
The City of Brampton values diversity and inclusiveness, and recognizes that enhancing access to goods and services provides increased opportunities for people of all ages and abilities. We are committed to offering an accessible, safe, and barrier-free experience for all. For questions about accessibility, or if you would like to request accommodation, contact rentaladmin@brampton.ca or 905.874.2844.

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RISK MANAGEMENT

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COMPANY DETAILS

This COVID-19 Safety Plan applies to Garden Square and The Rose Patio, which are outdoor spaces owned by the City of Brampton and operated by the Performing Arts Division. This Safety Plan also applies to outdoor offsite events programmed by the Performing Arts Division. For outdoor offsite events, additional documentation such as site maps and location-specific crowd control details will be provided.

Business name: City of Brampton
Date completed: July 28, 2021
Division/group: Performing Arts
Date distributed: July 28, 2021
Developed by: Performing Arts
Others consulted: Brampton Emergency Management Office
Security Services
Enforcement & By-Law Services
Health, Safety and Wellness
Employee and Labour Relations
Strategic Communications
Insurance & Risk Management
Legislative Services

CONTACT INFORMATION

For security-related concerns, contact City of Brampton Security Services 905-874-2111
For health concerns, contact Peel Public Health 905-791-7800
For general inquiries, contact Service Brampton 3-1-1
For inquiries about Performing Arts facilities, contact 905-874-2844 from 8:30am - 4:30pm Monday-Friday
For emergencies call 9-1-1

OVERVIEW

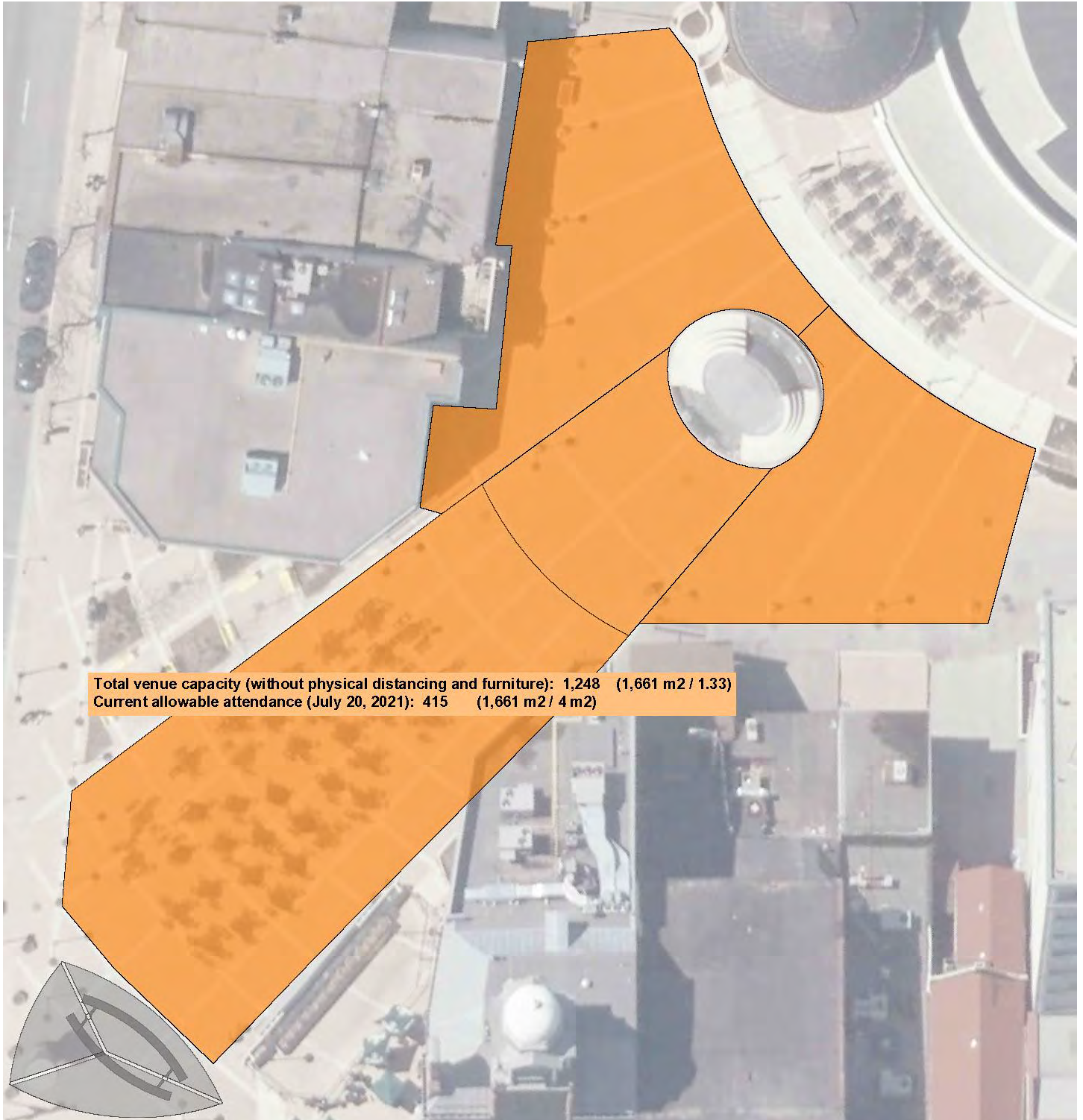
There is currently an inherent risk of exposure to COVID-19 in any public place where people are present. COVID-19 and its variants are extremely contagious diseases that can lead to severe illness and death, especially to older adults and individuals with underlying medical conditions. Performers, participants and attendees must comply with all posted City instructions, and understand and assume all risks related to exposure to COVID-19.

