



the tett

Centre for Creativity & Learning

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, we have implemented health and safety protocols and procedures at the Tett Centre, including in our rental spaces, so as 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 KFL&A Public Health.

If you have booked a rental space at the Tett Centre, please read our most current versions of *The Tett Centre COVID-19 Health and Safety Protocols for Renters and their Attendees pdf* and the *Amendments to the 2020 Tett Centre Rental Policies for [Activity Room, Gallery, Rehearsal Hall, and Malting Tower] Rentals affected by COVID-19 pdf*.

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

Based on what we know so far, people of any age or health status can develop COVID-19, but three groups are at higher risk for hospitalization or death:

- Adults in their 60's and over, who account for most of the reported COVID-19 hospitalizations, intensive care unit (ICU) stays, and deaths in Canada.
- People of any age with chronic medical conditions, including: Lung disease, heart disease, high blood pressure, diabetes, kidney disease, liver disease, cerebrovascular disease (e.g., past stroke).
- People of any age who are immunocompromised, including those with an underlying medical condition (e.g., cancer) and those taking immune weakening medications (e.g., chemotherapy).

Symptoms of COVID-19

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- Chills
- Cough that's new or worsening (continuous, more than usual)
- Barking cough, making a whistling noise when breathing (croup)
- Shortness of breath (out of breath, unable to breathe deeply)
- Sore throat
- Difficulty swallowing
- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache that's unusual or long lasting
- Digestive issues (nausea and vomiting, diarrhea, stomach pain)
- Muscle aches
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often
- Children tend to have abdominal symptoms and skin changes or rashes.
- Symptoms may take up to 14 days to appear after exposure to COVID-19.

If you or an attendee at your event starts to show symptoms of COVID-19...

1. Leave the Tett Centre immediately
2. If you or an attendee is very ill, call 911 and let the operator know that they may have COVID-19. Otherwise, go to a COVID-19 assessment centre to get tested.
3. Stay home and self-isolate unless you are going to the assessment centre.
4. Ask the person to contact their doctor or Telehealth Ontario at Toll-free: 1-866-797-0000 for further directions about testing and self-isolation.
5. Contact KFL&A Public Health at 613-548-2376 for guidance on what to do if someone develops symptoms during your event at the Tett Centre, or you are told one of your attendees, co-workers, members, has COVID-19. Public health will provide instructions and do contact tracing if needed.
6. Contact Tett Centre Rentals Coordinator or Tett Centre Director immediately so that we can inform any Tett staff members or Tett sub-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. Contact tracing will be undertaken by KFL&A Public Health unless we are asked to do so by them.
7. Tell people you were in close physical contact with in the 48 hours before your symptoms began to monitor their health and to self-isolate.
8. Renters (if applicable): If you are advised that one of your workers tests positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), you must give notice in writing within four days to the Ministry of Labour, Training and Skills Development, the workplace's joint health and safety committee or health and safety representative, the worker's trade union (if applicable).

Tett Centre: If a Tett Centre staff member tests positive for COVID-19 due to exposure at the workplace, the Tett Centre Director will notify the Ministry of Labour, Training and Skills Development within four days.

Tett Centre Sub-tenant organizations who have staff members: If a staff member tests positive for COVID-19 due to exposure at the workplace, you must give notice in writing within four days to the Ministry of Labour, Training and Skills Development.

To support contact tracing, the Tett Centre Director, Tett Centre renters, and Tett sub-tenant organizations should have a system in place so as to provide information about which people had close interactions with an affected worker. This could include information such as:

- dates and times of interactions
- approximate length and frequency of interactions
- full names
- contact telephone numbers
- addresses of individuals or the name of your business or organization

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

1. The Tett Centre staff frequently review the Ontario Regulations 364/20 and Kingston, Frontenac, Lennox & Addington COVID-19 guidelines for amendments, and will implement any amendments to the Tett Centre rental policies and to our COVID-19 health and safety protocols. Copies of the *Tett Centre COVID-19 Health and Safety Protocols for Renters pdf* are available in the Tett admin office.

Amendments will be shared with the Tett Centre sub-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.

2. Tett Centre renters are provided with informational pdfs pertaining to their events in a Tett Centre rental space, including the *2020 Tett Centre COVID-19 Health and Safety Protocols pdf* and *Amendments to the 2020 Tett Centre Rental Policies for [Activity Room, Gallery, Rehearsal Hall, and Malting Tower] rentals affected by COVID-19 pdf*. The Tett Centre health and safety protocols and the amendments to our rental policies are based on O. Reg. 364/20 and on KFL&A Public Health guidelines. Tett Centre staff will keep our renters and instructors up to date on amendments. Renters, Tett Centre instructors and their attendees are required to follow the COVID-19 regulations and health and safety protocols during their events.
3. 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 film or television production or in a concert, artistic event, theatrical performance or other performance. Photos shoots included;
 - 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, is being reasonable accommodated in accordance with the Human Rights Code;
 - g) 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: ALL visitors must supply their own masks and other Personal Protective Equipment.

The Tett Centre will provide appropriate PPE (face masks and face shields for eye protection) to Tett Centre staff.

Tett Centre sub-tenants must supply appropriate PPE for their staff members.

4. 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 using the signage located in the front lobby of the Tett Centre and by the lakeside entrance before proceeding into the Tett Centre.
5. All renters or instructors within the Tett Centre rental spaces must also 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 enter into the Tett Centre and will be directed to go home and self-isolate, and to contact Telehealth at 1-866-797-0000 or to go an COVID-19 testing location.

All renters or instructors and their attendees within the Tett Centre rental spaces are required to provide their name and contact information for contact tracing purposes. Parents/caregivers must sign for their minors. A copy of the *Tett Centre COVID-19 Screening Questions* form and a *Tett Centre COVID-19 symptoms screening acknowledgment 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.

6. [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.
7. Vibrantly coloured tape markers, indicating two metres (six feet) social distancing, have been placed along the hallways and outside the doors of the Tett Centre rental spaces. Customer lines will be managed and monitored by the renter and their staff.
8. Custodial staff have been assigned to frequently clean and disinfect the communal areas and rental spaces, including high-touch surfaces, within the Tett Centre.
9. 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.

Renters are required to provide hand sanitizer for their event attendees within the rental space during their event.

Liquid soap and paper towels are available for all Tett Centre visitors 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) will be placed on the outside of each rental space door. Doors into the rental spaces will be locked when not in use.
11. 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 to provide event more physical distancing measures.
12. Furniture set ups and floor plans must be pre-approved by the Tett Centre Rentals Coordinator or the Director prior to the rental or event so as to accommodate indoor gathering limits and to accommodate physical distancing measures mandated by the Government of Ontario and KFL&A Public Health up to and including the date of the rental/event.
13. Tett furniture and shared equipment (for example, the podium) and other high touch surfaces are disinfected before the start of each rental. Renters/instructors must disinfect shared equipment and supplies (example, scissors) in-between users.
14. Food and beverages are not permitted into the rental spaces without the written permission of the Tett Centre Rentals Coordinator or the Tett Centre Director. Events that have been granted written permission, must follow the Tett Centre rental policies and the Ontario Regulations 364/20 that are in affect at the time of the event/rental. Masks must be worn when food or beverages are not being actively consumed.
15. The Tett Centre's air-handling (HVAC) systems are maintained by the City of Kingston.
16. Floor fans and fans positioned at head level are not permitted in our rental spaces.
17. Whenever possible, Tett Centre staff will be scheduled to work in the admin office on alternate weekdays. Adequate space has been provided in-between the desks of Tett Centre admin staff.

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

Thank you for keeping our community safe!