

M4BJ (operating as Wildseed Centre for Arts & Activism and Black Lives Matter Canada)

COVID-19 Safety Plan Policy
Date: December 15, 2020
Revision Date: August 15, 2022
Author: Executive Director
This policy applies to: ☒ Employees ☒ Board of Directors ☒ Others in a work context which may include guests, volunteers, independent contractors or consultants
References: • Toronto Public Health - COVID-19 Guidance: Employers, Workplaces & Businesses • Toronto Public Health - COVID-19: Have Symptoms or Been Exposed • Ontario Ministry of Labour, Training and Skills Development - Develop your COVID-19 workplace safety plan

The following is a snapshot of public health measures being taken by M4BJ (operating as Black Lives Matter Canada) at the Wildseed Centre for Art & Activism. It includes actions being taken by Management, along with steps that all guests of Wildseed Centre can take in order to keep themselves and each other safe.

Measures we're taking

How we're ensuring workers know how to keep themselves and each other safe from exposure to COVID-19

- Space booking agreement that includes health and safety protocols.
- In accordance with Provincial and Municipal Regulations, all guests are encouraged to show proof of vaccination, corresponding identification, and self-assess ahead of entering the building. Exemptions include those under the age of 12 and those with medical exemptions.
- Staff, Board Members, and all relevant Contractors are encouraged to submit their proof of vaccination to Management. Staff, Board Members and all relevant Contractors who have not received their COVID-19 vaccinations are expected to inform relevant HR Representatives and actively self-monitor their symptoms

- If Staff, Board Members or relevant Contractors contract the virus, they are encouraged to await negative results before returning to work from Wildseed Centre.
- Prior to request for medical information, consent forms will be issued to all Staff, Board Members and relevant Contractors.
- Guests, Staff, Board Members and other space users who feel unwell or (a) have COVID symptoms, (b) have tested positive for COVID-19 test in the past 5 days, or (c) have had close contact with anyone confirmed or suspected of having COVID-19 may not enter Wildseed Centre. These guests are encouraged to return to Wildseed Centre when they are symptom-free.
- Although weekly cleaning services are arranged at Wildseed Centre, staff are encouraged to wipe down all surfaces in use twice during their visit – upon arrival and prior to leaving.
- All guests are expected to wear a mask or face covering over their mouth and nose while at the Wildseed Centre, unless they are eating or drinking.
- Signage on the following: reminders of 2-meter distance; lists of COVID symptoms for self diagnosis; instructions on wearing a mask; hand-washing guidelines in washroom and kitchenette; and cleaning protocols across the Centre.
- Keeping updated on municipal, provincial and federal updates on changed regulations, and checking in internally.
- Updating staff and website when there are major changes to public health protocols.

How we're screening for COVID-19

- Each guest is encouraged to self-monitor and self-assess ahead of entry.
- Any internal staff or board members who have not received their vaccination must submit proof of negative results using the Rapid Antigen Results form.
- Self-diagnosis and environmental scan throughout Wildseed Centre including but not limited to bulletin boards.

How we're controlling the risk of transmission in our workplace

- Physical distancing and separation
- Minimize multiple bookings in a day, wherever possible

- Wherever possible, staggering office and co-working space usage
- Keep your mask or face covering (over your nose and mouth), when you enter Wildseed - even if you are alone.
- Wherever possible, encouraging 2 meters of distance between guests.

Cleaning

- Outsourcing cleaners on a weekly basis.
- Providing PPE (Personal Protective Equipment).
- Cleaning surfaces.
- Hand sanitizer provided.

Other

- HVAC (heating, ventilation, and air-conditioning)

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Send an internal notice to those who have been in the space within the 14 day window of suspected exposure. While self-isolation is not required, encourage these guests to monitor for symptoms and continue with their regular routines.
- Immediate scheduling of deep cleaning services and 24 hour closure.
- Requesting that the person with a potential case or exposure stay home for 5 days, and suggest that they reference [the following document](#).
- If required, contact Toronto Public Health Hotline for further advising on next steps (416-338-7600 ext. 8)

How we're managing any new risks caused by the changes made to the way we operate our business

- Most, if not all programming with Black Lives Matter Canada and Wildseed Centre, are currently being run using hybrid models (both online and in person).
- Most, if not all Board Meetings, Committee Meetings, and Staff Meetings are held online.
- While some staff's portfolios may require site visits from time to time, staff and working board members are encouraged to work from home whenever possible.

- Ahead of construction completion, re-entry plans will be discussed with the Safety Committee, Staff, Board Members and Volunteers.

How we're making sure our plan is working

- The following safety plan will be reviewed every quarter by the Safety Committee.
- Review should also include amendments to the safety plan as needed.