



The Capitol Theatre COVID-19 Mitigation Plan

The Capitol Theatre is actively taking measures to mitigate the spread of COVID-19 and to keep its workplaces safe.

To ensure that, we have created the following COVID-19 Mitigation Plan.

All of our team members are responsible for the implementation of this plan and a combined effort will help to contain the spread of the virus.

We will continue to monitor our COVID-19 response and amend this plan in consultation with our COVID-19 Response Team.

This plan serves as the roadmap for the safe reopening and ongoing operations of the The Capitol Theatre and live events under the current government guidelines and criteria.

Criteria:

Until the time that it is permissible by Provincial Health Order to return to Social Distancing Measures requirements with a limited audience, the Capitol Theatre will permit no audience and have limits on capacity as follows:

- a maximum of 4 performers in the building at any one time

PLUS

- One instructor/stage director

PLUS

- a designated adult to monitor entrances and exits. (See below for details on this role)

AND (ONLY IF NECESSARY)

- 1 music director or adjunct team member

AND (ONLY IF NECESSARY)

- Maximum 2 people to film

All those who enter the theatre are asked to please sanitize their hands upon arrival and complete a health declaration.

Masks must be worn at all times in the theatre with the exception of the performers who, only once on stage, may remove their mask for the duration of the rehearsal/performance. Performers must again wear a mask as soon as they move from the stage back into the house.

- Prior to rental period, the renter agrees to supply a document listing the name and phone number of **ALL** those who will enter the theatre during the rental period.
- -in the case of rotating artists to adhere to the 4 artist max. but allow for additional artists to arrive according to a schedule (submitted in advance), renter will provide 1 designated adult to monitor the schedule and facilitate the completion of

individual health declarations and the entrance and exits of artists as well as **ensure that no one who is not on the supplied list is permitted entrance.**

- Renter will provide a schedule outlining how many artists will be in the building for each allotted time plus schedule an entrance/exit grace period. For e.g. -
10:00 - 10:15 - 2 dancers
10:15 - 10:20 - transition
10:20 - 10:35 - 4 dancers
10:35 - 10:40 - transition
10:40 - 10:55 - 1 dancer etc.

Overall attendance capacities are not required to include staff.

Scope:

This plan applies to:

- All workers, volunteers, artists, patrons, students and the general public.
- Any work undertaken at the Capitol Theatre, or under the umbrella of the Capitol Theatre.

Disclaimer:

This re-opening plan is subject to changes without notice, in order to adhere to the protocols required by various government authorities. The safety information in this plan does not take precedence over applicable government legislation.

Enforcement:

Failure to comply with this plan and associated safety procedures in this plan may result in eviction from the premises, at the discretion on the Executive Director, Assistant Manager, Technical Directors or Costumers.

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Infection Mitigation Team

Infection Mitigation Team is comprised of the managers for Staff and Volunteers.

NOTE: All staff report to their regular managers with concerns or information. On-site managers will coordinate with and support the COVID Mitigation Manager in this role.

COVID Mitigation Managers (CMM)

- Creates and revises Re-opening Plan based on up-to-date criteria as set out by governing authorities
- Works closely with event producers to develop and implement event health plans
- Oversees staff and volunteer training regarding safety procedures, proper use of personal protection equipment and proper sanitizing techniques
- Communicates safety protocols and expectations to staff, volunteers and all users of The Capitol Theatre
- Archive completed checklists and entrance surveys in COVID Mitigation File.

Box Office and Front of House & Backstage Infection Mitigation

- The designated lead for each event will be
 - Lead Box Office Staff Person for the Box Office and Front of House
 - Lead Event Technician for the Backstage
- Coordinate with and support the CMM to oversee the completion of the sanitization outlined in the Sanitation and Cleaning procedures outlined within this plan.
- Review all health and safety protocols with clients, workers and volunteers as appropriate.

