

Health management guide (draft)

For resuming activities in the circus arts sector during the COVID-19 pandemic

en piste

REGROUPEMENT NATIONAL DES ARTS DU CIRQUE
NATIONAL CIRCUS ARTS ALLIANCE

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CONTEXT

During the coronavirus epidemic, named for a virus that causes a disease known as COVID-19, the priority of the circus arts sector is to adopt preventive measures to protect the health of artists, artisans, workers and the public in accordance with employer obligations, and to encourage these individuals to look after their health and safety and that of the people around them.

This document lists specific measures that must be implemented to provide the necessary health conditions for staff of organizations in the circus sector who are required to work in offices, studios, workshops, performance venues and/or other locations. It also includes health measures issued by the government, which has approved these specific measures.

In the context of this unprecedented health crisis, the application of these measures is a key condition for resuming activities in the circus arts sector. Each organization is responsible for evaluating its ability to comply with the measures and for making the necessary arrangements to do so.

COVID-19 is part of the coronavirus family, a large family of viruses that are generally responsible for colds and mild flu-like illnesses. It can nevertheless take more serious forms, particularly in the case of vulnerable people (the elderly, people with chronic illnesses, infants, pregnant individuals, etc.). The virus is transmitted through respiratory droplets and physical contact, primarily by the hands via contaminated objects, making it a highly contagious illness (same household, direct contact of less than one metre when coughing or sneezing, speaking with someone for longer than 15 minutes without protective measures, etc.). Currently, there is no vaccine or specific treatment.

The only way to limit the risk of infection is to comply with preventive measures. Preventing transmission within the circus arts community requires close attention to protective measures in various activities.

Organizations and human resources in the circus arts sector must strictly adhere to the recommendations in this guide throughout the entire lockdown period as determined by the authorities. If they are unable to do so, they must cease their activities.

This guide was developed by En Piste, the national circus arts alliance, in collaboration with the National Circus School, the École de cirque de Québec, the École de cirque de Verdun, Cirque Éloize, Caravan Coop, Cirque du Soleil, TOHU, the Cité des arts du cirque and The 7 Fingers. The guide must be approved by the public health authorities and its COVID-19 management standards must be approved by the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST). It may be updated periodically.

PREREQUISITES

Organizations in the circus arts sector and all artists and workers must strictly adhere to recommendations in this guide throughout the entire lockdown period as determined by the authorities. If they are unable to do so, they will not be permitted to resume their professional, teaching and training activities.

Before reopening their establishment, all organizations must ensure that their work environment and facilities are safe spaces where the risk of virus spread has been mitigated for staff and users. They must also ensure that all employees and contract workers are in good health and do not pose a risk to staff members or users.

All organizations agree to accept the general intervention conditions, particularly the specific hygiene conditions and health regulations issued by the public health authorities. They must designate a contact person within their organization to oversee the implementation of the measures. Additionally, they must ensure that their premises are adequately prepared to ensure that health conditions and rules are respected.

LEGAL OBLIGATIONS

The legal obligations of employers and workers with respect to occupational health and safety must be applied in the context of COVID-19. A summary is provided below.

Employers

Employers are required to protect the health and ensure the safety and physical well-being of their workers. The Act respecting occupational health and safety (AOHS) requires that employers take the necessary measures to do so. In particular, they must use methods to identify, control and eliminate risks. In the context of COVID-19, employers must ensure that their standard preventive measures are still adequate. If this is not the case, they must modify them to protect workers from the risk of contamination. Employers must also inform workers of the risks involved in their work, including those associated with COVID-19. Additionally, they must provide them with adequate training and supervision to ensure they have the required skills and knowledge to do their job safely.

Workers

Each worker is required to take the necessary measures to ensure their health, safety and physical well-being, and to see that they do not endanger the health, safety or physical well-being of other individuals at their workplace (section 49 of the AOHS). To do so, they must comply with the applicable regulations and measures in the context of COVID-19 and with other workplace rules. Workers must also participate in the identification and elimination of risks. If a worker identifies any risks or has any relevant suggestions, they must bring them to the attention of the health and safety committee (if applicable), their superior or a representative of the employer.

