

Vancouver Writers Fest – Communicable Diseases Policy and Plan

CURRENT AS OF: October 1, 2021

Summary and Acknowledgment

Purpose

The purpose of this Plan is to promote the health and safety of the employees, author/artists, contractors, volunteers, audience members, and participants by providing appropriate information that can be used to prevent and reduce the risk of contraction, spread and impact of communicable disease.

Preventing communicable disease involves taking ongoing measures to reduce the risk of communicable disease transmission in our workplaces and also in our venues when holding events. This document is intended to provide our new mandatory guidelines for the Vancouver Writers Fest (Part One) as well as general, ongoing operations (Part Two).

Please share this plan and disseminate widely to ensure all groups have read and understood the policies outlined here before entering any VWF venue.

The VWF team has experience producing events during the COVID-19 pandemic – both through our own events and their work with other festivals and events, and have robust operations and communication plans.

We welcome feedback from all employees, author/artists, contractors, volunteers, audience members, and will continue to update these policies as the Writers Fest proceeds and as Public Health guidelines evolve.

This document will be updated and maintained regularly to meet new guidelines, recommendations, and Public Health Orders.

PART ONE: Communicable Diseases Plan as it relates to FESTIVAL WEEK and EVENT VENUES

1. STAFF HEALTH AND HYGIENE
2. SANITIZING THE VENUE
3. INGRESS AND EGRESS
4. FRONT OF HOUSE CIRCULATION, FOOD AND BEVERAGE AND MERCHANDISE
5. PRODUCTION

BROAD STEPS FOR SUCCESS:

We recognize our responsibility to follow the requirements of all Provincial Health Orders, including:

- No more than 50 audience members or up to 50% of the venue's capacity, whichever is greater
- Audience members are to self-check the health screen prior to entering any venue. Health screen is posted at all venues, linked in tickets, and will be re-enforced in line-ups by volunteers checking vaccinations.
- All attendees, volunteers, staff, crew, and presenters must be able to verify that they are fully vaccinated before entering any venue during the entire Festival including all prep and strike. No exemptions will be permitted. This is in accordance with Provincial mandates which require full vaccination by the end of Festival Week so as not to change practices on the final day of the Festival.
- There will be at least one hour between events during which there are no patrons present on the premises or the area of the premises to permit cleaning and sanitizing by Front of House volunteers. This includes the Nest, Revue Stage, Waterfront, and Performance Works (does not apply to Granville Island stage, with only one event).

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- Audience members will be asked to come with a mask and will be required to wear it while inside the venue. Masks may be removed temporarily only while actively eating or drinking. Masks will be provided at the door in case an audience member arrives without one.
- Everyone (staff, volunteers, crew) is to wear a mask inside at all times in all venues, except when actively eating or drinking, or if presenting on stage. This includes Festival House, shared work spaces, and book signings in addition to performance venues.
- Ticket sales will be online only to prevent the occurrence of line-ups and the congregation of ticket-buyers. On-site/rush tickets will be limited, and will be touchless ticket purchases.
- Separation will be maintained between presenters and audience members to prevent transmission of droplets produced by unmasked speakers/presenters (this includes ASL interpreter). Book signing lineups should maintain separation, and all audience members should be masked while lined up.
- Hand sanitation supplies will be readily available to patrons, staff, artists, and crew.

Safety Procedures in Advance of Event:

- Ticket sales are online only to prevent congregating at the Box Office
- Safety policies and procedures will be outlined clearly on the website, and will also be included in ticket confirmation, and event reminder communications. A comprehensive FAQ will be provided online to describe the event experience prior to audience members arriving.

Safety Procedures During Event:

- Safety procedures will be displayed on signage at the entrances as well as projected within the theatre (where applicable).
- Processing points (including ticketing check in, entry door handles) will be cleaned regularly and especially between events.
- Audience members will bring scan-able ticket (either a printout with QR code or on their mobile device) to ensure touchless check-in at event venues.
- A Festival staff member will be assigned as "Health and Safety Officer" for each performance, and will be responsible for ensuring safety procedures are followed and policies are met.
- Staff and volunteer positions will be scheduled to avoid congestion. All staff will be positioned to maintain social distance.
- Entrance and exit will be marked and designed to encourage social distancing in venues
- Hand sanitation supplies will be readily available to audience members, staff, author/artists, and crew

Sanitation:

- Sanitation Stations: Hand sanitizer will be visible & available at all points of ingress and throughout performance spaces, and common areas like green rooms, Festival House Common Room, Volunteer Lounge, and staff offices (where applicable).
- Crew, cast and staff are required to frequently wash their hands with soap and water.
- Disposable, disinfecting wipes will be used to wipe down commonly used surfaces
- Masks will be provided at all venue entrances, Common Room, and Volunteer Lounge for those who did not bring their own.
- Disinfect workstations, sets, gear frequently.