Due to the nature of COVID-19 restrictions, this information is subject to change with little notice.

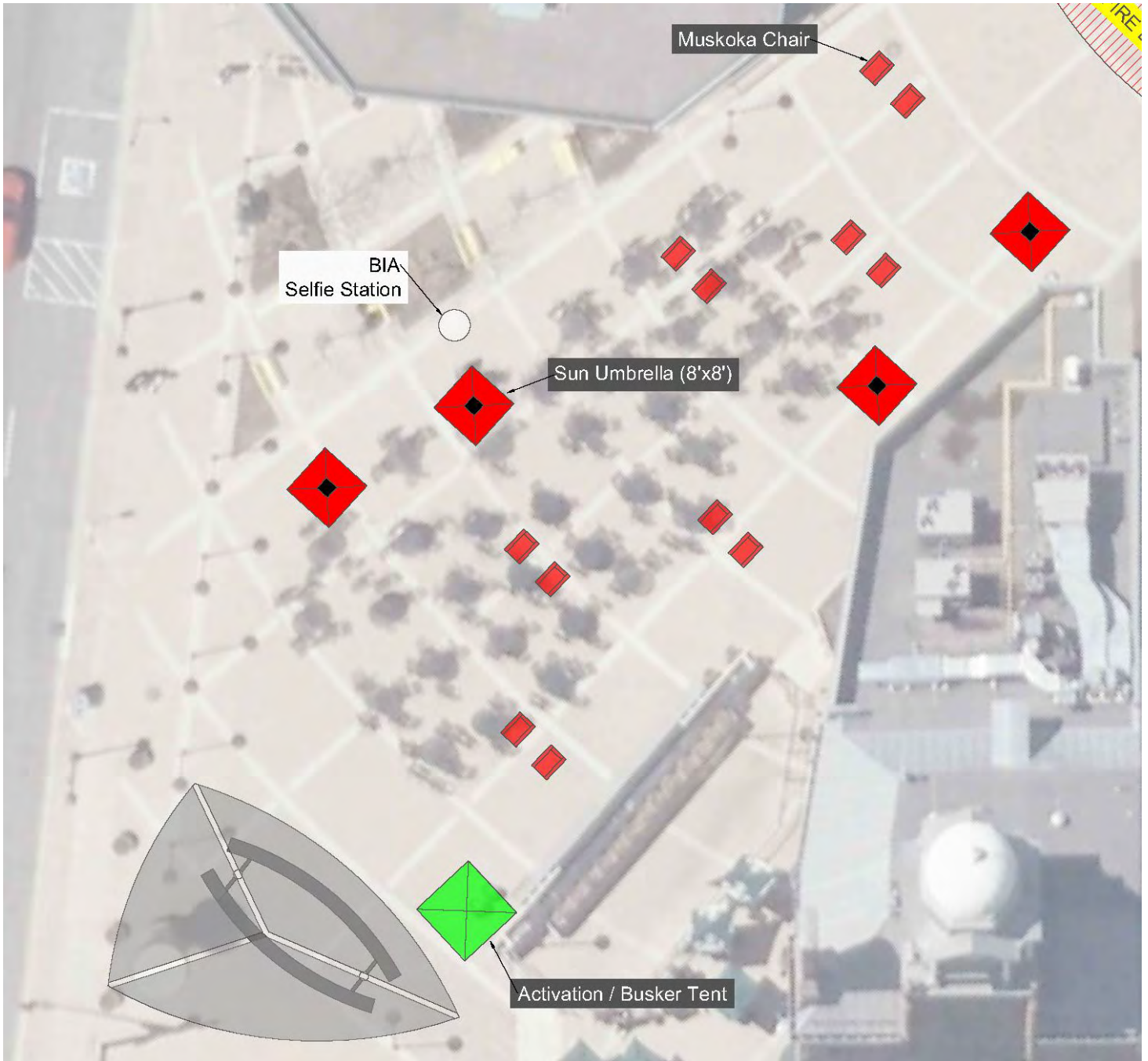
The City of Brampton is working in accordance with the provincial [COVID-19 Roadmap to Reopen](#); this plan outlines how current guidelines are being applied outdoors in Performing Arts facilities.

