



The Tett Centre COVID-19 Safety Plan

Under the Government of Ontario's *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*, Ontario Regulation 364/20, and KFL&A Public Health guidelines and orders, we have implemented health and safety protocols and procedures at the Tett Centre, including in our rental spaces, to reduce the transmission risk of COVID-19. The following is an overview and is subject to change, based on updated regulations and guidelines from the Government of Ontario and the Kingston, Frontenac, Lennox & Addington Public Health Unit (KFL&A Public Health).

If you are renting or attending an event in one of our rental spaces (Activity Room, Gallery, Rehearsal Hall, or Malting Tower), please read *The Tett Centre COVID-19 Health and Safety Protocols for Renters and their Attendees* pdf.

If you are a renter, please read the *Amendments to the Tett Centre Rental Policies* pdf for the specific rental space that you have booked as it will include important information pertaining to how government and municipal regulations will affect your event. If you have any questions, please contact the Tett Centre Rentals Coordinator at rentals@tettcentre.org.

Please note that Tett Tenants Resident Artists and Organizations, and the Juniper Café, are responsible for creating their own COVID-19 Safety Plan and for implementing the COVID-19 regulations and Orders mandated by the Ontario Government and the KFL&A Public Health Unit within their respective suites.

What is COVID-19?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. To learn more about COVID-19, we recommend that you visit the following sources:

Government of Canada Health Canada – [Coronavirus disease \(COVID-19\)](#)

Government of Ontario – [COVID-19 \(coronavirus\) in Ontario](#)

KFL&A Public Health – [COVID-19 Prevention](#)

How is COVID-19 spread?

COVID-19 (Coronavirus) can spread from person to person, usually after close contact with an infected person (e.g., in a household, workplace or health care setting) through respiratory secretions (e.g., a runny nose or saliva) and droplets present in the air from coughing or sneezing. Transmission can occur through touching surfaces contaminated with respiratory droplets, then touching your mouth, nose, or eyes before washing your hands. COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization.

Higher-risk individuals

People of any age or health status can develop COVID-19. However, some people are at higher risk of becoming severely ill if they are infected with COVID-19:

- Older adults (the risk increases with each decade, especially over 60 years).
- People of any age with chronic medical conditions (e.g., lung disease, cardiovascular disease, high blood pressure, diabetes, kidney disease, liver disease, dementia, stroke)
- People of any age who are immunocompromised, including those with an underlying medical condition like cancer, or individuals taking medications that suppress the immune system, like chemotherapy.
- Individuals with obesity and a body mass index (BMI) of 40 or higher.

Symptoms of COVID-19

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- Cough and/or barking cough
- Barking cough, making a whistling noise when breathing (croup)
- Shortness of breath (feeling out of breath, unable to breathe deeply)
- Decrease or loss of taste and/or smell

- Sore throat or trouble swallowing
- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Abdominal pain that is persistent or ongoing (not related to known causes or conditions. E.g. menstrual cramps, gastroesophageal reflux disease)
- Headache that's unusual or long lasting
- Pink eye (conjunctivitis)
- A decreased or lack of appetite
- For young children and infants: decreased or lack of appetite
- Children tend to have abdominal symptoms and skin changes or rashes.

Please see the [COVID-19 Expanded Symptoms Screening Tool](#), courtesy of the KFL&A Public Health Unit.

What should you do if you or an attendee at your event exhibits symptoms of COVID19?

1. Do not enter and leave the Tett Centre immediately.
2. If you or an attendee is extremely ill, call 9-1-1 and let the operator know that they may have COVID-19. Inform Tett Centre staff immediately so that the ill person can be placed in a separate area away from the other attendees. Otherwise, go to a COVID-19 assessment centre to get tested.
3. Stay home and self-isolate unless you or your attendee are going to the assessment centre.
4. Ask the person to contact their doctor or Telehealth Ontario at Toll-free: 1-866797-0000 for further directions about testing and self-isolation.
5. Contact KFL&A Public Health at 613-548-2376 for guidance. Public health will provide instructions and do contact tracing if needed.
6. Contact Tett Centre Rentals Coordinator or Director immediately so that we can inform any Tett staff members or Tett tenants who may have come into contact with the person who is showing symptoms. Tett Centre staff will disinfect areas that may have been touched by the ill person as soon as possible.
7. Tell the people who you were in close physical contact with within the 48 hours before your symptoms began to monitor their health and to self-isolate.

8. To support contact tracing, the Tett Centre COVID-19 Contact Tracing Form will be provided to all renters within the rental space that they have booked. A copy of the form is also available for third-party vendors, including delivery persons and maintenance staff, in the hallway just outside the Tett Centre main office, located in Room 111A.

Tett tenants, including the Not-for-profit organizations, Creativity Studio artists, and the Juniper Café will obtain their visitor contact tracing information within their respective suites.

