

COVID-19 Operational Plan

111 Queen Street, Charlottetown, PEI, C1A 4B3

Chief Executive Officer: Alanna Jankov

Email: alanna@theguildpei.com

Phone Number: (902) 620-3474

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*This plan is intended for implementation by The Guild employees. Any tenants of The Guild building are expected to create an individualized operational plan in accordance to their own specific organization, and are responsible for the cleanliness/sanitization of their own office spaces.

Social Distancing Policy

- Employees will be assigned to workstations that are separated by at least 2 meters.
- Signage about proper social distancing will be posted in office areas, as well as common spaces.

Illness/Exclusion Policy

Symptoms of COVID-19 include:

- Cough (new or worsened)
 - Headache
 - Fever/Chills
 - Sore Throat
 - Marked Fatigue
 - Sneezing
 - Congestion
 - Body Aches
 - Runny Nose
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- All employees must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID-19 exposure or any possible symptoms.
 - All employees must self-asses & fill out the sign-in sheet each shift.

THE GUILD

- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to a manager, avoid contact with other staff members and leave as soon as possible. Please call 811 to arrange testing.
- Symptomatic staff will be required to self-isolate until tested for COVID-19 and the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.

Handwashing and Sanitizing Policy

We all must do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part preventing the spread of COVID-19. To protect yourself and others from getting sick, take the following precautions:

- Wash your hands often (in addition to routine times such as after using the washroom, before and after eating, after coughing and/or sneezing) thoroughly with soap and hot water for 20-30 seconds. In the absence of soap and hot water use alcohol-based sanitizer ($\geq 60\%$ alcohol).
- Cough and/or sneeze directly into your elbow or tissue (and throw away).
- Avoid touching your eyes, nose and mouth with your hands.

There is soap and hot water available to employees and the public located in each washroom in the building. There is also hand sanitizing stations located both at the box office, and in the administration offices.

Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning Product	Fantastik DIN: 02277522
Mixing Instructions	Spray and wipe, no rinse required.
Cleaning Product	Windex DIN: 02416883
Usage Instructions	Spray and wipe glass surfaces.
Cleaning Product	CLR
Usage Instructions	Mix with equal amount of warm water, apply to stain for two minutes, then rinse with cold water.
Cleaning Product	Swish Clean & Green Cream Cleanser
Usage Instructions	Dispense small amount onto surface, scrub with brush or mop, rinse with water and wipe clean.

Cleaning Product	Azure – Dustbane Product Code: 50201
Usage Instructions	Dilute with unheated tap water. Use paper towel to apply product on windows or stainless steel.
Cleaning Product	Classik Lemon All Purpose Neutral Cleaner
Usage Instructions	Add two cap fulls of product to a pail of warm water and use a mop or cloth to apply to surfaces.
Cleaning Product	GLOBE Vinyl Disposable Gloves
Usage Instructions	Apply gloves at the beginning of each new task. Gloves which have been used need to be discarded in the trash and new gloves donned before each new interaction.

Disinfecting Product	Basix Avmor Neutral Disinfectant Cleaner DIN: 02369281
Mixing Instructions	4ml per litre of water.
Disinfecting Product	Disinfectant Wipes DIN: 02351552
Usage Instructions	Use wipes for hard, non-porous surfaces. Dispose of used wipes in trash receptacle.
Disinfecting Product	Lysol Disinfectant Spray “Maxcover” DIN 02279177
Usage Instructions	Hold can upright and spray away from body onto furniture surface.
Disinfecting Product	Spray Nine Heavy Duty DIN: 02160331
Usage Instructions	Spray on surface, wipe away.
Disinfecting Product	OXY D.S.T Product Code: 53759
Usage Instructions	Dilute with unheated water. Apply with a sponge, mop or cloth.
Disinfecting Product	Lysol Toilet Bowl Cleaner DIN: 02275465
Usage Instructions	Flush toilet prior to usage. Apply 4 oz. to underneath toilet rim. Let stand for ten minutes. Use toilet brush to spread product around toilet bowl and flush.
Disinfecting Product	LAVO PRO 6 Bleach DIN: 02358107
Usage Instructions	Apply to surface and wipe away.



Cleaning and Disinfecting Strategy

Our head of maintenance worker will be responsible for cleaning and disinfecting windows, floors, stairwells, dressing rooms, administration offices, bathrooms, the bar area and mailboxes.

While this is true, individuals using the restroom and shared office items will be responsible for disinfecting each item or surface after each use, and responsible for their own workstation and disinfecting doorknobs at the end of each day.

In the center column initials should be entered to advise which tasks have been completed and by who.

Cleaning: Location	Frequency		Disinfecting: Location	Frequency
Windows	Twice a week		Workstations	At closing
Floors	Twice a week		Doorknobs	At closing
Stairwells	Twice a week		Shared Office Supplies and Equipment	After each use
Dressing Rooms	Weekly and/or after each use		Personal Office Supplies and Equipment	At closing
Administration Offices	Twice a week -garbage's -sweeping -mopping -windows		Box Office Items	At closing; or between usage by different employees
Third Floor Kitchen	Daily		Washrooms	Daily
Bar Area	Weekly and/or after each use.		Dressing Rooms	After each use
			All sink faucets and toilet handles	After each use
			Stairwell Railings	Daily
			Shared Mailboxes	Daily



Protection of Patrons at The Guild

If you have traveled outside the province in the last 14 days, or have symptoms of COVID-19, we ask that you not visit The Guild.

Please use hand sanitizer upon arrival, observe social distancing and wash your hands often.

The gallery and theatre have implemented new regulations in reference to capacity and movement around the spaces.

Meetings are by appointment only.

The Guild has implemented many new strategies to ensure the safety of the patrons attending performances, events, and gallery exhibits in our building.

These include, but are not limited to, the following:

- Floor Decals: reminding patrons and employees to maintain a safe social distance from other patrons and employees.
- Signage around the building reminding patrons and staff the importance of proper hand washing procedures, social distancing protocols, and proper coughing/sneezing methods.
- The Guild is renovating the box office area to better serve patrons, as well as have better protection for staff and patrons alike.
- The Guild has implemented an updated seating arrangement in the theatre to ensure that there are no more than 6 individuals within 2 meters of another grouping.
- The Guild has updated its policy regarding intermissions and bar service. This update states that patrons will be encouraged to take restroom breaks when necessary to avoid masses of individuals waiting to use restroom services. The Guild's bar service is being altered in such a way that a server will be approaching each group of patrons and taking orders, as well as delivering these orders to reduce possible infectious contact in the bar area.
- There will be multiple hand sanitizer stations available for all patrons to access.
- When applicable, the theatre will be open an hour in advance, rather than half an hour, to allow for better social distancing procedures.

115 Richmond Street, Charlottetown, Prince Edward Island C1A 1H7
(902) 368-4479 www.theguildpei.com