SITE MAPS

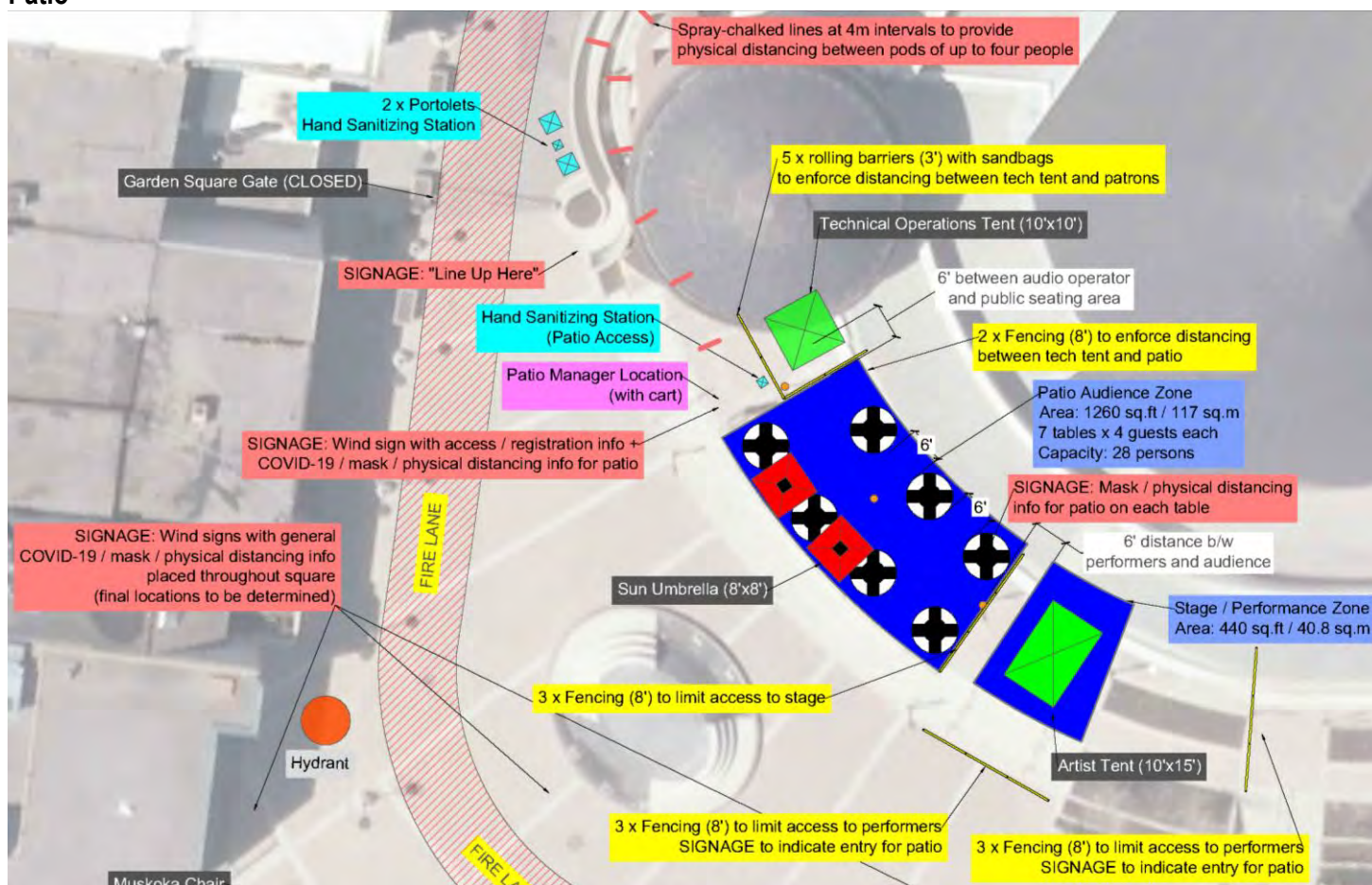
Full Site



Screen Area



Patio



CAPACITY

The maximum capacity limit is determined by City of Brampton staff based on current restrictions. Garden Square is an outdoor space that is free and open to the public. As such, capacity is not strictly controlled through registration/sign-in, with the exception of The Rose Patio when used for live performances. Attendees in public spaces are responsible for upholding current COVID-19 requirements, including physical distancing and masking.

Total venue capacity (without physical distancing and furniture):	1,248	(1,661 m ² / 1.33)
Current allowable attendance (July 20, 2021):	415	(1,661 m ² / 4 m ²)
Maximum seated Rose Patio capacity:	28	(7 tables with 4 chairs)

1,661 m² is the total ground space of the full Garden Square site without accounting for any movable seating or equipment. 1.33 is the number provided by the provincial government to calculate the capacity before taking physical distancing into account. The 'current allowable attendance' is the calculation that takes into account the required physical distancing between people or groups of people from the same household, excluding The Rose Patio.

CROWD CONTROL MEASURES

The following methods will be used to strengthen and communicate safety onsite in Garden Square and on The Rose Patio:

- Screen signage
- Ground signage
- Ground markings
- Patio signage on tables
- Registration for Patio access during live music performances on Sundays
- Staff onsite during live music performances on Sundays
- Physical barriers
- Furniture placement
- Security presence

No announcements will be made by staff for scheduled programming (artists will introduce themselves), however announcements can be made by staff during live Patio performances in case of emergency. Screen signage is also available in case of evacuation due to inclement weather.