The Tett Centre has implemented the following measures to control potential exposure to COVID-19:

1. Tett Centre staff frequently review Ontario Government's *Ontario Regulations 364/20: Rules for Areas in Stage 3* and the guidelines set out by KFL&A Public Health. As the Ontario Government and KFL&A Public Health amend their regulations and guidelines, Tett staff will amend the Tett Centre rental policies and our COVID-19 health and safety protocols. Copies of the *Tett Centre COVID19 Health and Safety Protocols for Renters pdf* are available in the Tett admin office. COVID-19 health and safety protocols are shared with the Tett Centre tenant organizations via email or during our regularly scheduled COVID-19 tenant zoom meetings so that they can amend their respective health and safety protocols.

Tett Centre renters are provided with informational pdfs pertaining to their events in a Tett Centre rental space, including the *Tett Centre COVID-19 Health and Safety Protocols pdf* and *Amendments to the 2021 Tett Centre Rental Policies for [Activity Room, Gallery, Rehearsal Hall, and Malting Tower] rentals affected by COVID-19 pdf*.

Renters, Tett Centre instructors and their attendees are required to follow the COVID-19 regulations and health and safety protocols during their events.

2. **COVID-19 Screening:** All visitors, including Tett staff, tenant organization members, event attendees, volunteers, third-party vendors, and delivery persons, are required to self-screen for COVID-19 symptoms before entry into the Tett Centre, using the signage located in the front lobby of the Tett Centre and by the lakeside entrance. Tenant organizations will screen their visitors and obtain contact tracing information within their respective suites.

Visitors who any “YES” to ANY of the questions are NOT permitted to enter the Tett Centre and will be directed to go home and self-isolate, and to contact Telehealth at 1-866797-0000 or to go an COVID-19 testing location.

3. All renters or instructors within the Tett Centre rental spaces must actively screen their attendees, including students, staff, volunteers, third party vendors, and delivery persons, for symptoms of COVID-19 prior to entry into the rental space for their event.

Visitors who any “YES” to ANY of the questions are NOT permitted to stay in the Tett Centre and will be directed to go home and self-isolate, and to contact Telehealth at 1-866-7970000 or to go an COVID-19 testing location.

4. **Contact tracing:** All renters or instructors and their attendees within the Tett Centre rental spaces are required to provide their contact information for contact tracing purposes. Parents/caregivers must sign for their minors. A copy of the *Tett Centre COVID-19 Contact Tracing Form* will be provided, although renters may opt to use their own versions. A copy must be given to the Tett Centre Rentals Coordinator immediately following the rental. The contact tracing information will be maintained for a minimum of one month and will only be disclosed to a medical officer of health or inspector under the Health Protection and Promotion Act or otherwise required by law.
5. **Proof of vaccination (fully vaccinated 14 days prior to an event) + government issued ID is required** before entry into our rental spaces.

All visitors aged 12 and older, including Tett staff, tenant organization members, event attendees, volunteers, third-party vendors, and delivery persons, are required to display their enhanced vaccination certificate and a government-issued identification displaying the same name + birthdate *in order to* enter the Tett admin office and our rental spaces. Paper versions and QR codes accepted.

All tenants, renters and instructors within the Tett Centre rental spaces must actively check for proof of vaccination + valid government-issued identification of anyone entering the rental space. Paper versions and QR codes accepted.

Tenants, renters, and instructors in the Tett rental spaces must be able to scan vaccination certificate QR codes using the VerifyOntario app; if they cannot

download the app on a personal device, they may sign out the TCCL iPad from the TCCL Offices. Paper versions and QR codes accepted.

If an attendee is unable to be fully vaccinated for [a medical reason](#), they will need to show a written document from a physician or nurse practitioner. It must include the following information:

- a) the name and contact information of the physician or nurse practitioner who wrote the note (for example, phone number and address)
- b) a logo or letterhead identifying the physician or nurse practitioner
- c) a statement that there is a medical reason for their exemption for being fully vaccinated against COVID-19 and
- d) the time-period for the medical exemption.

Attendees 12 years old and older who cannot provide proof of vaccination or a written document from a physician or nurse practitioner, are not permitted to enter the Tett admin office or the rental spaces (Activity Room, Gallery, Rehearsal Hall and Malting Tower).

Please note that each Tett tenant organization and resident artist (Creativity Studios) are responsible for implementing and enforcing their own vaccination policies within their respective suites.

6. **Masks that cover the nose, mouth and chin are required** within the Tett Centre unless the person
 - a) is a child who is younger than two years of age.
 - b) is performing or rehearsing in a photography, film, video, or television production or in a concert, artistic event, theatrical performance, or other performance. Please note the following:
 - Performers or subjects in front of the camera must wear their masks when they are not actively performing or being photographed/filmed. Persons who provide hair or makeup services must wear appropriate Personal Protective Equipment PPE.
 - Please read the guidance document titled "*Film and television industry health and safety during COVID-19*" issued by the Film and Television Health and Safety Advisory Committee of the Ministry of Labour, Training and Skills Development.

