

## Coldsnap – the prince george winter music festival

### **Safety Plan and Protocols for COVID-19 Infection Prevention and Exposure Control For the Coldsnap Livestream Workplace**

The health and safety of all artists, crew, and volunteers (“festival workers”) at the Coldsnap 2021 workplace is the top priority of Prince George Folkfest Society (PGFFS). The following plan (“the Safety Plan”) describes protocols that have been developed to minimize the risk of COVID-19 exposure and provide a safe workplace for the production and presentation of the festival. The festival will be presented from January 29<sup>th</sup> to February 6<sup>th</sup>, 2021. There will not be a live audience, the public can only view the festival via the livestream at [www.coldsnapfestival.com](http://www.coldsnapfestival.com).

This plan is dated January 14th, 2021 and will be updated as necessary.

#### Daily Protocols:

##### **Before Entering the Workplace:**

- This plan will be emailed to all artists, production crew, festival staff, and volunteers (“festival workers”) prior to the test livestream and the festival livestream.
- Prior to arrival at Enchainement Productions Inc. Studio D (“the Workplace”), all festival workers will carry out a daily “worker health check” to check for symptoms of common cold, influenza, COVID-19, or other respiratory diseases, and must stay home if they are ill. In accordance with WorksafeBC guidelines, if any festival worker has experienced any COVID-19 symptoms in the past 10 days they must self-isolate at home.
  - Written documentation of these daily checks will be conducted at the entrance of the workplace and provided to the designated staff member at the door.
  - A designated staff member will also administer daily temperature checks of the workers through the use of a hands-free temperature scanner. If the worker tests with a temperature of over 100.4 degrees Celsius (as recommended on the CDC website), they can wait 5 minutes to account for temperature abnormalities (like coming in to the studio from a hot car, etc.) and check their temperature again. If the temperature is still above 100.4 they must leave the worksite.
- Artists must not travel if they have experienced any COVID-19 symptoms in the previous 10 days, or if they have been in contact with anyone who has a confirmed case of COVID-19. Agreement details and alternative arrangements for artists not able to attend the festival due to COVID-19 safety considerations are outlined in their contracts.
- All artists must provide the name and contact info of each member of their party before arrival. Artists with more than 1 performer will identify whether they are considered to be in the same household, and whether their stage plot needs to include physical distancing.
- All festival workers are required to wear an appropriate mask upon entering the workplace, and must wear the mask at all times while in the workplace. Persons wearing a face shield, must also wear a mask underneath. All festival workers will take care to remain 2 metres apart from other workers whenever possible.
- Artists must wear a mask at all times except during soundchecks and during their performance in the designated stage area.
- All production crew will wear both face shields and masks.

- All surfaces with which workers might come into contact will be cleaned and disinfected before each livestream takes place. Cleaning and disinfecting services will be provided by the workplace staff who will be sent a full schedule and detailed cleaning requirements. Cleaning will also be done throughout the livestream by festival workers as required.
- Occupancy limits are based on the room size with the ability to maintain 2 m physical distance of the occupants. The occupancy limits will be posted for all spaces and are as follows:
  - Green Room A: 6
  - Green Room B: 6
  - Studio D: 20 (2500 sq ft total)
  - Bathrooms: 1 at a time

### **Entering the Workplace:**

- All festival workers will enter and exit through the back door of the workplace during scheduled time windows.
- At the entrance, all workers must sanitize their hands upon entry and before exiting the workplace.
- Artists will enter, check-in by signing written documentation that they do not have any symptoms of the flu, COVID-19, or other respiratory diseases, get a temperature check, and proceed to their assigned Green Room. Green Room A will be in a building outside and adjacent to the main building and will be designated for Group A, who perform first. Green Room B is adjacent to Studio D and will be the designated room for Group B, who perform second.
- If workers cannot enter at their scheduled time, they must contact the producer or assistant producer (contact info below) or other designated member of the production crew to open the door to avoid bottlenecks. Note there is no handle on the outside of this door.

### **Soundcheck**

- Groups will have scheduled soundcheck arrival times and will follow the above entering-the-workplace protocols. Group B will soundcheck first.
- Soundcheck times will have adequate time periods in between to allow Group B to leave and Group A to enter and for any necessary cleaning to take place.
- Group B will run a sound check, and then proceed to Green Room B with all their personal equipment. Any non-personal equipment such as mics, mic stands, etc. will be taken off of the stage area to make room for Group A's equipment.
- Group A will then enter, run a sound check, leave their equipment in the stage area (as they will be performing first), and will then proceed to Green Room A until the concert time.

### **During the Livestream**

- Every festival worker (all artists, crew, and volunteers) must maintain a physical distance of at least 2 metres from every other person, except:
  - if it is necessary for the performers or other persons to be closer to each other for purposes of the performance or rehearsal, or
  - where necessary for the purposes of health and safety.
- Group A will enter the stage area upon instruction, and head to Green Room A with all their personal equipment once their set is complete.
- Production crew will conduct changeover, and then Group B will be instructed to enter the stage area.

