one at the front door and one outside the basement washrooms. Hand sanitiser spray and pump bottles distributed around the building.

2. Schedule

- On May 19th, 2020 if they opt in, tenants will re-gain their regular door code and 24hr access to the centre, at their own risk and the expectation they will uphold the government's recommendations (as they evolve over time) with regard to hygiene and social distancing.
- Visitors and "classes" are at the tenants own discretion, but no door codes will be given out. Tenants must abide by all current Provincial Health Regulations, and must have safety plans in place. Names and contact details of any non-tenants entering the building must be made available upon CCACS staff request.
- From June 9th, 2020, the public are notified that the Arts Centre is accepting rentals and tours on demand. The planning of such will require the Admin to meet the individual(s) at the Arts Centre, and/or in her office.
- From June 9th, 2020, the public and tenants may contact Admin for an in-person appointment in her office, these are to occur only on Wednesdays during regular office hours, 10am-3pm.
- On September 2nd, 2020, Admin will return to the centre once per week on a Wednesday for regular office hours, 10am – 3pm
- From September 2nd, 2020, the Arts Centre will be open on Wednesdays 10am – 3pm for visitors and/or people looking to rent space.
- From November 23rd, 2020, no rentals or open hours/office hours will be available. Tenants continue to retain access at their own risk, provided they follow Arts Centre protocols.
- From Tuesday, May 25, 2021, the Arts Centre is accepting rentals and tours by appointment. The planning of such will require the ED to meet the individual(s) at the Arts Centre, and/or in her office. While the Admin is on leave, there will be no open hours/office hours available.
- From June 15th, 2021, the Arts Centre has increased the capacity of the Graham Kelsey Room to 25 people. The Open Studio remains at a capacity of 6. Rentals and tours continue to require an appointment with the Executive Director.



3. Rentals

- Rental events will only allow up to a maximum of 25 people in the GK room, and 6 people for the Open Studio room. All rental groups are subject to approval, and are expected to follow the Arts Centre COVID Guidelines, as well as the government's recommendations for hygiene and social distancing protocols. All gatherings are required to have a Covid safety plan in place, and to provide it to CCACS staff upon request.
- The process for confirming a rental and performing building tours remains unchanged.

Respectfully submitted on May 6th 2020 by Emily Clearwater, Arts Centre Administrator

Updated June 9th 2020, V2

Updated June 30th 2020, V3

Updated August 18th 2020, V4

Updated November 9th, 2020, V5

Updated November 22nd, 2020, V6

Updated June 1, 2021, V7 by Leah Selk, Executive Director

Updated June 22, 2021, V8 by Leah Selk, Executive Director



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