

KPAC DRIVE IN MOVIE COVID-19 SAFETY PLAN

OPERATIONS MANUAL

Abstract

A guide to procedures set out for KPAC hosting a remote drive-in event at Mile-0 Park to manage the safety of staff and guests.

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Step 1. Risks at the workplace

The spread of the virus which causes COVID-19 is spread by droplets when a person coughs or sneezes, if you touch a contaminated surface and then touch your face.

The risk of person to person transmission increases when people are in close contact, by an increased amount of time spent together and by the more people you come near.

The risk of surface transmission increases when multiple people come in contact with the same surface over a short period of time.

Identified areas of risk

- Port-a-Potties
- Guests entering and providing receipts for entry to event
- Ensuring guests stay inside their vehicles for the duration of the event
- Guests entering the event in their vehicles

As this is a drive-in event guests will remain in their vehicle for the duration of the time spent. Higher risk times will be when guests are exiting their vehicles to use the provided washroom facilities.

High contact surfaces at the event:

- Door handles to washrooms
- Toilet seats

Step 2. Protocols to reduce the risks

Elimination – First level of protection

This event will have only two staff in order to keep the number of staff working to a minimum.

- One staff member will be controlling the entrance/exit and cleaning the washrooms every 20 minutes.
 - The second staff member will be operating the audio/visual equipment for the duration of the event.
- Both staff members will be able to safely conduct their duties with zero contact with each other.

Guests will be required to stay inside their vehicle as to minimize the risk of contact between each other. When using the provided washroom facilities, signage will clearly mark a minimum of 2 metre distance from the entrance the washrooms.

Guests will be required to wear a mask when moving from their vehicle to the washrooms and sanitizer stations will be equipped both inside an outside of the washrooms.

Guests will enter and exit the event in their vehicles in a controlled manner (enter back to front, exit front to back) and will have zero contact with other guests for the duration of the event.

Engineering Controls – Second level of protection

Installing barriers to control the flow of traffic and limit the number of vehicles entering the event to maintain the allowable limit of 50 vehicles.

Administrative controls – Third level of protection

Staff will be required to clean high contact surfaces in the washrooms before and after each use as well as ensure they are practicing frequent hand washing/sanitizing throughout the day.

Entry and exit of guests will be monitored by one staff member who will be masked and will be required to sanitize after checking each guests receipts upon entry to the event.

Hand sanitizer will be available to all staff members.

Hand sanitizer will be provided at the entry of all washroom facilities as well as inside all washroom facilities.

PPE – Fourth level of protection

Staff will be required to wear a facemask while ushering in vehicles to protect themselves and minimize transmission to guests.

All guests must wear a face mask at all times while outside of their vehicle. Guests must only leave their vehicle to access the provided washroom facilities and must ensure they maintain a 2 metre distance from all other guests outside their vehicle.

Masks and sanitizer will be available to all staff and guests if they need them.

Step 3. Policies

Washrooms facilities will be sanitized at all of the high touch areas a minimum of every 20 minutes.

Guests must stay in their vehicle at all times unless using the washroom facilities.

When using the washroom facilities guests are required to wear a mask at all times from the time they exit their vehicle until the time that they return.

Guests must maintain a minimum distance of 2 metres when moving from their vehicles to the washroom facilities.

Guests are required to hand sanitize when entering and exiting the washroom facilities.

Staff are required to wear masks when in the proximity of any patrons even if they are in their own vehicles to minimize their risk of exposure and also transmission to guests.

Guests who have experienced COVID-19 symptoms, or have travelled out of the country in the past 10 days, or been directed to self isolate for any other reason will not be permitted into the event.

Any staff with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days

Any staff under the direction of the provincial health officer to self-isolate must follow their instructions

Any staff who has arrived from outside of Canada, or who has been in contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms

Step 4. Communication plan and training

Staff are required to read through the safety protocols and procedures before returning to work.

Signage will be posted at all washroom facilities to ensure guests sanitize at entry and exit.

A copy of our Covid-19 safety plan will be available to the public on our website at www.kpacdc.ca.

At the start of the event, guests will be reminded of relevant policies i.e. wearing a mask is required, sanitizing as they enter, how they will enter and exit the event, encouraged to wash/sanitize when using the washroom facilities and to have the opportunity to clarify and ask questions then.

Step 5. Monitoring the workplace and updating plans

After the event staff will discuss how the event went, what worked well, what was difficult, any suggestions about how to best tweak procedures. There will be an ongoing discussion and changes of the policies as the COVID-19 pandemic evolves.

KPAC will monitor news and WorksafeBC updates regarding COVID-19 and reassess policies accordingly.

Any staff who begin to feel unwell or have any COVID-19 symptoms should inform their supervisor immediately.

Appendix A – Guest Questionnaire

Are you experiencing cold, flu or COVID-19-like symptoms, even mild ones?
Symptoms include: fever, chills, cough, shortness of breath, sore throat and

painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches?

Have you travelled to any countries outside Canada (including the United States) within the last 14 days?

Have you had any contact with individuals who have a confirmed or presumptive diagnosis of COVID-19? Note: This means you would have been contacted by your health authority's public health team.

If you've answered yes to any of the above questions, please refrain from coming on your booked tour today. We will be happy to give you a full refund, or reschedule your tour for a future date.