APPLICATION OF GUIDE AND DEFINITIONS

- In the context of the organization, the term “**user**” refers to any individual (artist, student, technician, supplier, employee, client, contract worker, etc.) who enters the premises and could have an effect on COVID-19 contamination.
- All rules and regulations are intended to serve as a reference for organizations, schools, companies and venues for creation and training purposes. It is not meant to be a guide for performance venues or outdoor events.
- All rules and regulations in this guide are meant to be guidelines that each organization should customize and adapt according to the dimensions and availability of their space, while adhering to current laws and standards.
- All rules and regulations apply 24 hours a day, seven days a week.

REMINDER OF BASIC HYGIENE MEASURES ISSUED BY THE PUBLIC HEALTH AUTHORITIES

- Wash your hands frequently with warm running water and soap for at least 20 seconds.
- Use an alcohol-based hand sanitizer if you do not have access to soap and water.
- Use respiratory etiquette when you cough or sneeze.
- Cover your mouth and nose with your arm to reduce the spread of germs.
- If you use a paper tissue, dispose of it as soon as possible and then wash your hands.
- If you have any symptoms (cough, fever, difficulty breathing, sudden loss of smell), stay home and call 1-877-644-4545 (toll-free) if required.
- Avoid greetings that involve direct contact, such as handshakes, and use other types of greetings.
- Comply with physical distancing rules.

We invite organizations to visit [the CNESST website \(in French\)](#) for information about the resources available to employers.

REMINDER OF PREVENTIVE MEASURES AND PROCEDURES FOR RESUMING PROFESSIONAL ACTIVITIES IN THE CIRCUS ARTS SECTOR

General Preventive Measures for COVID-19

In preparation for resuming activities, all organizations agree to:

- Designate a person who will be responsible for coordinating hygiene and preventive measures within the organization.
- Evaluate the premises, equipment and materials and identify COVID-19 transmission and contamination risks.
- Assess whether work practices and arrangements will require a reorganization of the workplace to avoid the risk of transmission and contamination among staff.
- Prioritize teleworking for all non-essential staff.
- Configure the space to ensure that protective measures are adhered to (demarcating arrival zones and circulation areas, closing non-essential areas, etc.).
- Ensure that the premises, equipment and materials receive the maintenance required to limit the risk of transmission and contamination, and plan materials accordingly.
- Ensure that hygiene (hand washing, avoiding touching your face, etc.) and physical distancing guidelines are understood and followed by users and staff.
- Ensure that the hygiene and physical distancing guidelines issued by the public health authorities are respected at all times.
- Provide access to a hand washing station with running water and soap or an alcohol-based hand sanitizer. This is a key condition for resuming activities.
- Wear a mask, face shield, protective eyewear and gloves if work cannot be done while respecting physical distancing guidelines, unless otherwise specified in this guide.
- Deny entry to anyone with COVID-19 symptoms.
- Respect the isolation and management procedure for any person on the premises with COVID-19 symptoms, including the disinfection procedure for the space, equipment and materials.

- Notify anyone who has been in contact with an individual with COVID-19 symptoms who has entered the premises.

COVID-19 Information Guidelines

In the context of community transmission of COVID-19, all circus arts organizations commit to protecting the health of staff and users, implementing necessary preventive measures, and ensuring that physical distancing and hygiene guidelines are followed at all times. During the pandemic, information sharing is essential to ensure that the guidelines are clearly understood by all people who visit the premises. They must adhere to these recommended measures, which will require the active participation of everyone involved.

Return-to-Work Guidelines for Employees

Before Returning

- Email the risk evaluation questionnaire to all staff in preparation for the return to work.
- Review the completed questionnaires.
- Contact individuals who do not pose a potential risk of infection to others.
- Contact individuals who pose a potential risk of infection to others.
- Individuals will be denied entry to the premises and advised to self-isolate for 14 days if they:
 - o Have travelled outside of Canada within 14 days of returning to work.
 - o Have been in contact with someone who has travelled outside of Canada within 14 days of returning to work.
 - o Have been in close contact with someone diagnosed with or suspected to have contracted COVID-19 within 14 days of returning to work.
 - o Have symptoms of COVID-19, such as fever, cough, difficulty breathing, extreme fatigue, or sudden loss of smell.
- Meet with staff while respecting physical distancing measures to advise them of any preventive measures being taken by the organization and to reassure them. They will be informed of their roles, rights and responsibilities with respect to health and safety.
- Install adequate signage to demarcate circulation zones and physical distancing limits.
- Display guidelines and preventive measures in all areas.