COVID-19 Response Team:

The organizational response team will include: Interior Health Authority, Capitol Theatre Society Board Chair, Executive Director, Marketing Director, CMM

Interior Health Authority	Contact number:	250-420-2200 Or dial 8-1-1
Stephanie Fischer	Executive Director, CMM	250-509-4083
Allison Girvan	Assistant Manager, CMM	250-354-3882
Terry Brennan	Technical Director	250-509-4088
Olivia Bogaard	Assistant Technical Director	250-354-8038

The Response Team is responsible to manage:

- Emergency Response – the immediate things that protect people and property,
- Incident Management – the things that will control the impact of the incident,
- Recovery – the recovery of the theatre’s productive/delivery capability,
- Resumption – the return to normal operations.

<i>Location</i>	<i>Occupancy</i>
Lobby	6
Main Theatre	10
Dressing Rooms	2 (each side)
Green Room	4
Hallway to backstage	Single file one-way
Patron washrooms	2

- **Best Practice Applications Health Declaration**

- All staff, workers, volunteers and performers must complete and sign the Health Declaration
- Only those who answer No to every question will be allowed entrance
- In the event an employee is mandated to isolate, remote work will be accommodated wherever possible
- In the event an employee is too sick to work, pay will be covered up to two weeks.
- In the event a contract employee is unable to work due to isolation or illness, there will be no compensation for missed time at work.
- Full time staff to return Health Declaration reports to Assistant Manager on a weekly basis to be added to the Mitigation binder.

Touching Your Face

- Staff, workers and volunteers should avoid touching their eyes, nose and mouth.

Coughing and Sneezing

- Staff, workers and volunteers should cover their coughs and sneezes with a tissue or an elbow or shoulder if no tissue is available
- Tissues must then be discarded into the trash followed by thorough handwashing

Social Distancing ***Occupancy Guidelines (to be posted in each space)***

COVID-19 Protocols

Facility Procedures for Staff & Visitors

General Preventative Measures

- Practice Social Distancing: Ensure 2 metres (at least 6'6") away from any other individual while at work.
- Practice Proper Handwashing: Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Do not share food/drinks with co-workers.
- Use facemask where physical distancing is not possible.

As per WorkSafe BC guidelines do not come to work if:

- You are ill, whether or not the illness has been confirmed as COVID-19.
- If you have travelled internationally, you must remain away from the workplace for at least 14 days.
- You have an ill person in your home (this means a person who is experiencing symptoms similar to COVID-19).
- You share a residence with a person who has been exposed to COVID-19.

If you become sick:

- Use the self-assessment tool at <https://bc.thrive.health/covid19>, contact your doctor or call 811 for direction on COVID-19 testing and contact tracing requirements if you have a fever, a new cough or are having difficulty breathing.
- Do not come to work.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.

If you become sick while at work:

- Inform by email or phone and leave immediately.
- If you are not able to leave immediately:
 - o Protect yourself and others by wearing a mask.
 - o Wash your hands

- o Try to isolate yourself while you wait to be able to leave.
- Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (i.e. bathroom, staff room, common areas).
- Should we ultimately learn, officially, a staff member has tested positive for COVID-19, the theatre will be immediately closed. Interior Health will be notified.

Sanitizing and Cleaning Procedures

- All staff must wash their hands when they arrive at work and when moving between work spaces.
- Disinfectant or Hand sanitizer will be provided and located in the following locations:
 - o Lobby
 - o Box Office
 - o Admin Office
 - o Photocopier area
 - o Main theatre entrance
 - o Light & Sound Booth
 - o Backstage
 - o Dressing Rooms
 - o Green Room
 - o Costume Shop
 - o Scene Shop
- Use available disinfectant to disinfect your work space as needed and to disinfect frequently touched objects and surfaces.
- Handwashing and hand sanitizing are preferable to wearing gloves. You may choose to wear gloves if you wish, however this does not replace handwashing and sanitizing. Replace your gloves every time you wash your hands.