Enforcement / Compliance:

- If any working member (staff, crew, author/artist, volunteer) is feeling sick with fever, cough, or difficulty breathing, they must stay home and immediately inform their supervisor.
- No admittance for anyone who acknowledges symptoms of respiratory illness, including fever or cough or other conditions listed in the health screen checklist posted on all doors.
- All staff, volunteers and crew will know that they have the right to refuse work they do not feel is safe, and that they will be required to stay or go home if experiencing any symptoms of COVID-19.

- While all staff and volunteers will help remind patrons and crew of health and safety protocols, the VWF Health and Safety Officer, along with the Venue Front of House Staff (in established venues), will be in charge of enforcing the Safety Guidelines listed herein. A person who appears to be in contravention will get a courteous reminder by staff, the second time will be final warning issued by either the Venue Manager or the VWF Health and Safety Officer, and if the situation arises once again, the patron will be asked to leave the venue immediately.
- If the guest still does not comply, then security should be called, and if deemed necessary, the Police as well.

Security:

- Immediate and low-level security concerns should be addressed by VWF staff, and where applicable the venue Front of House Manager and/or Venue Technician. If issues escalate, the VWF Festival Operations Manager and/or Executive Director shall be brought in to support and help address the issue.
- CMHC and Venue Security Policies should be adhered to for matters that escalate that VWF staff and/or volunteers do not feel comfortable dealing with.
- For very serious matters, 911 should be called immediately. If on Granville Island, the CMHC Commissionaires should also be contacted right after.

Accessibility:

- The VWF acknowledges that communicating information in multiple ways with consideration of patrons who may be low vision/blind, Deaf/Hard of Hearing or living with disability that needs repetition and recognizes different learning styles (auditory/visual) is important.
- It paramount to maintain an accessible and inclusive environment at all VWF events, and COVID-19 related precautions should impact accessibility as little as possible.

Flexibility and Compassion:

- The VWF staff, author/artists, volunteers, and crew need to be flexible in adapting to new health and safety guidelines and recommendations when necessary. Health and safety are paramount, and shall supersede any previously held customs or practices.
- We are in a rapidly-changing environment, in which flexibility and compassion need to be at the forefront of everything.

STAFF HEALTH AND HYGIENE

Because COVID-19 is a highly contagious virus, staff and volunteers must diligently address the health risks of working in the close confines of many event spaces.

Health and Safety Officer:

A member(s) of VWF staff with risk management knowledge will be designated the “Health and Safety Officer” for the Festival. This role will coordinate with venue Stage Managers and VWF leadership to ensure availability and accessibility as needed. The Health and Safety Officer will have the following functions:

- Coordinate with, communicate, and help implement public health guidelines.
- Work closely with the event producer or venue operator to develop and implement event health plans.
- Ensure that existing safety plans are modified for compatibility with new health plans and unique circumstances of each show, venue and location
- Help create staff training that applies current information about hazards and infection control measures, including social distancing, handwashing, and disinfecting high-touch surfaces.
- Determine, in conjunction with the venue or event organizer, if staff or patron may safely enter the event space when there is a health concern.

Practices for Healthy Staff and Volunteers

- **Social Distancing:** Public health guidance stresses that whenever possible, everyone should leave distance between themselves and the person closest to them. Where a task cannot be accomplished working alone, or where distancing is simply not practical, staff and volunteers can limit their exposure by forming a “work team” in which people routinely work together, but they keep their distance from everyone else.