One (1) hour prior to live events on The Rose Patio, the Patio Manager will:

1. Contact Facility Operations via radio
2. Request staff support (do not approach people alone)
3. Inform people sitting on Patio that they must leave for sanitization, but can lineup to register for live performance

The City of Brampton considers the regular occupants who frequent Garden Square to be a part of the downtown community; they have a right to be there, as Garden Square is a space that is open to the public. City of Brampton staff will not be displacing any members of the public who are in Garden Square, as they may not have an alternative place to go.

PROGRAMMING

Outdoor events are now permitted with capacity and safety restrictions. In order to ensure that all capacity and safety restrictions are met, Garden Square programming will include in-person activities beginning in July 2021.

Regular outdoor programming will take place on a recurring weekly schedule. Live music performances will take place on The Rose Patio on Sundays at 4pm starting August 8, 2021. A small audience can be accommodated in the fenced area of the Patio, and attendees can also enjoy the performance from the ground in Garden Square. Specific artists will not be announced publicly to reduce the likeliness that large groups of people will attend at any one time. All programming will be family-friendly / all ages.

The current programming schedule will be posted on the [Garden Square website](#).

RENTALS

Rental events in Garden Square are not being considered at this time. Due to the planning required to execute outdoor public events safely, the City of Brampton will relaunch the rentals program once a framework is in place to properly support event organizers, and to ensure the health and safety of the public.

INCLEMENT WEATHER

Live performances will be delayed or cancelled due to rain or thunderstorms. All activity may be cancelled and the site may be evacuated in the event of extreme weather conditions.

ATTENDEES

REQUIREMENTS

All attendees are required to comply with the following COVID-19 control measures.

Physical Distancing

Attendees must maintain a physical distance of at least two (2) metres or six (6) feet from others outside their household, except when necessary for the purposes of health and safety.

Masks/Face Coverings

In accordance with [City of Brampton By-Law 135-2020](#) and [provincial recommendations](#), masks/face coverings must be worn in all indoor spaces, including the parking garage, elevators, lobby and theatre. Masks must also be worn in all outdoor spaces where physical distancing is not possible, as well as while waiting in line, or travelling to and from an assigned seated location. Attendees are encouraged to keep masks/face coverings on whenever possible. Masks/face coverings for attendees are not provided by the City of Brampton.

Cleaning and Disinfecting

Furniture in Garden Square is sanitized regularly. Furniture on The Rose Patio is sanitized regularly, as well as immediately before and after live performances.

Hand Hygiene

Attendees are encouraged to practice good hand hygiene, including routine hand washing with soap and water, and the use of hand sanitizer. Hand sanitizing stations are available during live performances. Hand sanitizer has a minimum 60% alcohol-based formulation that is proven to kill 99.9% of germs, and is fragrance-free.

Security

City of Brampton will schedule security as required.

First Aid

First aid supplies for minor injuries (band aids, ice packs) are available from City of Brampton staff. For all other first aid issues, call 9-1-1.

Respectful Behaviour

Disrespectful behaviour towards staff and other patrons will not be tolerated, and is the basis for removal from the event or potentially future City events.

Food, Beverages & Alcohol

Attendees at outdoor events in Garden Square and The Rose patio are welcome to bring their own food and non-alcoholic beverages. Alcoholic beverages are prohibited, and no alcohol will be served by the City of Brampton on The Rose Patio at this time.

CONTACT TRACING

This applies only to live performances on The Rose Patio. Access to the Patio area and any line-ups at the entrance will be controlled and monitored by staff. Attendance and line-up areas will be indicated by signage, fencing and/or ground markings. Up to four (4) people from the same household can be seated at a single table. Access will be available on a first come first served basis.

Screening Process

Upon arrival, attendees will be required to complete a sign-in form, and asked by staff if they have any COVID-19 symptoms. Attendees with symptoms will not be allowed to enter The Rose Patio. Attendees who develop symptoms while onsite will be asked to leave immediately. The person who registers for the performance will be responsible for providing the contact information for all members of their group, should this be required by the City of Brampton or Peel Public Health for contact tracing purposes. Sign-in forms will be destroyed after thirty (30) days.

Attendees who are not able to pass the screening will not be allowed to enter. Individuals who, while onsite, develop any new or worsening symptoms not related to a known cause or pre-existing condition must inform staff immediately, and leave the facility. Attendees who appear to have symptoms upon arrival at Performing Arts facilities, or who become sick while onsite must leave the facility immediately.

Passive Screening Questions

Self Screen



Please take a few moments to answer the following questions.

****Please Note:** To be considered fully vaccinated, it must have been 14 or more days since your final dose of either a two-dose or a one-dose vaccine series.

1. Are you currently experiencing one or more of the symptoms below that are new or worsening? Symptoms should not be chronic or related to other known causes or conditions.

