

## **VOLCANO COVID POLICY**

Dated: 3 April 2023

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

This is an aerosolized virus. Spread of COVID-19 occurs via airborne particles and droplets. People who are infected with COVID can release particles and droplets that contain the virus into the air when they exhale. Particles from an infected person can move throughout an entire room or indoor space. The particles can also linger in the air after a person has left the room – they can remain airborne for hours. Transmission of COVID-19 from inhalation of virus in the air can occur at distances greater than six feet. Infection can occur quickly, with some estimates being a matter of minutes.

(SOURCE: <https://www.epa.gov/coronavirus/indoor-air-and-coronavirus-covid-19>)

Outcomes of COVID infection span a spectrum from asymptomatic infection to mild cold-like symptoms to Long COVID to hospitalization to death. At Volcano, we acknowledge the seriousness of this illness, as well as its transmissibility. This policy is designed to limit negative impacts on our workers from COVID.

### **DISCLOSURE**

**Volcano requires all workers to disclose their vaccination status and COVID infection history to their project producer before they begin their contract.**

This information will remain confidential, and will be shared only among senior staff and stage management. Volcano will use this information for planning to deal with any COVID health emergency that affects the workplace.

While we do not require vaccination, we strongly recommend it.

Our view is that vaccination is a social responsibility that protects all members of our community, especially the most vulnerable. However, we acknowledge that certain communities have deeply felt antipathies towards vaccination, and we do not wish to exclude such workers from our workplaces.

Regardless of status, **all workers must recognize their responsibilities to the collective** they are a part of, and strive to protect one another through various safeguards.

### **VACCINATION**

Vaccinations and boosters are currently available to all individuals 18+ in Ontario. For information on how to get vaccinated in Toronto, see [here](#).

All workers will be provided the necessary paid time off work to receive additional recommended boosters, if requested, as well as recover from vaccination symptoms.

As a Volcano worker, you MUST inform Volcano of your vaccination status, and of your willingness to be vaccinated, if you are not. You will not be penalized for this disclosure.

## **SELF-ASSESSMENT DETAILS**

All workers entering a Volcano physical workplace must self-assess for COVID-19 symptoms beforehand. These symptoms include:

- fever and/or chills,
- cough or barking cough,
- shortness of breath,
- sore throat,
- difficulty swallowing,
- runny nose,
- loss of taste or smell,
- nausea, vomiting or diarrhea, and
- extreme tiredness
- a complete list of symptoms is [here](#).

A self-assessment tool is here: <https://www.ontario.ca/self-assessment/>

If you are experiencing any symptoms that could be linked to COVID-19, remain at home, except to receive medical care.

As a Volcano worker, you may not enter Volcano physical workplaces if you are exhibiting COVID-19 symptoms, have tested positive for COVID-19 in the past five days, or have been advised to isolate/quarantine by a doctor, health care provider, public health unit or border authority.

## **TESTING + ASSESSMENT**

For contract workers, **Volcano requires that workers ASSESS for COVID and TEST for COVID before the beginning of an engagement.** “Testing” in this context can be by a rapid antigen (home) test, or by molecular (PCR) test.

Timeline:

- 1) **THREE TO FIVE DAYS** before a contract start: Self assess for symptoms (see list above). If you have ANY symptoms, you must both test for COVID, and inform Volcano of your symptoms and test result.

- 2) UPON ARRIVING at a physical workplace for the first time (eg. the beginning of a contract).
- 3) Volcano will also require testing throughout a work/rehearsal period. Details:

#### *THREE TO FIVE DAYS BEFORE*

- Notify the project producer if you require rapid antigen tests prior to the beginning of your contract. Volcano will provide these if possible.
- Self-assess for symptoms. If you have no symptoms, you are not required to test during this period. If you have any symptom, you must test.
- Self-test and photograph your result. Send this photo with your name, date and time of test to the project producer.
- If your test result is NEGATIVE, your usual contracted timeline will be in force.
- If your test result is POSITIVE\*, your contracted timeline is no longer in force. You must immediately inform the project producer, and quarantine for a minimum of 5 days. You can proceed to the Volcano workplace once you have tested negative.

#### *UPON ARRIVAL ON FIRST DAY*

- Please arrive 30 minutes prior to your contracted start time at a Volcano workspace in order to test. Volcano will have rapid antigen tests onsite.
- You must wear a mask until such time as you have tested onsite.
- Upon arrival, check in with the producer, COVID officer (if applicable), or Stage Manager to receive a rapid antigen test. Please indicate if you need assistance.
- If your test result is NEGATIVE, you may remain in the workplace, and choose whether to mask or unmask.
- If your test result is POSITIVE\*, you must notify the project producer, COVID officer, or Stage Manager, leave the workplace immediately and quarantine for a minimum of 5 days. Communicate your quarantine needs to the producer (eg. food, health services) and Volcano will make best efforts to help. If you develop serious symptoms, seek medical help.

#### *ONGOING*

**Volcano contract workers will be required to test weekly**, at the beginning of each week, throughout the duration of a contract. A stage manager, COVID officer, or project producer will notify you of the schedule.