- Report any cases of infected individuals visiting the premises to create an atmosphere of transparency and incentive to respect the rules.

Upon Arrival

- Ask all individuals (employees, contract workers, suppliers, etc.) about their symptoms and contact with people with COVID-19 at the entrance to the premises.
- The person's health is evaluated using a checklist. If necessary, employers can provide employees with a daily self-evaluation form.
- Body temperature can be taken. This is not required and does not mean that a person has or does not have COVID-19. Certain carriers of COVID-19 are asymptomatic but still contagious.
- At-risk individuals should not be on the premises.
- People whose health conditions put them at risk of developing a severe form of COVID-19 include those with:
 - o Chronic respiratory illnesses (asthma, chronic bronchitis) ▪ Chronic respiratory failure ▪ Cystic fibrosis ▪ Heart failure of any kind.
 - o Coronary artery disease ▪ History of stroke ▪ High blood pressure ▪ Chronic kidney failure/dialysis ▪ Type 1 (insulin-dependent) or type 2 diabetes.
 - o Pregnant individuals.
 - o Immunodeficiencies: cancer, hematological conditions, organ or stem cell transplants, inflammatory and/or autoimmune diseases, those receiving immunosuppressive therapy, and people with HIV.
 - o Chronic liver disease and cirrhosis.
 - o Obesity with a body mass index (BMI) of 40 or higher. It is imperative that these individuals stay at home, without working if no work-from-home solution can be found.
- For staff, organize regular or daily meetings (such as 15-minute safety meetings) to raise awareness of the guidelines and ensure compliance (while respecting the minimum social distance).

IMPORTANT: Any employee who has been on the premises and has COVID-19 symptoms (fever, cough, difficulty breathing, extreme fatigue, sudden loss of smell) must inform management as soon as possible. If necessary, please consult the Decision Fact Sheet if you have COVID-19 symptoms by referring to appendix D or clicking the following link:

https://cdn-contenu.quebec.ca/cdn-contenu/sante/documents/Problemes_de_sante/covid-19/Aide_decision/20-210-60A_aide-decision-anglais.pdf?1587490321

Guidelines for Clients on the Premises

Before Reopening the Premises

- Inform clients of the health guidelines that have been implemented and must be followed while on the premises.
- Include reminders that high-risk individuals must not enter the premises in communications.

Upon Arrival

- Ask all users about their symptoms and contact with people with COVID-19 at the entrance to the premises.
- Require that individuals wash their hands and wear a mask or face shield if physical distancing is not possible.
- Inform users of the health guidelines that must be followed during their visit.

IMPORTANT: Any user who has been on the premises and has COVID-19 symptoms (fever, cough, difficulty breathing, extreme fatigue or sudden loss of smell) must inform management as soon as possible. If necessary, please consult the Decision Fact Sheet if you have COVID-19 symptoms by referring to appendix D or clicking the following link:

https://cdn-contenu.quebec.ca/cdn-contenu/sante/documents/Problemes_de_sante/covid-19/Aide_decision/20-210-60A_aide-decision-anglais.pdf?1587490321

Organizational Guidelines for Premises, Activities and Work

- Non-essential common areas must be closed.
- Organize workstations in a manner that complies with physical distancing rules.

- Encourage teleworking if physical distancing is not possible.
- If a workstation does not provide adequate protection, all employees who are unable to follow physical distancing guidelines must wear a mask or face shield.
- Limit sharing of accessories and professional equipment (e.g. pens, phones, tablets, computer mouse).
- Regularly clean and disinfect equipment that is shared (e.g. phones, computers, computer mouse, photocopiers, printers) or used by more than one person.
- Organize reception of materials in a way that avoids all physical contact.
- Ensure that ventilation systems are functioning properly and maintained in accordance with requirements for the type of establishment and work carried out.
- Clean all staff-only washroom facilities and disinfect daily.
- Clean staff-only dining areas after each meal and disinfect daily (e.g. fridge door handles, chair backrests, microwaves).
- Wash dishes and utensils used by staff with water and dish soap by hand or in the dishwasher.
- Limit the number of employees in the workspace to reduce the risk of close contact.
- Present special work arrangements before each shift and employee rotation.
- Any organization that houses employees must ensure that individual rooms and meals are available.