Fever and/or chills	YES	NO
Cough or barking cough (croup)	YES	NO
Shortness of breath	YES	NO
Sore throat	YES	NO
Difficulty swallowing	YES	NO
Runny or stuffy/congested nose	YES	NO
Decrease or loss of smell or taste	YES	NO
Pink eye	YES	NO
Headache*	YES	NO
Digestive issues like nausea/vomiting, diarrhea, stomach pain	YES	NO
Muscle aches/joint pain*	YES	NO
Extreme tiredness*	YES	NO
Falling down often	YES	NO

*Not related to getting the COVID-19 vaccine in the last 48 hours or other known causes or conditions you already have.

2. Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

If you are fully vaccinated**, select **"NO"**.

If the person got a COVID-19 vaccine in the last 48 hours and is experiencing mild headache, fatigue, muscle aches, and/ or joint pain that only began after vaccination, select **"NO"**.

3. In the last 14 days, have you travelled outside of Canada AND been advised to quarantine per the federal quarantine requirements?

If exempt from federal quarantine requirements (for example, you are fully vaccinated and have met the specific conditions, or an essential worker who crosses the Canada-US border regularly for work), select **"NO"**.

4. In the last 14 days, have you been identified as a "close contact" of someone who currently has COVID-19?

If you are fully vaccinated** and have not been told to self-isolate by public health, select **"NO"**.

5. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?

This can be because of an outbreak or contact tracing.

6. In the last 10 days, have you tested positive on a rapid antigen test or home-based self-testing kit?

If you have since tested negative on a lab-based PCR test, select **"NO"**.

7. In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?

If you are fully vaccinated** select **"NO"**.

If you already went for a test and got a negative result, select **"NO"**.

If you answered YES to any of these questions:

DO NOT ENTER THE BUILDING.

Contact your Public Health Unit or your family physician for direction. Stay safe.

City Employees: Contact their Supervisor right away about being unable to work your shift. Return home.

Visitors: Call 311 for any help with accessing City programs or services.

If you are unsure if your answer is YES or NO to these questions:

DO NOT ENTER THE BUILDING.

City Employees: Please contact their Supervisor for clarification.

Visitors: Please contact your public health unit or family physician.

If you answered NO to all of these questions:

PLEASE USE HAND SANITIZER UPON ENTERING THE BUILDING.



Masks are required in all City facilities.



Maintain physical distance of 2 metres (6 feet) between yourself and others.



Wash your hands or use an alcohol based hand sanitizer frequently.

If the answer to any of these screening questions changes during the day, go home to self-isolate immediately and contact your health care provider. City employees must inform their Supervisor.

Thank you for helping keep our facilities safe. We're in this together.

PERFORMERS

REQUIREMENTS

All performers are required to comply with the following COVID-19 control measures.

Arrival & Departure

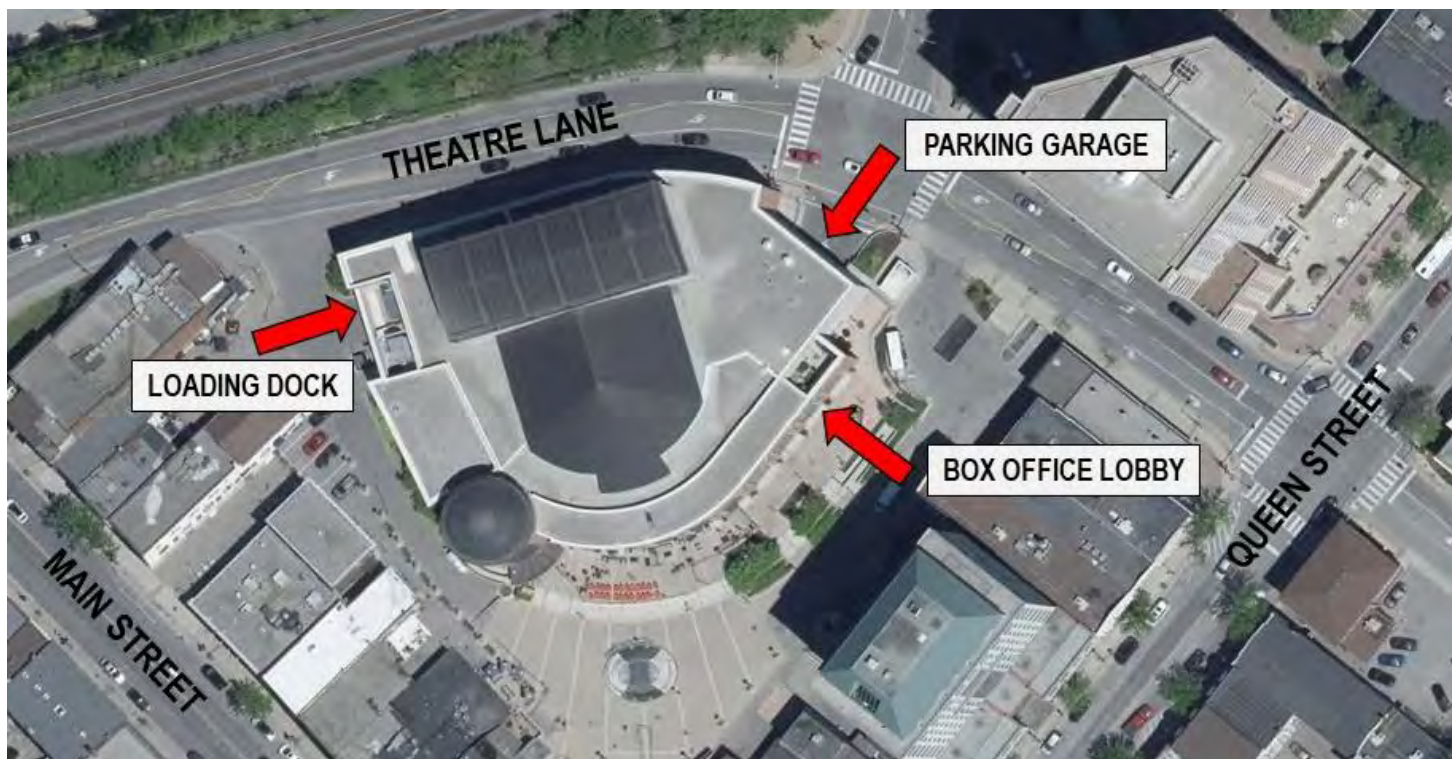
Based on event details, the City of Brampton will provide:

