

## **CINEVIC SOCIETY OF INDEPENDENT FILMMAKERS COVID-19 SAFETY PLAN**

Revised: 2021-04-14

1. Accessibility
  - Ensure that our centre and programming remains safely accessible to staff and guests who have a variety of needs and abilities.
  
2. Physical space at #102 – 764 Yates Street
  - Public office hours are closed until further notice. Staff will work remotely from home, and are provided with use of portable computers and other office supplies as required.
  - When visits to the office are necessary, staff will coordinate to make appointments and avoid contact between multiple persons at the same time. Staff and visitors are required to wear a mask upon entry, while maintaining 6 feet distance between themselves and all other people at all times. Maximum capacity of both main floor and lower storage space is 5 people total.
  - Staff and visitors will use the self-screening tool before entering the premises (<https://bc.thrive.health/covid19>). Any staff or visitor who exhibits signs of a cold, flu, or Covid-19 must not enter the space and must isolate as per provincial health guidelines.
  - Cleaning and sanitization stations have been added in the main floor and lower storage spaces. High-touch surfaces are cleaned between each use. Extra disposable masks, gloves, and sanitization supplies are made available.
  - Signage alerts staff and visitors to Covid-19 policies including this document.
  
3. Equipment rentals
  - Equipment rentals will continue by-appointment only, to minimize interactions between individuals. All pieces of equipment are double-sanitized with alcohol wipedown and sprayer -- before equipment leaves the premises with the renter, and again when it is returned. Additionally, a minimum 48-hour waiting period of disuse will apply to equipment items between rentals.
  
4. Events & programming
  - All public in-person events are cancelled until further notice. All other programming will move to online platforms.
  
5. Reopening
  - CineVic staff and board of directors will reassess the Covid-19 situation on a monthly basis, and update this document as needed. Plans and procedures will be formulated for the eventual reopening of our physical space to the public.