



COVID-19 SAFETY PROCEDURES

PWM is committed to creating and maintaining a safe space for artists to create in. We consult the artists we work with to make sure that workshops are organized in a way in which all participants feel safe and comfortable.

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Introduction:

This *COVID-19 Safety Procedures* document is intended for artists and staff who are using the PWM offices, kitchen, and studio space.

Resources - Always follow the CNESST guidelines and government guidelines:

[Commission des normes, de l'équité, de la santé et de la sécurité du travail](#)

[CNESST Guideline for Arts and Culture](#) - last update January 25, 2022

[Public Health Agency of Canada](#)

[Tableau récapitulatif des ouvertures ou des suspensions des activités en période de COVID-19](#)

[Quebec Santé website on workplace](#) (fr) [and in english](#).

[Quebec Santé website on when to self-isolate](#) (eng)

[Quebec Santé website on basic sanity and health instructions to limit the spread of COVID-19](#) (eng)

Government contact information:

Coronavirus Info-Line: **1-877-644-4545**

Email contact: for any questions pertaining to the specifics of activities in arts and culture, you can email the staff of the MCCQ (Ministère de la Culture et Communications):

comitescovid19@mcc.gouv.qc.ca

General COVID-19 tips:

- Individuals should frequently wash their hands especially if touching objects like props, equipment, etc. [Here are instructions from the CDC on how to wash hands.](#)
- Follow the hand hygiene, respiratory etiquette and physical distancing rules that are posted throughout the space (e.g., kitchen, washroom, entrance, studio, office space etc.).

Vaccination policy:

we ask all those using the spaces at PWM be adequately protected against COVID - either 3 doses of vaccine recognized in Quebec and have respected the minimal intervals between the 3rd doses OR two doses of vaccines and a PCR proof of COVID-19 infection within the last 3 months. For those who are less than 18 years old, they must have received the two doses of the vaccine or one dose and a PCR proof of COVID-19 infection within the last 3 months.

BEFORE you arrive:

Playwrights' Workshop Montréal (PWM) validates with all individuals coming into the creative space their state of health and that they have no COVID-19 symptoms. Individuals will fill out a form OR sign-in sheet verifying this information before each workday. This is done digitally or on paper. This information is confidential.

Anyone who has COVID-19 symptoms is informed of their obligation to leave the office or creative space until they are able to return in accordance with established health standards. Individuals who receive a positive COVID-19 result or have been in close contact with an individual who has tested positive for COVID-19 must notify PWM and then follow the instructions received from the Public Health Agency.

At your arrival:

- Sanitize your hands at the sign-in table. Hand sanitizer is available on the table.
- Change your mask (optional): Medical masks are available on the sign-in table.
- Complete and sign the sign-in sheet

Working together in the same space:

- Scripts and other printouts are not shared amongst individuals. One copy for each individual is printed out, or is e-mailed to the individual to print out or read on iPad, tablet or e-reader.
- When possible, the number of people in the studio or office space should be reduced to allow the minimum distance of 2 metres between people to be respected. PWM has digital tools that can facilitate a hybrid in-person/virtual meeting or collaboration. You can find out more by getting in touch with PWM staff.
- As the studio has a square footage of 929 sq. ft. ideally a maximum of 8-12 people should be in the studio at any given time, depending on the configuration of the tables, and whether there is movement required.
- Limit as much as possible the amount of props, objects and set pieces used in the studio.
- Any equipment (microphones, headsets, technical equipment), props, instruments and set pieces that will be used in the studio are cleaned and disinfected before and after use.
- When using the photocopier, make sure to sanitize your hands before and after use.
- The books located on the bookshelves should not be used unless absolutely necessary. As books cannot be properly sanitized, if a book IS used, it should be placed in a plastic bag with the date on it, and then placed in a closed bin for 72 hours, and then returned to the bookshelf.
- When weather permits, windows should be kept open. The air purifier can be kept on.
- When it is not possible to keep windows open, an air purifier will be used. The air purifier should be turned on immediately upon entry to the space, and turned off when the last person leaves the space. It is important to note that the air purifier should be used in conjunction with all other safety protocols (masks, sanitization, distancing etc.) and not INSTEAD of.

Small stable team (SST):

The SST does not usually apply to PWM as PWM does not qualify for it. For more information on Small Stable Teams, [please follow the most updated guidelines on the CNESST](#).

Masks:

As of January 2022, there are new guidelines for masks and the definition of quality masks. [Please see the CNESST for more information by clicking here](#).

At PWM, we stock and offer ASTM Level 3 masks.

For more information about masks, please follow the Canadian Government Guidelines:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html>

- Masks must be worn at all times, for live-streaming/filming, for staff working at their stations and/or in the studio and during breaks. *(See Appendix B for instructions on how to properly put on a mask)*
- Masks are worn for a maximum of 4 hours. If a workday consists of 8 hours, individuals must have 2 masks to use for the day.
- When 2 or more individuals are working in the office or in the studio, wherever possible, the physical distance of 2 meters is maintained from the start to the end of the work period and during breaks and meals. When seated 2 metres or more apart, masks can be removed during meals. Masks must be worn when individuals get up from the table, are doing any movement work, going into the office space, into the kitchen or going to the washroom. Masks are always worn upon entering the studio, leaving the shared office space, when interacting with another staff member, etc.