- **Hand Washing:** Frequent hand washing with soap is vital to help combat the spread of any virus. When a sink is available, staff should wash their hands for twenty seconds at least every 60 minutes, and dry thoroughly with a disposable towel or dryer. As a backup, staff may use sanitizer containing at least 60% ethanol or 70% isopropanol when a sink is not available. Staff should also wash their hands at the beginning and end of each shift and break, after using the restroom, sneezing, touching their faces, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking.
- **Gloves:** Gloves are not a substitute for regular hand washing. Gloves made of vinyl or similar non-absorbent material that allows fine motor function without the possibility of contaminating the wearer's hands should be worn when assisting/attending to potentially sick staff or patrons, when handling food (all pre-packaged, if at all), tickets, or any items on which infection can be transmitted, and when using cleaning or disinfecting products.
- **Food Handling:** To minimize exposure when it comes to food in shared spaces, all staff and volunteers are asked to wash hands prior to serving themselves food, to use tongs or serving utensils to serve food (allowing a volunteer to serve all food where applicable), and washing and drying all tongs/serving utensils after use.
- **Face Coverings:** Masks fully covering the mouth and nose must be worn at all times in indoor settings (except when actively eating or drinking) by staff, volunteers, crew and authors. Authors are only allowed to remove their masks right before getting on stage. No staff, crew, volunteer are ever allowed to be in a venue without a mask on, no exceptions, regardless of social distancing. Face shields are not an alternate to wearing a cloth mask that fully covers the mouth and nose.
- **Personal Protective Equipment and Equipment Sharing ("PPE"):** For staff and volunteers, PPE to minimize the risk of exposure to coronavirus is as necessary as it is for patrons. Employers should ensure that in addition to face coverings and gloves, staff and volunteers have PPE appropriate for their work and that vendors and independent contractors provide and use their own.
 - **Touching Your Face:** Staff and Volunteers should avoid touching their eyes, nose, and mouth. Microphones, headphones, and other personal equipment should not be shared and should be sanitized before and after each use.
 - **Cough and Sneeze Etiquette:** Staff and Volunteers should cover their cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough handwashing.

Practices for Sick Staff, Presenters and Volunteers

Staff and Volunteers must notify their supervisor/coordinator and stay home from work if they have symptoms of acute respiratory illness consistent with COVID-19 – such as fever, coughs, chills, muscle pain, headache, sore throat, shortness of breath – that is not explained by another medical or allergic condition.

- **Symptomatic Staff:** If staff or volunteer exhibits symptoms of acute respiratory illness upon arrival to their shift, or becomes sick during the day, their supervisor must separate them from other staff and patrons and send them home or to a designated isolation area immediately.
- **Documentation:** The supervisor should document the circumstances of the staff's illness to help with contact tracing, as applicable.
- **Contact with Symptomatic Staff/ Presenters/Volunteers:** Because people can carry COVID-19 with no symptoms at all, anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should behave as if they are infected, isolate themselves, and contact their physician.
- **Returning to Work:** Those with symptoms of acute respiratory illness associated with COVID19 may return to work after (a) home isolation for 14 days since their first symptoms or receiving a negative test, and (b) medical authorization.

Responding to Confirmed Cases of COVID-19

If a staff, volunteer, crew member, or presenter is confirmed to be infected with COVID-19, their supervisor should immediately notify the local public health authority, the venue (and CMHC if applicable), as well as the VWF Health and Safety Officer, who should do the following:

Legal Warning: It may be illegal to provide the infected staff's name or other information that could be used to determine their identity. Consult your local health department and human resources policy regarding reporting protocols.

- Determine what areas of the venue were visited, used, or impacted by the infected person (the "Impacted Areas").

- Assess whether the person’s role put them within six feet (two meters) of other staff, crew, volunteers, presenters, or audience members, including whether their duties create specific transmission risks such as food handling or ticket checking.
- Work with the local health department to determine which other staff had close contact with the infected person (the “Impacted Crew”).
- Notify the Impacted Crew that they may have had contact with an infected staff and encourage them to monitor their health and report any concerns to their healthcare provider.
- Any staff who tests positive for COVID-19 should remain in home isolation for not less than 14 days after symptoms begin. The staff should follow health authority guidance and their company policy.
- Impacted Crew who have been in close contact with a person who tests positive, but who are not presently symptomatic or suffering a fever greater than 38.0 C, should not come to work for 14 days after their last close contact, and quarantine themselves. During quarantine, they should watch for symptoms of COVID-19.