Teaching Establishments and Classrooms

- Measures must be taken to encourage physical distancing and limit the amount of time in close contact.
- The maximum ratio of students allowed in the classroom at the same time in professional programs and general programs for adults should be respected, as directed by the MEES.
- Non-essential common areas should be closed and access to teaching establishments should be restricted to staff and students of these establishments.
- Schedules should be adjusted to minimize movement and large gatherings.
- Cafeterias must be closed.
- Meals must be taken in classrooms or outside to avoid moving around the establishment.
- Instructors are not advised to wear personal protective equipment (PPE) to protect themselves from COVID-19.

- A physical distance of 2 metres should be respected whenever possible. Instructors who are more comfortable wearing a mask or face covering are invited to consult [Wearing a mask or face covering in public settings](#) to find out how to make and properly use a mask or face covering.
- Staff who primarily come into contact with students for practical activities must wear a surgical mask and protective eyewear or a face shield at all times if their work requires them to be within 2 metres of another person for more than 15 minutes a day without physical barriers.
- Personal protective equipment such as surgical masks, protective eyewear and face shields must be procured and made available to staff in sufficient quantities.

Welcoming Users

- Implement a circulation plan with signage to allow for physical distancing of 2 metres between individuals, especially when crossing paths (when circulation in one direction is not possible).
- Encourage circular movement (in one direction) to avoid crossing paths.

Common Areas

- Install plexiglass in reception areas.
- Establish circulation areas in the building that allow for physical distancing measures to be followed.
- With the exception of washrooms, common areas that are deemed non-essential (changing rooms, showers, cafeterias, meeting rooms, etc.) must be closed in order to limit contamination zones.
- If meetings cannot be held remotely, outdoor meetings should be encouraged to respect physical distancing guidelines.
- Regularly clean common surfaces such as door handles, elevator buttons, etc.
- Limit the elevator to one person at a time.
- Washroom access must be restricted to one person at a time.
 - The following must be made available:
 - o A temperature-controlled sink with clean water. It must be clean, well-maintained and in good working order.
 - o Soap or another cleaning product.
 - o A hand dryer, roller towels and paper towels to turn off the tap.

- A covered trash can.

Training Area or Studio

- Follow all [BASIC HYGIENE MEASURES ISSUED BY THE PUBLIC HEALTH AUTHORITIES](#).

Specific Guidelines and Responsibilities for Training Areas and Studios

General Space

- Limit the number of people in the space to reduce the risk of contact and ensure that physical distancing is respected, according to the discipline.
- Identify training areas and arrange them in order to comply with distancing guidelines, according to the discipline.
- Note that changing rooms must be closed.
- No physical contact will be permitted, with the exception of people from the same household.
- If available, drinking fountains may only be used to refill sealed water bottles. Drinking directly from the fountain is not permitted.
- Dry snacks are allowed.

Dress Code, Injuries and Personal Items

- Anyone with open wounds must disinfect and cover them prior to arrival at the training site. The covering must be able to withstand training and last until the person leaves the site.
- All individuals must wear proper training attire when arriving at and leaving the training area: clean, washed and long clothing (i.e. covered legs and arms).
- All individuals must bring appropriate indoor footwear specifically for the training area or studio. Individuals must place their outdoor shoes in a secure, sealed area before entering the space or studio.
- All individuals must store their personal belongings in their bag and leave it in the designated area.

- Training topless or barefoot is not recommended.
- If training must be done barefoot, the individual must wash and disinfect their feet before training.

Materials

- All individuals must provide their own equipment and necessary materials for individual training.
- Perishable training materials (kinesiology tape, chalk, etc.) must not be shared.
- All individuals must disinfect their equipment and materials in the designated zone or disinfection station upon entering the space.
- Organizations must disinfect shared materials between and after each use.
- Organize reception of materials in a way that avoids all physical contact.