- Arrival times
- Facility entrances and exit locations
- Designated space(s) and corresponding capacity
- Applicable maps and layouts

If entry to The Rose is required, it will not be possible outside of scheduled access times. If performers do not arrive at the scheduled time, the time allotted may be reduced at the City of Brampton's discretion.

The Rose

If use of indoor space at The Rose is required by outdoor performers, and is available for use, one (1) loading dock can be made available for equipment if requested in advance. Loading dock doors may be used as an entrance/exit if not in use by another group. Upon arrival at The Rose, performers must complete a COVID-19 screening with City of Brampton staff, then proceed directly to their designated space(s). Only performers are permitted inside The Rose for the duration of the event, including any pick-up and drop-off period. Drivers, including parents of youth performers, who are dropping people off, must wait outside or in the parking garage.



Physical Distancing

- Performers must maintain a physical distance of at least two (2) metres or six (6) feet from each other, except when:
 - Necessary for the performers to be closer to each other for the purposes of the performance or rehearsal
 - Necessary for the purposes of health and safety

Masks/Face Coverings

In accordance with [City of Brampton By-Law 135-2020](#) and [provincial recommendations](#), masks/face coverings must be worn in all indoor spaces, including the parking garage, elevators, lobby and theatre. Masks must also be worn in all outdoor spaces where physical distancing is not possible. Each performer will have a physically distanced assigned space. Masks/face coverings must be worn at all times while performers are moving to and from their assigned space, but can be removed while performers are in their assigned location. Performers are encouraged to keep masks/face coverings on whenever possible. Masks/face coverings for performers are not provided by the City of Brampton.

Cleaning and Disinfecting

Any show-related items brought by performers or third-party vendors must be disinfected prior to accessing the facility, and handled by the performers. If City staff are required to handle equipment, arrangements must be made in advance.

Designated Spaces

Designated spaces are the areas that performers may use or pass through. These areas will be determined by the City of Brampton, based on the event details.

Equipment

- Whenever possible, performers should provide their own backline and microphones
- Only one (1) stage layout is possible per event, including events with multiple artists (no changeovers)
- Spit valves may only be used with an absorbent cloth or towel in place; any area used for a spit valve must be cleaned by the performer using cleaning products that will be provided by the City of Brampton

Security

Security will be scheduled based on event requirements, as determined by the City of Brampton.

CAPACITY & DURATION

- Maximum current capacity limit is determined by City of Brampton staff based on current restrictions
- Performance time will be determined during advancing/planning, but will not exceed 90 minutes
- The City of Brampton has exclusive control over the operation of lighting and video elements

The capacity for any room or space within the facility may be less than the maximum provincially mandated capacity for an event in order to ensure that all physical distancing and safety measures are followed. This capacity may also vary depending on the event-specific configuration. As such, only people essential to the operation of the event are allowed in the facility.

CONTACT TRACING

Screening Process

All performers who will be working at Garden Square must complete and submit the COVID-19 Screening Form in advance. Information provided in the form will be confirmed verbally with each performer by a City of Brampton staff member prior to entering any Performing Arts facility. This confirmation of negative responses to all screening questions for each individual will take place at the designated entrance or meeting point for the event.

Individuals who are not able to pass the screening will not be allowed to enter the facility. Individuals who, while onsite, develop any new or worsening symptoms not related to a known cause or pre-existing condition must inform staff immediately, and leave the facility.

Any individuals whose activity onsite extends to two (2) or more consecutive days must complete and submit a COVID-19 Screening Form prior to the first day onsite. Upon arrival at the facility each day, City of Brampton staff will confirm negative responses to screening questions for each individual. Any individuals whose activity is recurring, but does not take place on consecutive days must complete and submit a form for each occurrence.

Performers who appear to have symptoms upon arrival at Performing Arts facilities, or who become sick while onsite will be told to leave immediately.