- c) has a medical condition that inhibits their ability to wear a mask or face covering;
- d) Is unable to put on or remove their mask or face covering without the assistance of another person;
- e) Needs to temporarily remove their mask or face covering while in the indoor area to receive services that require the removal of their mask or face covering, to engage in an athletic or fitness activity, to consume food or drink (masks must be worn when not actively consuming), or as may be necessary for the purposes of health and safety;
- f) is being accommodated in accordance with the Accessibility for Ontarians with Disability Act, 2005
- g) is being reasonably accommodated in accordance with the Human Rights Code;
- h) or performs work for the business or organization, is in an area that is not accessible to members of the public and is able to maintain a physical distance of at least two metres from every other person while in the indoor areas.

Please note: Persons who are required to come within two metres of another person who is not wearing a mask or face covering that covers their mouth, nose and chin and is not separated by plexiglass or some other impermeable barrier, must wear Personal Protective Equipment (PPE) that provides protection of the person's eyes, mouth, and nose.

ALL visitors must supply their own masks and other Personal Protective Equipment (PPE). The Tett Centre will provide appropriate PPE (face masks and face shields for eye protection) to Tett staff. Tett Centre tenants must supply appropriate PPE for their members and staff.

7. [COVID-19 health and safety signage](#) have been placed throughout the Tett Centre and within our rental spaces. Signage includes the required wearing of face masks, two metres physical distancing, the number of people permitted in the elevator, and more.
8. **Line ups and crowd control:** Vibrantly coloured tape markers have been placed two metres apart along the hallways and outside the doors of the Tett Centre rental spaces. Attendees lining up for entry into our rental spaces must maintain two metres physical distance from others not from their households.

The Tett Rentals Coordinator and renters of our rental spaces will create a plan for managing lineups before and during large events in the rental spaces (i.e., holiday markets). Customer lines will be managed and monitored by the renter and their staff during their event.

9. Custodial staff have been assigned to frequently clean and disinfect the communal areas and rental spaces, including high-touch surfaces, within the Tett Centre.

10. Handwash or hand sanitize often!

- Signage on proper hand washing and hand sanitizing techniques have been posted throughout the Tett Centre, including by the sanitizing stations and in the restrooms.
- Sanitizing stations are set up in the following communal areas of the Tett Centre: the front lobby, by the 2nd floor elevator, and by the lakeside entrance into the Tett Centre.
- Hand sanitizer is provided for renters and their attendees within our four rental spaces.
- Liquid soap and paper towels are available in the restrooms. Liquid soap and paper towels are available to renters and their event attendees during their scheduled events within the Activity Room and Rehearsal Hall.

10. Signage indicating whether a Tett Centre rental space has been cleaned and disinfected or still needs to be cleaned and disinfected (Do Not Enter) is visible on the outside of each rental space door. Doors into the rental spaces will be locked when not in use.

11. **Maximum Space Capacities:** The number of people permitted within our rental spaces (maximum space capacities) are limited in accordance with indoor gathering limits and physical distancing measures mandated by the Government of Ontario and KFL&A Public Health up to and including the date of the rental or event. When possible, rentals and events will be moved into larger rental spaces.

Signage indicating the maximum number of people permitted into the Tett Centre rental spaces will be posted in a visible place in a location immediately outside and within the rental space.

12. Rental space floor plans must be approved by the Tett Centre Rentals Coordinator or the Director prior to the rental to accommodate indoor gathering limits and physical distancing measures up to and including the date of the rental/event.

13. Tett Centre furniture, equipment and other high touch surfaces are disinfected before the start of each rental.
14. Renters of interactive exhibitions must disinfect high touch surfaces as frequently as necessary to maintain cleanliness.
15. Food and beverages are not permitted into the rental spaces during events that are open to the public (e.g., a holiday market) without the written permission of the Tett Centre Rentals Coordinator or the Tett Centre Director.

Renters who wish to serve food and beverages at their event (i.e., Gallery Openings, workshops, meetings, etc.) must contact the Tett Centre Rentals Coordinator at rentals@tettcentre.org as catering policies and COVID-19 health and safety protocols specific to food and beverages, including alcohol, apply. Masks must be worn when food or beverages are not being actively consumed.

16. The Tett Centre's air-handling (HVAC) systems are maintained by the City of Kingston.
17. Whenever possible, Tett Centre staff will be scheduled to work in the admin office on alternate weekdays.

Questions? Please contact the Tett Centre Director at director@tettcentre.org or the Rentals Coordinator at rentals@tettcentre.org