



powell street festival society

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## Communicable Disease Prevention Plan

**This plan was last updated and reviewed: June 22, 2022, 2:00 PM**

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. COVID-19, norovirus, and seasonal influenza are forms of communicable diseases.

The Powell Street Festival Society (PSFS) Communicable Disease Prevention Plan provides guidance and information for PSFS board, leadership, organizers, employees, contractors, subcontractors, self-employed persons, volunteers, attendees, and the community regarding current and ongoing measures to in place to assist in reducing the risk for communicable disease transmission during the 46th Annual Powell Street Festival.

The Communicable Disease Prevention Plan is a risk assessment and control guidance document divided into four steps:

- Step 1: Understand the Risk
- Step 2: Implement Measures, Practices, and Policies to Reduce the Risk
- Step 3: Communicate Measures, Practices, and Policies
- Step 4: Monitor the Workplace and Update the Plan as Necessary

### **Step 1: Understand the Risk**

The PSFS Board recognizes that we work in close proximity with vulnerable populations.

PSFS leaders, organizers, employees, contractors, subcontractors, self-employed persons, and volunteers (staff) are encouraged to understand the risks associated with communicable disease and endeavor to reduce the risk of communicable disease in alignment with this Communicable Disease Prevention Plan.

### **Step 2: Implement Measures, Practices, and Policies to Reduce the Risk**

PSFS has policies to support staff who have symptoms of a communicable disease, for example, fever or chills, cough, diarrhea, etc. All employment contracts incorporate sick days. Please refer to our Employee Handbook and employment contracts for specific details.

PSFS' primary work locations (Woodwards Administrative Office and the Production Office) have hand-hygiene facilities. PSFS encourages all staff to wash their hands regularly especially handling equipment that others may touch frequently.

Hygiene signage will be posted in all primary work locations.

Staff are also reminded to cover coughs and sneezes.



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PSFS primary work locations addresses:

- *Administrative Office* located at #410 – 111 W. Hastings Street, Vancouver, BC V6B 1H4
- *Production Office* located at 220 Jackson Avenue, Vancouver, BC V6A 3B3

In all PSFS primary work locations, we will keep windows open to maintain airflow and ventilation. Doors will be kept open in the Production Office. These measures are contingent on the level of air safety and other external factors during times of elevated risk.

It is the City of Vancouver's responsibility to maintain a cleaning schedule for the Woodward's building in which the PSFS Administrative Office is located. PSFS staff will strive to maintain a clean environment by regularly washing any dirty dishes and disposing of any garbage, compost, and recycling into the designated bins.

For all festival and seasonal locations, PSFS will consult with the venue's health and safety and communicable disease prevention protocols. PSFS will then adapt its existing measures to ensure the safety of their staff and volunteers at these locations.

Below is a non-exclusive list of festival and seasonal locations:

- *Oppenheimer Park* located at 400 Powell Street, Vancouver, BC V6A 1G6
- *Vancouver Japanese Language School and Japanese Hall* located at 487 Alexander Street, Vancouver, BC V6A 1C6
- *Vancouver Buddhist Temple- Social Hall* located at 220 Jackson Avenue, Vancouver, BC V6A 3B3

### **Additional Measures:**

PSFS will follow the recommended protocols by both regional medical health officers and provincial health officers to prevent the transmission of communicable diseases.

### **As of June 22, 2022, 2:00 PM - Gatherings and Events**

Currently, there are no provincial restrictions on organized outdoor events such as the Powell Street Festival.

Wearing masks in public indoor settings is not required by public health. Wearing a mask is a personal choice. Individual businesses and event organizers can choose to continue requiring masks on their premises.

PSFS recognizes the importance that we respect the choices of people, businesses, and one another.



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**Given the current recommended regional and provincial prevention protocols, PSFS recommends:**

- **Masks**
  - Mask wearing indoors is recommended if you are within 5 feet of another person. PSFS would like to encourage mask use for any/all indoor events. This includes Vancouver Buddhist Temple, Vancouver Japanese Language School, and the Firehall Arts Theatre. Mask use is also recommended during the outdoor sumo tournament. Staff and volunteers may choose to remove masks outdoors or when working at a desk, but it is suggested that individuals consult the other people around prior to doing so. In addition, PSFS highly recommends mask wearing when working with the public and vulnerable populations.
- **Vaccination**
  - PSFS highly recommends that staff receive both vaccinations; however, you are not required to disclose proof of vaccination if you do not wish to do so.
- **Hygiene**
  - PSFS recommends increased hand washing and adhering to coughing/sneezing protocols.
- **The above recommendations may be altered during periods of elevated risk. All staff and volunteers will be alerted to any changes to this document.**

**Step 3: Communicate Measures, Practices, and Policies**

PSFS will communicate this Communicable Disease Prevention Plan (verbally or in writing) with those entering PSFS' primary work locations, including members of the board, leadership, organizers, employees, contractors, subcontractors, self-employed persons, volunteers.

**Year-Round Measures:**

- **Daily Health Check Ins**
  - There will be beginning of the day and end of the day check-in's from all staff and volunteers to report their health status. These check-ins will be communicated verbally or digitally. Staff and volunteers are encouraged to regularly report to their supervisor throughout the day if they are feeling unwell or are experiencing any symptoms.
- **Signage**
  - Hand Washing and Cough/Sneezing Signage will be posted in all locations where PSFS staff and volunteers shall be working.



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- **Employee Handbook, Volunteer Handbook, and Consent Forms**
  - All staff and volunteers have the right to say no to any work they do not feel is safe or are inaccessible to their needs. They have the right to report any unsafe or inaccessible work. Staff and volunteers will be up front and honest when discussing individual health as it pertains to their ability to do onsite or in person work. If they are ever unsure about their health condition, they will check in with their staff lead before coming to the site. All this information will be clearly stated in documents provided to staff and volunteers before they commence work.

#### **Step 4: Monitor the Workplace and Update the Plan as Necessary**

The PSFS Board will work in conjunction with staff to regularly review any proposed updates or concerns.

Staff should report all concerns directly to the Executive Director. From there the Executive Director may escalate concerns to the PSFS Board.

The Executive Director shall continuously monitor whether measures, policies, and practices are being followed. However, it is the responsibility of all staff to provide oversight and training to new individuals being introduced PSFS's Communicable Disease Prevention Plan.

The Consent Form, an excerpt found below, and Volunteer Handbook shall be distributed at all volunteer attended events.

If anyone should have a concern or complaint, this should be reported to the PSFS staff anchoring the event. This should then be formally recorded and passed on to the Executive Director.

The PSFS Board shall review all policies on an ongoing basis to ensure the safety of staff. This will occur on a quarterly basis or more frequently if called upon by the Executive Director.

All policies will stand in compliance with recommended protocols by both regional medical health officers and provincial health officers.

#### **Signage**

##### **July & August 2021 Signage**