

## Proshow COVID-19 Daily Operation Safety Plan

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**Updated: November 20, 2020**

The purpose of this document is to outline the safety procedures and protocols to be followed during any regular shift at a Proshow facility.

### **General**

Proshow will adhere to the advice and orders provided by Government Authorities and, as a result, this document is subject to change. Each facility will have a maximum occupancy in order to assist in Physical Distancing requirements of six feet. Do NOT congregate in hallways or stairwells. If a hallway or stairwell is occupied please wait till it is clear, do not try and pass someone. Masks (covering both the mouth and nose) are required anytime you are not able to maintain minimum 6' distancing, even if it is just in passing or for a brief moment. All staff are to follow good hand and respiratory hygiene which includes frequent hand washing or sanitizing, not touching your face and coughing or sneezing into your elbow or disposable tissue.

### **Daily Self-Assessment**

In an effort to help keep fellow employees safe and to assist in reducing the spread of COVID-19, each employee must complete a self-assessment prior to coming into work. This assessment should include taking your temperature to ensure you don't have a fever and checking yourself for symptoms of COVID-19. If you find you are symptomatic do not come into work and refer to the COVID-19 Sick Policy. At the beginning of a shift everyone is required to complete the online Questionnaire and results logged per current Public Health Orders.

Link for a shift in any of our facilities: <http://bit.ly/ProshowCovidDeclaration>

Link for a shift at any other venues: <http://bit.ly/ProshowDeclarationOther>

### **Cleaning and Sanitizing**

**Start of Day** – When you first arrive, please wash your hands IMMEDIATELY. If you are first to arrive, prop open internal door(s) and check to make sure 70% alcohol solutions are present in bathrooms and kitchen.

**During Day** – It is important to reduce surface transmission. When using the kitchen wash your hands prior to touching anything otherwise you must wipe down all surfaces you touch prior to leaving the room. Do not reuse drinkware – use disposable paper cups or fresh drinkware for refills.

Practice good hand and respiratory hygiene throughout day. After washroom use, wash your hands and wipe down touched surfaces. Please use the 70% isopropyl alcohol and paper towel for surface cleaning.

**End of Day** – Please ensure all occupied areas receive a complete sanitization and cleaning. All door handles, switches, shared keyboards, mice and any other common touched surfaces will need to be sanitized with the provided sanitizing solution. When using this solution, it is important to wear gloves.

### **Vancouver Occupancy Limits**

The Vancouver Facility will be divided into 3 zones: Warehouse, Lower Office and Upper Office.  
Warehouse Overall (20): Group Bathroom closed except for during Studio Broadcast (See Studio Protocol)

Lower Office: Common Areas (5), Server Room (2), First Aid Room (1) unless medical care is required at which point (2) with masks, Kitchen (2), Admin Boardroom (2), Engineering Office (3)

Upper Office: Common Areas (5), Boardroom (4), Huddle Room (2)

Individual offices are 1 person per desk with a single visitor allowed in each office, masks are required when an office has a visitor.

### **Calgary Occupancy Limits**

The Calgary Facility will be divided into two zones: Office and Warehouse.

Warehouse Overall (20)

Office Max (6): Common Areas (5), Kitchen (1), Reception (2), Boardroom (4), Maint. Room (2).

Individual offices are 1 person per desk with a single visitor allowed in each office, masks are required when an office has a visitor.

### **In Facility Studio Broadcast**

Please reference our Proshow Studio Protocols (Vancouver and Calgary)

### **Offsite Events (Other Venues)**

Please reference our Proshow Offsite Event Safety Protocol

### **COVID-19 Sick Policy**

During the time the CEWS is in effect - the COVID/sick policy is:

- If you have ANY COVID19 or cold/flu type symptoms – do NOT come in
- If anyone you live with has COVID19 or cold/flu type symptoms – do NOT come in
- If you have had close contact in the past two weeks with anybody who has a suspected or confirmed COVID19 diagnosis – do NOT come in
- **YOU WILL STILL BE PAID!** – no need to go on sick leave, you will receive your current CEWS pay/salary even if you are unable to work due to the above.

If you become sick at work with COVID like symptoms (which include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache):

- Notify your supervisor while maintaining a safe distance
- Wash or sanitize your hands and put on a mask immediately
- Identify the surfaces you have touched to your supervisor that need to be sanitized
- Go straight home and consult the BC COVID-19 Self-Assessment Tool or call 8-1-1 for further guidance

Once the individual has been isolated or has left the building, follow the End of Day Sanitization process targeting the areas the sick worker identified.



### **Daily Schedule**

Please stay home unless you are scheduled to come in. For Daily operations there will be one entry for each location. There will be no warehouse activities if there is a Broadcast in the Virtual Studio. Each Friday, we will do the schedule for the following week.