2. SANITIZING THE VENUE / SITE

Sanitizing High-Touch Areas. As soon as crew, staff, volunteers and author/artists begin to load in, surfaces and objects that are touched frequently, such as the ones listed below, should be regularly disinfected using products approved by the Provincial and Federal Government.

- **Public Areas** (lobby, hallways, box office, food service areas)
 - Door handles, handrails, push-plates
 - Handrails for stairs
 - Elevator buttons - inside and out.
 - Reception desks
 - Telephones, Point of Sale terminals and keypads
 - Tables and chairs, including booster seats
 - Water fountains and ice machines
 - Trash receptacle touchpoints
- **Restrooms (front and back of house)**
 - Door handles and push-plates
 - Sink faucets and counters, and toilet handles
 - Lids of containers for disposal of women’s sanitary products
 - Soap dispensers and towel dispenser handles
 - Trash receptacle touchpoints
- **Back of House, Offices, Green Rooms, Common Room, Volunteer Lounge, Production Areas**
 - Individual office and other room furniture
 - Door handles, push plates, doorways, railings
 - Light switches and thermostats
 - Cabinet handles
 - Telephones, computers, other keypads, mouse
 - Microphones
 - Backstage and technical equipment
 - Trash receptacle touchpoints

Cleaning and Disinfecting

- **Cleaning** removes dirt and impurities from surfaces and objects and may lower germ counts by removing but not necessarily killing them. Clean high-touch areas by using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects and reduce germ counts.
- **Disinfecting** reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential. High-touch areas should be disinfected using materials effective against COVID-19. Disinfectant sprays and surface sanitizers will be used on all surfaces touched by staff and patrons, including chair handles and sides, tables, handles, knobs, railings, etc.

- **Frequency.** The frequency of cleaning high-touch areas should be determined based on the

surface or object and how it is used.

- **Documentation.** Documenting that health and safety practices were followed at the correct intervals can help a business show that it behaved reasonably under its circumstances, which would be a key issue in a lawsuit. The supervisor should ensure that cleaning is done on a planned schedule, and ideally logs are entered and preserved for reference. At a minimum (for one show schedules), all public surfaces will be sterilized before audiences enter the venue /site, and after they leave.

3. INGRESS AND EGRESS

Patrons' experience at the venue (or on site) should match the health guidelines they consistently receive beginning with their first ticketing or social media engagement.

Sanitation Stations. Stations with sanitizer containing at least 60% ethanol or 70% isopropanol are provided at all points of ingress and other well-marked and illuminated locations throughout the venue. Supervisors must regularly confirm there are adequate supplies.

Will Call and Box Office. Patron distancing will be preserved by minimizing on-site ticket purchasing. All ticket sales are done online and in advance. Rush ticket sales will be available, with socially distanced queuing.

Space Requirements. Additional space may be required to accommodate longer but less densely packed lines waiting to enter the venue.

- **Where to Queue.** It is important to separate pedestrians from vehicle traffic and to preserve room for other pedestrians to pass.

- **How to Queue.** The line waiting to enter can be managed using common methods such as lines marked on the ground, rope and stanchions, in combination with staff who provide information about the anticipated wait time and ingress procedure and also enforce social distancing. Fringe signage will be present showing the health rules, including social distancing guidelines and face-covering requirements.

Ingress and Egress.

Ingress and Egress, (or entrances and exits) for patrons will be clearly marked. Where possible, exit pathways will take an alternate route to the entrance.

Entering the Venues

- Participants will be required to show proof of vaccine and an ID prior to entering the venue. This may be done by staff/volunteers walking the line prior to entrance to minimize congestion at the door.

- Audience members will be required to verify the health screen self-check posted on all venue entrances.

- Participants will be required to wear a face mask upon entering the venue. Masks will be made available at all entrances

- Audience members will have touchless tickets – either a printout or a mobile ticket that has a scan-able QR code

- Audience members will be required to sanitize their hands upon entrance to the venue. Sanitizer will be readily and easily available at all entrances.

Accommodations. New preventative measures may require new accommodations for persons with living with disabilities. For example, deaf patrons who read lips may require screening from a worker wearing a clear face covering or one with a see-through window over their mouth. With reduced points of ingress or egress, we must ensure continued accessibility. VWF will still offer enough accessible seating, including companion seats, to comply with disability laws. Accommodation determination may be immediately obvious to volunteers and crew/staff at venues. If it is unclear, or volunteers need additional support, the Festival Operations Manager, VWF Operations Manager, and/or Executive Director will be available to support accommodation decisions and implementation practices.