- If weather permits, the door will be opened in between acts to encourage airflow.
- All audience members will watch the livestream from the comfort of their own homes.
- As there will not be a live audience, festival programmes will be electronic, and available from the Coldsnap website at [www.coldsnapfestival.com](http://www.coldsnapfestival.com).
- Emcees and hosts will participate through a Zoom connection, and will host the show from their own homes to minimize the amount of people on-site. In case of technical difficulties, a designated Production Crew member will act as backup Emcee.
- Performers will be instructed when it is time for them to enter the stage area, and once on the stage, they will not leave the area unless absolutely necessary. Production crew will be available in face shields and masks if there is a need to get equipment or supplies for the artists.
- All effort will be made so that artists are NOT sharing any musical equipment, but in the unlikely circumstance that a mic stand, mic, etc. is shared by the first and second artists, the equipment will be disinfected in between artists by a production member.
- There will be a designated watch area for crew during the livestream who must be present, in this area they will remain at least 2 metres apart.
- Whenever possible, AV crew will be stationed in separate rooms.

#### **Leaving the Building:**

- Everyone will exit through the back door.
- Artists in Green Room A will leave first as they will already be outside.
- Artists in Green Room B will leave next and make sure to remain 2 metres apart from everyone in the workplace.
- Production crew will clean up for the day while maintaining distance, and then be the last to leave.
- All workers will leave the premises once their tasks are complete, loitering in the parking lot or anywhere else on the premises is prohibited.

#### **Washrooms**

- There are washrooms in Green Room B that will be partitioned from the rest of the Green Room to allow workers to use the facilities while remaining separate from Group B.
- There will be aerosol disinfecting spray and other cleaning supplies available that all workers must use to disinfect the space if they use the washroom, the washrooms will also be cleaned each day.

#### **Green Rooms**

- There are no separate dressing room stalls in Green Room A, although it is private. Group A artists are encouraged to arrive wearing what they will be wearing for the performance as much as possible.
- Group B artists are also encouraged to arrive wearing what they will be wearing for the performance as much as possible to reduce the use of the dressing room stalls in Green Room B.
- While in the Green Room:
  - Artists will keep 2 metres physical distance unless they are in the same household.
  - Coldsnap Green Room managers will check that the Safety Plan protocols are being followed by artists in the Green Room, and there are supplies as needed in the Green Rooms.
  - Any snacks provided will be prepackaged, prepared and set up by a Green Room manager, who will wear gloves and a mask during handling and setup.

- Green Rooms will be equipped with computer monitors so artists can watch the livestream and have a sense of how much time they have before their performance without needing to leave the green room.

### **General Protocols**

- Artists are encouraged to bring their own personal water in water bottles, store-bought bottled water will be available as well.
- Masks will be worn at all times and will be provided by PGFFS, festival workers will also sanitize and/or wash their hands frequently.
- Equipment (with the exception of personal instruments/equipment) will only be handled by the Production Crew.
- Protocols will be assessed and updated as needed up to and during the festival. All protocols are subject to change in order to create a safer environment.

### **Cleaning and Disinfection of Space and Equipment Plan:**

- All spaces and washrooms will be well stocked with hand-washing supplies, including plain hand soap, clean towels, paper towels, waste bins, and hand sanitizer.
- All tables/work surfaces, door handles, light switches, faucet handles, chairs, and anything that is used or touched by a staff member will be cleaned and disinfected before and after each livestream.
- Cleaning and disinfection will be performed by Enchainement Productions Inc staff.

### Test Livestream

- The test livestream will occur at the workplace and will follow all above protocols in regards to hand sanitization, distancing, mask-wearing, health checks, etc.
- There will only be one group/artist for the test livestream so use of the Green Rooms will not be required.
- Certain invited volunteers will watch the test livestream from their homes to determine best streaming platforms.
- Only necessary festival workers will be on-site for the test livestream, which will mean less people than for the festival livestream and a greater ability to distance. There will be no live audience.
- All workers will have a specific time to arrive to the workplace, and will use the back entrance (as stated for the full festival livestream).

### Workshops Daily Protocols

- The Workshops will follow all above protocols wherever they will be located. If the workshop is in person with festival workers, the location will be assessed and separate workplace protocols will be developed.
- The Workshops will only involve one artist. At this time, we anticipate the workshops will occur over a Zoom or other online platform. There will not be a live audience.
- The space will be disinfected before and after each group conducts their workshop.
- A host will monitor the zoom section of the workshops from either more than 3 metres physical distance or (preferably) from a different room.
- Only necessary production crew will be on-site to provide technical proficiency of the workshops.