Screening Questions

All performers entering a City of Brampton Performing Arts Facility will be asked the following questions prior to entering the facility:

- Do you currently have COVID-19, or are you awaiting COVID-19 test results?
- Are you currently experiencing one or more of the symptoms below that are new or worsening? Symptoms should not be chronic or related to other known causes or conditions.
 - Fever or chills
 - Shortness of breath
 - Cough or barking cough
 - Sore throat, trouble swallowing
 - Runny nose/ stuffy nose or nasal congestion
 - Decrease or loss of smell or taste
 - Nausea, vomiting, diarrhea, abdominal pain
 - Extreme tiredness, sore muscles
 - Pink eye
 - Headache
 - Frequent or unusual falling down
- Has a doctor, health care provider or public health unit told you that you should currently be isolating (staying at home)?
- In the last 14 days, have you been identified as a 'close contact' of someone who currently has COVID-19?
- In the last 14 days, have you received a COVID Alert exposure notification on your cell phone? If you already went for a test and got a negative result, answer 'No'.
- In the last 14 days, have you or anyone you live with travelled outside of Canada? If you or anyone you live with are exempted from federal quarantine as per Group Exemptions, Quarantine requirements under the Quarantine Act, answer 'No'.

- Is anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for COVID-19 test results after experiencing symptoms?

CITY OF BRAMPTON STAFF

KEEPING STAFF SAFE

All staff who are able to work remotely will continue to do so until further notice. Staff who are sick must stay home.

Staff who are onsite, as well as those who are working remotely must adhere to all safety protocols in the *Reopening Safely Service Card* on the City's internal web portal to ensure ongoing awareness and education.

In order to ensure that City of Brampton Performing Arts staff working onsite outdoors can be easily identified, they are required to wear City of Brampton, The Rose, or Garden Square branded shirts. Front of House staff must also wear name tags (if engraved name tags are not available, a hand-written sticker is sufficient).

First Aid

If an injured person is able to self-treat, they should be instructed in how to do so, and the First Aider should remain on standby to treat the injured person should it become necessary.

SCREENING FOR COVID-19

The City has established requirements for both self-screening and active screening to ensure that employees commit to a daily practice of screening to protect themselves and others, in accordance with the *Employee COVID Check-In Guide*. Screening questions are determined and updated by Brampton Emergency Management Office and Region of Peel Health, in consultation with provincial and federal authorities.

Leaders are required to inform employees of the screening requirements. Employees reporting to work at a City workplace are required to participate in active screening through the automated system. Employees who do not participate in active screening may not enter the workplace until the screening has been completed and confirmed.

CONTROLLING THE RISK OF TRANSMISSION

Only those staff who are required for current operations are onsite; the following control measures apply.

Physical Distancing

Everyone must exercise physical distancing of two (2) metres whenever and wherever possible—with employees, customers, visitors and contractors. Additionally, the City may alter the workspace to help employees maintain physical distance from each other and from the public, as needed.

Public Facing Counter Barriers

Indoor public facing service delivery counters have acrylic separation barriers installed to ensure there is separation between employees and customers. The barrier provides a layer of defense against the potential risk of exposure to COVID-19.

Masks/Face Coverings

To help ensure the health and safety of employees and the workplace, masks/face coverings are provided to each employee, and must be worn in indoor public spaces that are openly accessible by the public in accordance with [City of Brampton By-Law 135-2020](#), [provincial recommendations](#), and City of Brampton workplace requirements. Masks/face coverings must be worn when moving around the office or facility, and in all common areas: *if you walk, you mask*. Leaders are required to provide information and instruction for the proper use, maintenance and disposal of masks/face coverings to employees. Employees are required to read and understand the information.

The medical-grade mask must be worn for the duration of the work day, for employees who are unable to maintain two (2) metres of physical distance from others during the course of their work, and similar to previous mandatory masking policies, must cover their nose, mouth, and chin.

- Employees in the departments affected by this switch to medical-grade masks from non-medical masks, will be issued a supply of medical-grade masks.
- Employees who can maintain physical distance, must continue to do so, and will continue to follow the previous masking policies, which are still applicable for the health and safety of everyone.

Eye Protection

Eye protection must be worn for the duration of the work day, for employees who are unable to maintain two (2) metres of physical distance from others during the course of their work. Eye protection may include any of the following:

- Face shield
- Safety glasses with side shields
- Goggles
- Safety glasses with foam gasket

Eye protection must always be worn with a medical-grade mask. Eye protection in the form of face shields, safety glasses with side shields, goggles, or safety glasses with foam gaskets, should never be worn while operating any vehicle.

Hand Hygiene

All employees must practice good hand hygiene, including routine hand washing with soap and water, and the use of hand sanitizer. Hand sanitizing stations are available throughout facilities, including at entrances, lobbies, exterior washroom areas, elevator lobbies, boardrooms, lunchrooms and kitchenettes. Hand sanitizer has a minimum 60% alcohol-based formulation that is proven to kill 99.9% of germs, and is fragrance-free.