The kitchen and eating/drinking at PWM:

- Individuals can use the kitchen in order to make coffee, and must follow the above-mentioned guidelines when doing so. Items that are used frequently and could be possibly shared amongst staff, must be cleaned before and after each use (e.g. tables, chair backs, pens, photocopier etc.).
- As face masks cannot be worn during eating, a minimum of 2 meters must be respected between people in order to ensure physical distancing can be maintained. A minimum of 2 meters apart must be respected between people when eating as well as while waiting for food to be prepared (ex: when using microwave).
- Wash your hands before handling or touching anything in the kitchen. Clean/disinfect any surface areas where you will be eating and/or preparing food. Wash your hands before and after you eat and/or drink. Please dry and put away any dishes that you use.
- Do not leave uncovered food in the fridge.

Washroom:

- Individuals should wash/disinfect their hands before taking the washroom key from the hook in the office. Upon return from the washroom, individuals disinfect the key, place it back on the hook and then disinfect their hands.

- Individuals should disinfect their hands before and after use of the washroom.

Ventilation:

- When it is not possible to keep windows open, an air purifier will be used. The air purifier should be turned on immediately upon entry to the studio, and turned off when the last person leaves the studio. It is important to note that the air purifier should be used in conjunction with all other safety protocols (masks, sanitization, distancing etc.) and not INSTEAD of.
- When weather permits, windows should be kept open. The air purifier can be kept on.

Cleaning items at PWM:

- Extra COVID and CLEANING supplies such as masks, hand sanitizer, and disinfectant are located beneath the sink in the kitchen.
 - For general cleaning (wiping down kitchen, washroom, tables, door knobs etc.), the disinfectant spray solution in bottles by the sink and on the table by the bathroom keys may be used.
 - Disinfecting wipes may also be used for general cleaning. (*See Electronics section for recommendations*)
- **Cleaning surfaces**
 - If surfaces are dirty, please clean using soap and water prior to disinfection with the solution in the spray bottles.
 - The couch in the office space must be wiped down after every use.
 - The kitchen/dining area must be disinfected every four hours (during lunch break and at the end of the day). This includes any surface area that may have been touched (counters, table, microwave, kettle, coffee maker, sink, faucet, paper towel dispenser, fridge door handles etc.).
 - If there are 2 or more staff in the office, frequently touched surfaces, and common areas (e.g. door handles, taps, toilets, fridge handle, microwave, coffee machine, telephones, computer accessories, tables etc. must be disinfected every 4 hours of work (ex: during lunch break and at the end of the day). Office staff do not need to leave the space during cleaning.
 - If there is only 1 staff member in the office, ONLY what they have touched is sanitized before they leave for the day (ex: their desk, doorknobs, kitchen area).

- **Electronics**

- Turn off the equipment, unplug the power cord from the wall or power strip, and remove the battery from portables or wireless keyboards and mice, before the cleaning process.
- Use a disinfectant wipe to wipe the area first, then use a damp, soft, lint-free cloth, and finally dry the area with another soft, lint-free cloth.
- **Do not** use disinfectant wipes containing bleach, disinfectant sprays, aerosol sprays or anything abrasive.
- **Do not** use an extremely damp disinfectant wipe to clean the area. If you encounter a very damp wipe, it may need to be squeezed to remove some excess liquid before use.
- **Do not** allow the liquid from the disinfectant wipe to sit or pool on the area being disinfected for a long amount of time.
- **Do not** use rough towels or cloths to dry the area.
- **Do not** use excess force when disinfecting the area around the keyboard; this could damage the keys.
- **Suggested products** (the following products are safe to use on electronics.):
 - [CaviWipes Disinfecting Towelettes](#)
 - [Medicom ProSurface Disinfectant Wipe](#)

- **Cloth masks for singing**

- PWM does not use cloth masks however cloth masks can be used for singing purposes. [Please see the CNESST guidelines on masks and singing by clicking here.](#)
- To clean fabric masks, Wash in soap or detergent and preferably hot water (at least 60 degrees Centigrade/140 degrees Fahrenheit). If it is not possible to wash the mask in hot water, then wash it in soap/detergent and room temperature water, followed by boiling the mask for 1 minute.

When you leave:

- Make sure all surfaces are cleaned before you leave.
- Individuals who receive a positive COVID-19 result or have been in close contact with an individual who has tested positive for COVID-19 must notify PWM and then follow the instructions received from the Public Health Agency.

Live streaming/performances with the public:

For more information on publicly attending readings or events, [please follow the most up-to-date guidelines outlined by the CNESST.](#)