Patrons whose disability makes them unable to wait in a long line may need a more expedited access procedure, and have access to special seating while waiting.

Scheduled Egress from Back to Front. Patrons nearest the exits should leave first, by row or section, in order to clear space for patrons further inside to follow. This will require staff and volunteers to ensure that patrons understand the procedure and comply with social distancing requirements until they are in their vehicles or otherwise outside the venue / site location.

Emergency Egress. The need for social distancing creates significant challenges when planning to evacuate a crowd during an emergency. As all staff, volunteers, crew, audience members, and presenters will be fully vaccinated and masked, social distancing should give way to emergency egress needs.

NOTE: The goal of maintaining distance between people would become a secondary consideration if there is a clear and imminent danger requiring emergency evacuation. Even during this pandemic, emergency egress plans should reflect that moving patrons away from the most urgent hazard is the first order of business.

4. FRONT OF HOUSE CIRCULATION, FOOD AND BEVERAGE AND MERCHANDISE

Restrooms (in venues). Appropriate space should be maintained in lineups for restrooms. Restrooms shall remain well stocked with soap and sanitation supplies..

Food and Beverage Service (in specific venues only).

- **Reduced Concessions:** To support mask wearing inside all venues, VWF will not be offering concessions except at specific food and drink-centered events (Opening Reception, Poetry Bash, Literary Cabaret, and Afternoon Tea).
- **Pre-set Food and Beverage:** For events such as the Sunday Afternoon Tea, food will be pre-set at tables to ensure participants remain at their designated tables. Drinks will be served upon entry. For the Literary Cabaret and Poetry Bash drinks will be available for purchase. Bar staff should be limited consistent with social distancing, and drinks should be placed on the table or counter, rather than handing drinks directly to patrons.
- **Point of Sale Terminals.** POS terminals should be assigned to one staff where possible, and they should be sanitized between each user and before and after each shift. If multiple staff are assigned to a terminal, then staff should sanitize their hands after each use.
- **Bar Hygiene.** Bartenders must wear a face covering when behind the bar. Patrons should hold their own identification for bartender inspection. To the extent possible, a no-touch system should be employed (drinks set on counter/tables, point of sale machines should be tap-only, so only the server touches the machine).
- **Tables and Chairs.** Dining tables, bar tops, stools and chairs should be sanitized after each use.

Merchandise

- **Queuing.** Mark merchandise sales lines on the floor, with barricade, or rope and stanchion, patrolled by staff/volunteers as needed to provide information and enforce social distancing.
- **Contactless Payment.** Use Square or similar point of sale systems to eliminate the need to touch patron credit cards/cash.

5. PRODUCTION

Materials Handling

- Production equipment and cargo should be sanitized when loaded and unloaded at the venue. In addition to face coverings, staff should consider wearing gloves when handling equipment and cargo to prevent surface contamination
- Social distancing applies to production crew working in confined spaces. Staff should always wear face coverings and gloves when those do not interfere with essential work functions, particularly when they cannot maintain social distance. The general need for distancing should not cause other unsafe working conditions for technical and construction crew. For example, if a piece of equipment takes four people to lift, then each staff member should protect themselves from infection to the best of their ability while lifting the load together.
- High-touch equipment such as monitors, microphones, mic stands, remotes, and audio/video cable should be sanitized frequently, and equipment should be dedicated to individual users where possible.

PART TWO: Communicable Diseases Plan as it relates to General Operations

Guidelines

All employees, contractors, and volunteers will be provided with general education on infection prevention and control practices via the Vancouver Writers Fest Full Communicable Diseases Plan (addendum A). This education will include:

- Risks associated with infectious diseases
- Hand hygiene, physical distancing, and other measures to reduce spread of infection
- Appropriate cleaning and/or disinfection of items/surfaces
- Management of patrons, author/artists, members or other VWF contacts, including appointment rescheduling, and restricting access to office and/or event venue(s).

All VWF employee, volunteers, and contractors are required to follow the Guidelines outlined here.