Shared Spaces and Devices

- Shared spaces and devices must be disinfected after use; door handles, furniture, equipment etc.
- Shared spaces include:
 - o Box Office & Lobby
 - o Office area
 - o Green Room/Meeting Room
 - o Dressing Rooms
 - o Sound & Lighting Booth
 - o Washrooms (toilets, sink, faucets, door handle)
 - o Costume Shop
 - o Backstage

Shared devices/equipment include:

- o Sinks, toilets, faucets, doorknobs
- o Water Bottle filling station
- o Photocopier
- o Computers
- o Sewing Machines
- o Sound & Lighting Consoles

Cleaning Procedures

Overview: Custodian is responsible for routine cleaning for both inside and outside areas of the facility. Staff is responsible for sanitizing their individual work spaces at the end of every shift. Thorough cleaning procedures are completed prior to and following each rental by the custodian, and after box office hours.

Custodial Surface Cleaning

- Wipe down all counters in lobby and open areas on surfaces in offices and green room.
- Wipe down entrance doors and wash windows.
- Wipe down rails and door handles and any dirt or smudges on walls or doors.
- Wipe down walls in dressing rooms, bathrooms as necessary.
- Wipe down all light switches.
- Wipe down plexi barrier at box office.

Washrooms:

- o Clean and restock lobby and theatre washrooms.
- o Clean mirror and sink and faucets with blue spray.
- o Clean all toilet seats and cover with green spray (diluted all in one solution, 1 pump per spray bottle). Scrub inside of toilet as necessary.
- o Wipe down rails and door handles and any dirt or smudges on washroom walls or doors.
- o Empty bathroom trash into lobby bin.
- o Restock toilet paper, hand towel, hand soap and air freshener as necessary.

Dressing Rooms:

- o Clean mirrors & counter tops.
- o Clean sinks and faucets.
- o Wipe out showers.
- o Clean toilets with green spray (diluted all in one solution, 1 pump per spray bottle). Scrub inside of toilet as necessary.
- o Amalgamate trash and recycling, Reuse trash bags if they are dry and unsoiled.
- o Restock toilet paper, hand towels, hand soap as necessary.
- o Wipe down walls in dressing rooms, bathrooms as necessary.

Lobby:

- o Wipe counters, furniture arms, light switches, door handles.

Theatre:

- o Wipe down theatre chair arm rests, railings, pony wall, light switches, door handles.

Stage & Backstage:

- o Wipe down Light switches, door handles, backstage equipment.

Floors:

- o Drymop entire lobby, dressing rooms, green room and hallway.
- o Once all dirt and loose debris has been picked up, vacuum drymop while vacuuming mats in the lobby.
- o Wash all the floors with mop and bucket using 2 pumps of All in One peroxide based cleaner per bucket of water. (Lobby, washroom, office, dressing rooms, green room, bottom of steps to stage.)

Staff Surface Cleaning

- Staff will use available disinfectant to disinfect their work spaces as needed and to disinfect frequently touched objects and surfaces (i.e. computers,

Surface Cleaning Supplies (Inland Alcare Supplier)

- Spray Buff
- Toilet Bowl Cleaner and Brushes
- Glass Cleaner
- All in One Peroxide Based Cleaner
- Tuff Stuff Cleaner
- EP50 Cleaner Disinfectant

Building Access

Building access for Staff

- Maintain safe social distancing guidelines of six feet/two metres between people when entering and leaving the building. **Do not enter or leave the building in groups!**
- Staff is encouraged to access the building through the front entrance – exiting through the rear doors of the theatre is permitted, however discouraged to allow for better monitoring.
- Daily Health Declaration by staff.

