

Keeping our Workplaces Healthy

This policy applies to all workers in all the Shaw Festival facilities and workspaces.

Our Policy Goals

- Learn from our pandemic experience.
- Limit opportunities for communicable illnesses to enter and spread in the workplace.
- Provide a healthy workplace for everyone.

Of the many lessons learned over the past few years, perhaps the most important one was this: the “show can go on”, but it does not need to risk our workers’ health. In keeping with this lesson, we are broadening our workplace illness policies to include **all potentially communicable illnesses**. If you are feeling unwell, even if it’s “not that bad” or you feel like you can “work through it”, we may require you to stay away from the workplace until the symptoms clear up. We will make this decision in conversation with you, but we will always lean toward avoiding potential transmission within the workplace. Regardless of whether it is a common cold or a virus of any kind, we don’t want it spreading around.

Our reporting and workplace attendance requirements

If you are experiencing any symptoms of illness that cannot be linked to a known or non-communicable personal health issue (for example: seasonal allergies, migraines, food poisoning), we may require you to stay home from work until the symptoms clear up.

- **Do not come in to work, or make arrangements to leave work** as soon as you reasonably can.
- **Inform your manager or supervisor.**
- **Honestly assess and describe your symptoms** when contacted for a status update. Please do not minimize them. We want you back as soon as reasonable, but we also want to limit potential transmission. Your co-workers do not need (or want!) to share in your illness.

You may not be allowed back to work until there is **clear improvement or cessation of symptoms for at least 24 hours (48 hours if fever / gastrointestinal)**.

The return-to-work decision will be made in conversation with you, but maintaining a healthy workplace for all will always take priority over an individual’s earlier return.

If symptoms are related to COVID-19, our policies on that illness will also apply.

COVID-19

COVID-19 prevention and response remain an important part of the Shaw Festival’s workplace protocols.

As a condition of employment at the Festival, all employees and direct contractors must provide proof of COVID-19 vaccination; either a full course of vaccine (e.g.: two earlier vaccinations) plus a booster and/or the current vaccination (after October 2023).

Shaw can provide an accommodation for those who have legitimate medical exemptions. The worker must provide a documented medical exemption from their physician **and** written permission must also be provided by Shaw's HR department, alongside an agreed COVID mitigation plan, prior to work starting.

If you are experiencing symptoms that may be COVID-related:

- **Stay Home**, or if you are at work, make arrangements to leave immediately.
- **Inform your manager or supervisor.**
- **Self-isolate. We recommend you take a rapid test.**

To prevent further spread in the workplace, you may not be allowed back to work until the following criteria have been met:

- You have no fever **and**
- Your symptoms have been improving for at least **24 hours (or 48 hours** if you have nausea, vomiting and / or diarrhea) **and**
- You have not developed any new symptoms.

When your symptoms are improving and you are no longer isolating at home, the wearing of a tight-fitting, well-constructed mask for 10 days is recommended if the type of work you do allows for this.

The Shaw Festival will no longer be organizing group rapid testing and is no longer able to provide test kits.

Managers and Supervisors

If you have questions on how to administer this policy, please contact one of the following Department Directors; Natalie Ackers (Producer); Jeff Cummings (Planning Director); Dianne Gibbs (Director Human Resources); Don Finlayson (Production Director); or Chuck Mewett (Senior Manager, Audience Services and Facilities).

Questions and concerns?

If you have a concern around this **Keeping our Workplaces Healthy** policy, please contact your manager or supervisor and they can coordinate with the department head or a department Director and any other relevant personnel to get you an answer, a response to a situation, or an action taken promptly.