Employees Who May be Contagious

Employees who may have contracted a cough/cold, flu, etc. and are in the early stages of infection should not report to work as they may infect the others in our workplace. Staff are required to exercise their judgement and remain home if they are contagious and/or exhibiting symptoms. Please inform the Executive Director or your supervisor by phone or email as soon as you know you are not able to attend work.

Employees should only return to work when they are no longer symptomatic or when a medical professional has certified that they are no longer contagious.

Transmission of Microorganisms

Employees and staff may be exposed to pathogenic microorganisms, virus, bacteria, and other microbes 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 of time. Other routes of entry for infection include injection, inhalation, ingestion, contact with the skin, eyes, or nose. While it may not be possible for us to eliminate all routes of entry for infections, employees share a responsibility to follow safe work procedures and practices to mitigate the risk of infection.

Routine Practices

Following routine practices helps to protect both the employee, volunteers, contractors, audiences, and presenters of the Vancouver Writers Fest from pathogens. Consistent practices must be used at all times with all persons as someone could be infected but be asymptomatic.

Hand Hygiene

Hand hygiene is the most important measure in preventing the transmission of microorganisms. Hand hygiene includes both washing the hands with soap and water as well as non-rinse, alcohol-based hand rubs.

All staff and contractors of the Vancouver Writers Fest should wash their hands with soap and running water:

- If hands are contaminated with bodily fluids or visibly soiled, and
- After any personal body function
- Regularly during the work shift

When using soap and water, a minimum of 20 seconds of lathering is required before rinsing.

When hands are not visibly soiled, the use of 70-90% alcohol-based hand rub can be used for hand hygiene. This would include:

- When entering the office
- Before and after any direct contact with visitors, contractors, patrons, etc..
- Before and after eating; and
- After body fluid exposure risk.

Apply sufficient hand rub so that a minimum of 15 seconds will pass before the product becomes dry on hands.

Employees should exercise good judgment when determining if hands should be washed. If it is possible that hands may have become contaminated with bodily fluids, they should be washed with soap and water or sanitized.

Additional Hand Hygiene Guidelines

- Hand hygiene should be done in a manner appropriate for the type of situation.
- Use liquid soap in disposable pump dispensers and use towel to turn off tap and open door when leaving washroom.

Administrative and Environmental Controls

Administrative and environmental controls include respiratory etiquette and environmental cleaning and sanitizing.

1. Respiratory Etiquette

Vancouver Writers Fest expects that all employees implement practices that help prevent the spread of microorganisms and encourage clients to do the same. These include:

- Masks: wearing masks inside all venues at all times, unless actively eating or drinking.
- Avoidance measures that minimize contact with droplets when coughing or sneezing, including:
- Turning the head away from others.
- Maintaining distance from others.
- Covering the nose and mouth with a tissue or using sleeve.
- Immediate disposal of tissues after use.
- Immediate hand hygiene after disposal of tissues.
- Avoid hand shaking

2. Environmental Cleaning and Sanitizing

Cleaning is the removal of foreign material (e.g. dust, soil, blood secretions, microorganisms, etc.) from surfaces or objects. Cleaning physically removes rather than kills the microorganism and thorough cleaning is required for any equipment/surface to be disinfected, as organic matter may inactivate a disinfectant.

Disinfection is the process used on inanimate objects and surfaces to kill microorganisms. Cleaning and disinfecting agents may be combined into a single product to save a step in the cleaning and disinfecting process.

Maintaining a clean and healthy environment is integral to the safety of employees and clients and is a top priority at Vancouver Writers Fest. Sanitizing wipes are available at multiple points in the office, and we are retaining a monthly cleaning crew. All staff will participate in the cleanliness of Vancouver Writers Fest by wiping down their own workstations regularly, and ensuring higher levels of frequent cleaning of high-touch or shared

areas such as the Festival House Common Room, printer stations, and kitchen. This is particularly important during the month lead-up to the Festival, when the area is in high use. In shared work station situations (for example, during Festival Week in the Common Room), staff are expected to clean all shared workstations before they leave the space to be ready for the next person.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Infection and Disease Control Policy of the Vancouver Writers Fest, including the educational addendums. I agree to adhere to this policy and will ensure that others under my direction also adhere to the terms of this policy. I understand that following and adhering to this Policy is an expectation of my employment at the Vancouver Writers Fest.

Name:

Date:

Signature:

Witness:

Links: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/social-services-providers>
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>