Building access for Visitors

- Public access to the building is limited to the front entrance during box office hours only.
- The front access door will be propped open during box office hours to limit surface contact (weather permitting).
- The Box Office is the only point of contact for all visitors to the Capitol Theatre at this time, and should be staffed at all times during box office hours.
- When Visitors enter the building:
 - o A table will be set up inside the front doors, with hand sanitizer and signage around visitor expectations while in the building - includes contract tracing sign in sheet.
 - o Visitors will be asked to sanitize their hands.
 - o Staff will remain behind the desk when interacting with visitors.
 - o Table will be set up adjacent to the concession bar as additional physical barrier.
 - o Plexi barrier has been installed outside of box office ticket window.
- Staff will communicate with visitors: To maintain 2 m physical distancing while in the lobby area, if necessary.
- If a visitor appears to exhibit symptoms (coughing, sneezing, shortness of breath, fever), they will be asked to leave.

Building Access for Performers & Rehearsal Usage

- Capitol Theatre Staff will meet performers to allow access into the building.
- Performers must sanitize hands upon arrival.
- Performers must fill out the ActSafe Health Declaration before proceeding into the theatre and complete contract tracing sign in sheet.
- Performers will be oriented upon arrival by Capitol Theatre staff as to expectations around access within the building.

- Capitol Theatre staff will be wearing face masks when interacting with Performers (in case 2 meter distance cannot be maintained during set up and organization of the session). If performers do not provide/bring their own mask, the Capitol Theatre will have masks on hand.
- Performers will be asked to sign in for contact tracing name and phone number.
- Performers will be asked to stagger breaks and eating opportunities.
- Performers will be asked to supply all personal items (water bottles, utensils) and nothing is to be left behind.
- Contact with certain equipment will be limited to Capitol Theatre staff whenever possible (light switches, temperature controls, windows, doors, Capitol audio/video equipment.) Technical questions can be directed to Terry Brennan, TD at tech@capitoltheatre.ca
- Limits on occupancy are as follows where 2 metres or 5 square metres of space cannot be accomplished:
 - o Hallway to backstage (single file one way)
 - o Washrooms (main theatre washrooms only with markings on floor to indicate 2m physical distancing, doors propped open, attendant will be on hand to direct and control traffic.)
 - o Main theatre (occupancy dependent on PHO and max 4 performers on stage.)
 - o Dressing Rooms (Occupancy 2 persons) per room.
 - o Green Room (Occupancy 4 persons)
 - o Lobby (Occupancy 6 persons)

Building Access for Patrons/Audience

- Live events will be limited to maximum patron occupancy set by PHO. (currently zero)
- Access to the building is limited to the Victoria Street entrance doors. To support physical distancing among patrons, entry will be staggered/controlled by these measures:
 - Lobby will open at the same time as house to allow patrons to move directly to seats, to discourage congregating in lobby.
 - Advance Ticket holders will be granted entry through main theatre doors.
 - For Ticket sales immediately prior to event, patrons will be directed to access box office through lobby doors. Delineated and designated areas will be marked if patrons are required to wait in line (floor markings).
 - Patrons will receive communication prior to event reminding them to wear facemasks and encouraging them to purchase tickets in advance.
- Hand sanitizing: All Patrons must sanitize hands upon arrival prior to accessing seating.
- Exit procedures for all live events will be announced prior to performance and include:
 - Patron egress will be organized from back to front of theatre (nearest to farthest from exit) following performances.

- Designated exit doors will be marked and announced.

Live Performance Seating

- Live events will be limited to maximum patron occupancy set by PHO. (currently zero)
- All performances will have assigned seating.
- Seating will ensure physical distancing of 2 metres between people who are not in the same party. Programming through ticket software will account for this correct spacing.
- Unavailable rows will be blocked off and/or signage and communication to patrons will be made to remind them to leave the appropriate number of seats between parties.

Costume Shop Guidelines

- Costume rentals must be by appointment.
- Appointments are limited to one person at a time.
- Capitol Theatre staff person will meet the customer at the door at designated appointment time to gain access to the building.
- Capitol Theatre staff person will be masked and follow appropriate handwashing protocols before and after each appointment.
- Customers must sanitize hands upon arrival, sign health declaration form, and complete contract tracing sign in sheet.
- All costumes are to be handled by Capitol Theatre staff (no access to costume storage area for customers).
- Selected items that are not chosen to rent must be laundered.
- Drop off is also by appointment.