Communication and Signage

The City provides regular updates on COVID-19 to all staff online, by email and in person. The City has created signage to be placed in the workplace to raise awareness, remind employees of the potential risks of exposure to COVID-19, and list the measures that are necessary to stop its spread, such as:

- Signs and symptoms of COVID-19
- Promote proper hand and cough/sneeze hygiene practices
- Maintain physical distancing
- How to self-screen

- Mandatory face coverings

Signs, posters, floor markings, or other visual cues are used to promote control measures, where needed.

Cleaning and Disinfecting

Standard cleaning and disinfecting procedures and checklists have been established to reduce the risk of potential exposure to COVID-19. High frequency touch points in common areas (e.g. doorknobs, handrails, elevator buttons, washrooms, lunchrooms, boardrooms) are cleaned and disinfected at least once a day. Employees responsible for cleaning and disinfecting have been trained on procedures using sanitizing wipes and disinfectant sprays.

Shared Workspaces

Employees are discouraged from using each other's workstations, keyboards, phones, offices, or other work tools and equipment, when possible. Where workstations, work tools, or equipment are shared (e.g. customer service counters, cash registers, hand tools), they are cleaned and disinfected before and after use by the user.

In-Person Meetings

In-person interactions between staff should be kept to a minimum. Staff who continue to spend time in the workplace are encouraged to continue using virtual or electronic methods to conduct meetings keeping in-person interactions to a minimum. In situations where an in-person meeting is necessary, everyone must ensure that safety protocols are in place, specifically that meeting performers wear face coverings and physically distance by two (2) metres at all times throughout the meeting.

EXPOSURE TO COVID-19

Employees returning from travel outside of Canada are required to quarantine or self-isolate for fourteen (14) days upon their return; they are unable to work during their quarantine or isolation period and must use vacation, lieu or unpaid time for the duration of this period.

Employees who become sick during the day must be separated from others and sent home. If arrangements are required for the employee to be transported home, they must be kept in an isolated area until arrangements are made.

When an individual is diagnosed with COVID-19 they must not report to work and must self-isolate immediately. The individual would contact their local Public Health unit to seek further guidance on their isolation period. Public Health will initiate an investigation that includes discussion with the individual regarding whom they had close personal contact with during the previous 24 – 72 hours. Public health will follow up with close contacts to let them know of the situation, to confirm if they were a close contact, and if so, to advise them to immediately self-isolate for fourteen (14) days following the last date of exposure to the affected employee and/or get tested for COVID-19. Public Health will consult with the City if additional information is needed related to the individual or if any other measures need to be taken by the workplace or staff to reduce the risk of transmission.

We remain committed to providing safe and transparent services by sharing any updates regarding City of Brampton employees in public-facing roles who test positive for COVID-19. This information is posted on the [City website](#).

Processes and Training

Corporate policies and Standard Operating Procedures (SOPs) must be updated or developed to include the appropriate practices during COVID-19, including:

- Education and training for all employees on COVID-19 related policies, guidelines and SOPs
- Limitations for non-essential travel between worksites or to other locations
- Time off or requested leaves
- Alternate or flexible work arrangements
- Records and/or logs of all non-City employees visiting locations or sites
- Privacy protection for City staff and/or third parties
- Reporting protocol for concerns or refusal to work
- Regular audits for compliance/adherence to protocols
- Ongoing maintenance and inspections
- Staggered staff scheduling
- Regular review and updates of policies and procedures to ensure compliance with legislative requirements

Customer Service

The City has created the *Ensuring Customer Service in a Safe and Positive Manner as We Reopen* resource to provide instruction to employees on how to safely serve customers in light of the mandatory mask by-law for wearing non-medical masks or face coverings at all indoor public spaces. This document focuses on education first, with enforcement to be deployed only as a last resort option.

Contractor Management

The City has created the *COVID-19 Contractor Management Program* to help ensure contractors are aware of and adhering to public health requirements regarding COVID-19 in City workplaces. This document focuses on establishing responsibilities, managing service contractors/consultants/suppliers, the City's COVID-19 protocols, facilitating site visits, and receiving deliveries. Additional facility-specific details will be provided to contractors working at Performing Arts facilities.

Health and Well-being

The City is committed to supporting leaders and employees to prioritize their and others' health and wellbeing during the return to work. Strategies include the Employee Family Assistance Program and the Health and Wellbeing service catalogue.

ONGOING EVALUATION

- Ensure continued success by performing regular reviews and updates of:
 - Policies and procedures
 - Training programs
 - Regulation changes and announcements from provincial and regional governments and health authorities
- A dedicated project team meets bi-weekly to:
 - Provide updates
 - Discuss challenges
 - Identify required changes
- The full staff team meets weekly to discuss onsite schedule and provide departmental updates
- Staff are encouraged to:
 - Provide feedback on the efficiency and effectiveness of operations
 - Identify resources that are running low or lacking
 - Identify issues with personal protective equipment and safety measures
- Feedback from artists and rental clients is collected through surveys
- Consult regularly with City of Brampton Emergency Operations Committee (bi-weekly meetings)
- Consult with Brampton Emergency Management Office to develop information and processes