



UNIT204 Production Services
COVID-19 Tenant/Client Protocols
(As of February 9, 2021)

Introduction:

These protocols have been developed to facilitate the application of the current recommendations from various government, health, and industry agencies in connection with preventative measures in the workplace. This document is not intended to replace the standards required by third parties who may contract the tenants of UNIT204, nor is it a replacement for the need for individuals/companies to develop and administer their own safety protocols.

This document attempts to address some of the potential aspects and cannot address them all since, in several cases, the assessment must be made on a case-by-case basis depending on the type of work being done. If there is a conflict between these standards and this document, the government standards must prevail; however, protocols above the minimum government standards may also be required. This document does not in any way relieve those who lease space at UNIT204 of the responsibility of developing and administering their own protocols in relation to COVID-19, nor does it indicate that UNIT204 is liable for the actions of those who use spaces within or the services of UNIT204.

General Guidelines for All Tenants:

- All person's entering/attending UNIT204 must complete the Manitoba Shared Health COVID-19 Self-Screening Tool before entering/attending the premises (indoors or outdoors) and may only enter if their responses indicate no testing or other actions are required. <https://sharedhealthmb.ca/covid19/screening-tool/>
- All person's must sign-in with their name and phone number, stating they have completed the Manitoba Shared Health COVID-19 Self-Screening Tool with a result indicating they do not require testing or other actions before entering/attending the premises (indoor or outdoors).
- No person with COVID-19 symptoms will be allowed on the premises (indoors or outdoors).
- Masks must be worn by all persons when in attendance at UNIT204.
- It is understood that, for the moment, people having to isolate themselves and therefore unable to be admitted are:

- Those who have returned from international travel (including to the United States) in the last 14 days.
- Those who have returned from domestic travel in the last 14 days to a location that is not excluded by current provincial Public Health Order from the requirement to self-isolate.
- Entry points into UNIT204 will be designated according to the space being used, with a single point of entry per tenant to be maintained.
- Waiting room management strategies will be in place. Visitors should call their UNIT204 contact and wait in their car until granted entry.
- Exterior doors are to be kept locked at all times in order to monitor those attending UNIT204 and to ensure compliance of protocols.
- Those entering UNIT204 will be given information about physical distancing and other protocols as may be appropriate.
- All person entering UNIT204 must sanitize their hands upon entry.
- Hand sanitizer is to be available at all entrances and exits for public and tenant use.
- Washrooms must be wiped down by the occupant after each use using the supplied sanitization wipes or spray.
- Common-use items will no longer be available (i.e. dishes, cutlery, water coolers). Those wishing to use their own reusable items must immediately wash and dry their items after use and store in a separate, personal space.
- If a two-metre distance cannot be reliably maintained between individuals in the workplace:
 - Minimize these interactions to be as brief as possible.
 - Use barriers, where possible.
 - Increase ventilation, where possible.
 - Increase environment's cleaning and hand hygiene.
 - Consider cohorting workers into smaller work groups.
 - Medical masks should be used, if available. If medical masks are not available, non-medical masks with a visor (face shield) should be used.
- Anyone within 4 meters of a performer/cast (whether the performer is masked or unmasked), must wear a visor (face shield) in addition to a non-medical mask.
- Tenants involved in film/media production must adhere to the most recent film/media production guidelines, as per the [Government of Manitoba Restoring Safe Services](#).

Tenant/Client Responsibilities

- Promote compliance with instructions given to employees/crew members who must isolate themselves by not allowing their attendance at UNIT204.
- Apply and enforce hand hygiene measures and respiratory etiquette by making the necessary equipment and supplies available in their leased space.
- Respect and ensure adherence to physical distancing measures.
- Ensure more frequent cleaning of places and objects frequently affected (i.e. door handles, switches, keyboard, tools).
- Comply with its legal obligations, in particular those contained in the Law on occupational health and safety.

Cleaning Guidelines:

Tenants are responsible for ensuring these guidelines are followed in their individual spaces.

- Ensure there is a routine in place for overall sanitization of the workplace.
- Sanitize shared surfaces, tools, and equipment before/after use as well as in between users.
- Remove any unnecessary high-touch surfaces or items that cannot be easily cleaned from common areas.
- Regularly clean workstations and objects that are touch frequently (i.e. door knobs) with disinfectants. This includes regularly disinfecting electronic devices (such as phones, tablets, laptops) with an alcohol (70%) wipe.
- Use damp cleaning methods such as damp clean cloths, and/or a wet mop. Do not dust or sweep which can distribution virus droplets into the air.
- Disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste. Resusable cleaning items can be washed using regular laundry soap and hot water (60-90 degrees Celsius).
- Disposable masks and other PPE should be disposed of in the provided Safety Equipment and Protective Gear Waste containers (located at front entry and in the studio).
- Limit the number of incoming deliveries to those that are deemed essential.