Resources

General Prevention

Government of BC: Self Assessment Tool:

<https://bc.thrive.health/covid19>

ActSafe Health Declaration: <https://www.actsafe.ca/wp-content/uploads/2020/05/COVID-19-Worker-Health-Declaration-Fillable-20200522.pdf>

Worksafe: Selecting and Using Masks: <https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en>

Worksafe: Instructions on how to use a mask:

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>

Industry specific guidelines

Audience Services Guidelines

<https://www.actsafe.ca/wp-content/uploads/2020/06/Audience-Services-Guidelines-20200603.pdf>

Rehearsal Guidelines

<https://www.actsafe.ca/wp-content/uploads/2020/06/Rehearsals-Guidelines-20200610.pdf>

Performer/Client Guidelines

<https://www.actsafe.ca/wp-content/uploads/2020/06/Performer-Client-Guidelines-20200610.pdf>

Actsafesafe: Worksafe BC Covid 19 Resources

<https://www.actsafe.ca/worksafebc-covid-19-resources/>

Additional Resources for employees

OFAA protocols during COVID

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>

Violence Prevention Program resources

<https://www.worksafebc.com/en/health-safety/hazards-exposures/violence>

Worksafe: Administration of First Aid during Covid-19 Information:

APPENDIX A: Messaging Events Patron Pre-show Email

CAPITOL

NOTICE TO PATRONS: WE LOOK FORWARD TO SEEING YOU!

**MANDATORY MASKS: IT IS MANDATORY TO WEAR A MASK
AT THE CAPITOL THEATRE, NO EXCEPTIONS.**

BEFORE YOU ARRIVE

- Please ensure that you have completed the Self-Assessment
- Please bring either your cell phone with your e-ticket on screen, or your printed e-ticket; we will need to confirm your zone & seat number.
- At this time there will be **no concession services available**.

AS YOU ARRIVE

- Ensure that you maintain 2 meters (6 feet) physical distancing at all times.
- Enter the theatre via the Main Lobby.
- Please sanitize your hands at the Sanitization Station upon entry.
- **Masks are mandatory**. If you do not have a mask, one can be provided for you for \$2.
- The ticketing volunteer will confirm your ticket and seat location.
- We will be collecting contact information from everyone in your party as per Provincial Regulations (contact tracing).
- Our Front-Of-House volunteers will then direct you to your assigned seat; we ask that you then proceed immediately to your seat.

AT THE END OF THE PERFORMANCE

- At the completion of the performance **please allow the patrons behind you to exit FIRST**. Please maintain physical distance while exiting the theatre.
- We ask that you do not mingle after the performance. If you need to use the washroom, there is a 2-person capacity limit per bathroom.
- If you have worn a disposable mask or gloves while at the theatre, we ask that you please take them with you when you leave.

THANK YOU!

We appreciate your patience and cooperation with our staff and volunteers as they work to safely get everyone where they need to go while maintaining physical distancing. Thank you so much for helping us to keep you, our valued patrons, and our volunteers, performers and staff safe and healthy.



An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is a contagious disease that can lead to severe illness and death. By visiting The Capitol Theatre you voluntarily assume all risks related to exposure to COVID-19. Help keep each other healthy.

APPENDIX B: Volunteer Pre-show Email



NOTICE TO PATRONS: WE LOOK FORWARD TO SEEING YOU!

SELF-ASSESSMENT SURVEY

PLEASE COMPLETE THE SELF-ASSESSMENT SURVEY PRIOR TO ATTENDING THE PERFORMANCE!

At Home Health Self-Assessment

1. Have you tested positive for COVID-19 in the past 14 days?
2. Do you have a fever?
3. Do you have a cough?
4. Are you experiencing shortness of breath?
5. Do you have a runny nose?
6. Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?
7. Have you returned from travel outside of BC in the past 14 days?
8. Are you feeling unwell?