Training

- Only disciplines that can be practiced individually are permitted.
- Distancing:

These distances are meant as guidelines for training that does not require much movement. They determine the number of people or training zones that are permitted in the same room, according to its size.

Training areas and their dimensions must be determined in advance, according to the number of users and the discipline.

3 metres (10 feet) between training areas in conditioning rooms.

5-6 metres (16-20 feet) between two circus training zones.

3 metres (10 feet) between the rigging control point or the line and its point of attachment.

4 metres (13 feet) of height for fixed aerial training.

No flights or swinging is permitted.

Training for disciplines that require a large amount of space and movement must be planned so that participants have the entire space to themselves. In addition:

- Plan for longer breaks to allow adequate air circulation.
- Users must disinfect the floor afterwards.

Training Space and Materials

- Individuals must stay in their designated training space, according to the distances mentioned previously.
- Each person will be assigned their own equipment and/or mat if they do not own one, which must be disinfected between and after each use.
- For manipulation or work at height, this must be done before, during or after user activities. A relevant protocol must be established by the organization and followed by technicians. The established procedures must take materials that cannot be taken down for disinfection into account.

Disinfection and Storage

- Each user is responsible for their own equipment, regardless of whether they own it.
- Each user is responsible for following disinfection procedures for the individual equipment and/or mats they use and for the floor of the training area, according to prescribed rules.
- All equipment must be stored near the training area where it is used to avoid unnecessary movement and back-and-forth trips.
- For equipment that cannot be completely disinfected due to its covering, a bag or individual sealed cover must be provided by the user or organization, according to current rules and regulations.
- Cleaning tools and products must be available in each training area, including areas used for physical conditioning.

Supervision

- Supervisors must be designated and observe, evaluate and oversee practices and equipment related to COVID-19.

Emergency Measures

- Each organization must establish an emergency procedure that is appropriate for its premises and situation in the context of COVID-19.
- In the event of an emergency response, a required number of COVID-19 emergency PPE kits will be available in each room or studio (surgical mask, face shield, gloves, protective eyewear and medical gown).
- In the event of an incident or emergency response, a PPE kit (mask, face shield, gloves, protective eyewear, medical gown) must be available.
- If a minor injury is sustained during activities, standard first aid kits must be used and gloves must be worn by the user or technician, depending on the assessment of the situation. Gloves must be worn in accordance with the procedures.
- If blood or bodily fluids end up on any surface, disinfection procedures must be applied immediately in accordance with the procedures.
- If an evacuation is required, normal guidelines must be followed according to the degree of urgency and, wherever possible, to current social distancing rules.
- [The modified procedure for hands-only CPR](#) must be displayed and known:

Operations and Scheduling

- The various documents pertaining to these procedures must be prepared by the organization and sent to all staff and users prior to their arrival.
- A meeting must be held with these individuals to explain the procedures and respond to any questions.
- The support team must remind users of procedures upon arrival at the training site.
- Each procedure is supervised, as previously mentioned.
- Schedules for individual training and physical conditioning must be carefully planned in advance.

- The schedule must provide for periods of free time, breaks and regular cleaning operations to ensure that:
 - Arrivals and departures are staggered.
 - Training periods include time for equipment disinfection and storage.
 - Enough time is provided to adequately air out the room or studio according to the type of activity.

Teams

- A support team must be formed and present on the premises at all times.
- The team is in charge of:
 - Observing, supervising, evaluating, and providing information and training on practices and procedures.
 - Ensuring that guidelines are followed.
 - Carrying out periodic cleaning of frequently touched surfaces.
 - Ensuring that cleaning and disinfection supplies for equipment or handwashing are always available in sufficient quantities and in the areas where they are required (disinfection stations).
 - Ensuring that emergency kits are adequate and stored in their designated location.
- If applicable, ensuring that the external cleaning team is supervised by the building technician or person in charge.
- It is in charge of:
 - Cleaning surfaces in common areas, training areas and studios.

Evaluation and Authority

- Organizations must implement a daily attendance log for users and employees, which must be filled out by the receptionist.
- Organizations must implement a log to document cleaning and disinfecting rounds.
- Organizations reserve the right to immediately expel anyone who fails to comply with the rules and guidelines that apply to their premises.
- Corrective measures or expulsions must be documented in a daily log, and then in a report.