- Please self-test according the schedule distributed to you.
- Please arrive 30 minutes prior to your beginning-of-the-week start time at a Volcano workspace in order to test. Volcano will have rapid antigen tests onsite.
- Upon arrival at a Volcano workspace, you must wear a mask until such time as you have tested onsite.
- If your test result is NEGATIVE, you may proceed to (or remain in) the workplace, and choose whether to mask or unmask.
- If your test result is POSITIVE\*, you must notify the project producer, COVID officer, or Stage Manager immediately and quarantine for a minimum of 5 days. Communicate

your quarantine needs to the producer (eg. food, health services) and Volcano will make best efforts to help. If you develop serious symptoms, seek medical help

**\* if you test positive for COVID-19**

- Notify your project producer, COVID officer (if applicable) or stage manager and disclose when symptoms and possible exposure occurred, so that this information can be communicated to other workers who may be at risk of exposure.
- Seek medical advice from your doctor or Health Connect Ontario (<https://healthconnectontario.health.gov.on.ca/static/guest/home>) if required, and immediate medical attention if you experience severe symptoms such as: shortness of breath, chest pain, weakness, lethargy, confusion, drowsiness, dizziness or loss of consciousness.
- Isolate for at least 5 days with continual testing.
- Do not return to work until you test negative and are symptom-free.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Masking is recommended whenever possible, especially for any worker who has chosen to remain unvaccinated.

Once at a Volcano workplace, disposable masks will be provided if necessary. Hand sanitizer will be available on-site.

**For contract workers arriving to Toronto from elsewhere by air, Volcano strongly requests that you mask** throughout the duration of your travel to minimize exposure risk en route.

**MANAGING COVID-19 AND SYMPTOMS IN THE WORKPLACE**

The following actions will be taken in the event of a suspected case of COVID-19 in the workplace:

**If a worker calls in prior to arriving on-site with COVID-19 symptoms OR receives a notice of a possible COVID-19 exposure:**

1. The worker will not be permitted to enter the workplace, and will be instructed to stay or return home, use the Ontario's Self Assessment Tool, follow any recommendations provided by the tool, and take a rapid antigen test.
2. If the worker tests positive or receives inconclusive results from a self-administered rapid antigen test, they must disclose their results to the project producer or stage manager and disclose when symptoms and possible exposure occurred, so that this information can be communicated to other workers who may be at risk of exposure.
3. If the worker tests positive, they must isolate, and follow the protocols outlined above (**\* if you test positive for COVID-19**) before returning to work.

4. Clinical testing, contact tracing, notification, and isolation procedures will be followed in accordance with the most up-to-date guidelines released by the City of Toronto (updated April 4, 2022).

**If a worker calls in prior to arriving on-site after receiving a positive COVID-19 diagnosis:**

1. The worker will not be permitted to enter the workplace, and will be instructed to stay or return home, isolate and follow the protocols outlined above (**\* if you test positive for COVID-19**) before returning to work.
2. Clinical testing, contact tracing, notification, and isolation procedures will be followed in accordance with the most up-to-date guidelines released by the City of Toronto (updated April 4, 2022).

**If a worker shows up to work with COVID-19 symptoms OR develops COVID-19 symptoms while at work:**

1. The worker will be instructed to return home. If they cannot leave immediately, they will be isolated in the workplace until they are able to leave. The worker must follow the City of Toronto recommended procedures if they develop COVID-19 Symptoms.
2. The worker and other colleagues who may be at risk of exposure will be instructed to use the Ontario's Self Assessment Tool, follow any recommendations provided by the tool, and take a self-administered rapid antigen test at home.
3. If the worker tests positive for COVID-19, they must disclose their test result to the project producer or stage manager, self-isolate for at least 5 days with continual testing, and not return to work until they receive a negative test and are symptom free.

If a worker notices someone else at work has respiratory or COVID-19 symptoms, the worker should speak privately and directly with the project producer or stage manager.

**STAY UP-TO-DATE**

For the most up-to-date information on the status of COVID-19 in the city, please consult the City of Toronto website.

All workers should familiarize themselves with current health and safety protocols established by local, regional or national authorities in the locations in which they are working.

**TRAVEL**

All applicable federal and provincial guidelines and recommendations will be followed as they are updated by the applicable government bodies. Details of current government recommendations can be found here.

While wearing masks on planes or in airports is no longer required by the government of Canada, **Volcano asks that workers arriving by air wear masks during travel – especially in airports.**

## **PARTNER VENUES**

Volcano often operates in partnership with presenters and other venues. We make best efforts to align our COVID policies with those of our partners. We will inform our workers of any changes to our COVID policies that result from contracts with partner organizations.

## **OTHER RELEVANT COVID-19 SAFETY POLICIES**

Canadian Actors Equity Association COVID policy:

<https://www.caea.com/Portals/0/Documents/News/2021/COVID-19-WorkplaceGuidelinesAndProtocols-v2.pdf>

Food handling - Please consult Canada Health for guidelines around food props and/or on-site catering.

## **CONFIDENTIALITY**

All information received by Volcano through this policy is confidential communication. Personal information concerning a worker will be managed in a manner that is consistent with Ontario's Freedom of Information and Protection of Privacy Act, R.S.O 1990, c. F.31. Any documentation provided by a worker or obtained through this policy will be retained in a secure location by Human Resources. Vaccine disclosure information will be destroyed within a reasonable amount of time after the disclosure. These records will not be retained in the worker's personnel file.

## **KEY CONTACTS**

For questions about these policies and procedures, please contact:

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