If you answer YES to any of these questions, we ask that you keep yourself safely at home and contact the box office at (250)352-6363 to arrange for a refund of your tickets.

THANK YOU!

Thank you so much for helping us to keep you, our valued patrons, and our volunteers, performers and staff safe and healthy.



An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is a contagious disease that can lead to severe illness and death. By visiting The Capitol Theatre you voluntarily assume all risks related to exposure to COVID-19. Help keep each other healthy.

APPENDIX C: User Contract

The Capitol Theatre is actively taking measures to mitigate the spread of COVID-19, and to keep its workplaces safe. All participants are required to follow this policy diligently, in order to sustain a healthy and safe workplace.

This COVID-19 Mitigation Plan may change with the introduction of additional governmental guidelines.

If changes occur that impact this agreement, we will update you as soon as possible by email.

Failure to comply with the procedures and policies outlined in this agreement may result in immediate termination of the contract and booking of The Capitol Theatre.

Scope:

This COVID-19 Mitigation Plan applies to all workers, contractors and artists who will be physically present for the performances at The Capitol Theatre.

General Rules that apply to yourself, performers, staff, crew, contractors and volunteers associated with your event:

- You may not attend any performance/recording at The Capitol Theatre if: you have any symptoms of COVID19 (fever, cough, tiredness, or difficulty breathing), if you live with someone who has symptoms of COVID-19, if you have come into contact with anyone who has COVID-19, or if you have to self-isolate under any order issued by any governing health authority.
- You must sanitize your hands upon entering the building. You must wash your hands or sanitize after using the toilet, before eating, after touching frequently touched surfaces, and if you cough/sneeze into your hands (follow the 20- second rule).
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, you will need to report it to Capitol Theatre Staff.
- You must maintain a minimum of 2-metres of physical distance between you and everyone else attending the event. If physical distance is not possible you need to wear a face mask.

Employees and contractors are responsible for wholehearted, genuine cooperation with all aspects of this Mitigation Plan, including compliance with all safe work practices and safe work procedures, and for continually practicing safety while performing their duties.

Safe Job Procedures:

1. Performers may access the building through the front entrance or the stage doors as per pre-arranged with the Technical Staff. Technical Staff will meet performer upon their arrival.
2. All participants must use the hand-sanitizer upon entry, and on completion of load-in.
3. Review all current health and safety policies with the Technical Staff prior to load in activity.
4. Capitol Theatre staff will be wearing face masks when interacting with Performers (in case 2 meter distance cannot be maintained during set up and organization of the rental session). We request performers bring their own mask to protect theatre staff and themselves if physical distancing cannot be adhered to. Face masks can be purchased at the Capitol Theatre.
5. As required, participants may use The Capitol Theatre washrooms located in the dressing rooms.
6. Capitol Staff will clean and sterilize all Capitol Theatre equipment in accordance with the protocols identified in the Capitol Theatre COVID Mitigation Plan.

* The safety information in this policy does not take precedence over applicable government legislation with which all employees, clients and users of the space should be familiar.

I hereby confirm that I have read the information outlined in the Capitol Theatre User Contract and will comply with all health and safety protocols for the duration of the project.

Agreed this ____ day of _____, 2020

APPENDIX D: CAPITOL THEATRE INCIDENT LOG FOR SUSPECT CASE – COVID-19

INCIDENT NUMBER: _____

NAME(S)/CONTACT: _____

DATE: _____

COMPLETED BY: _____

How long has the affected person been in the venue?	
In what areas of the venue has the affected person been?	
What areas has the affected person been in physical contact?	
Identify the people the affected person has been in contact with	
Is the affected person alone or part of a group?	
Identify all steps taken to decontaminate affected areas	
Identify all steps taken to follow up with affected individual	
Identify all steps taken to follow up with Interior Health Authority	
Identify all recommendations from Interior Health Authority and steps taken to comply	