

Courtenay and District Museum COVID-19 Safety Plan 2020

This plan follows the suggested WorkSafeBC COVID-19 safety plan template and is posted in the museum.

Step 1: Assessing Workplace Risks

The CDM staff and board are aware that the COVID-19 virus spreads in several ways: in droplets when a person coughs or sneezes, if staff or visitors touch a contaminated surface and then touch their faces.

As well, the risk of person to person transmission increases the closer people are to one another and with the amount of time people spend together.

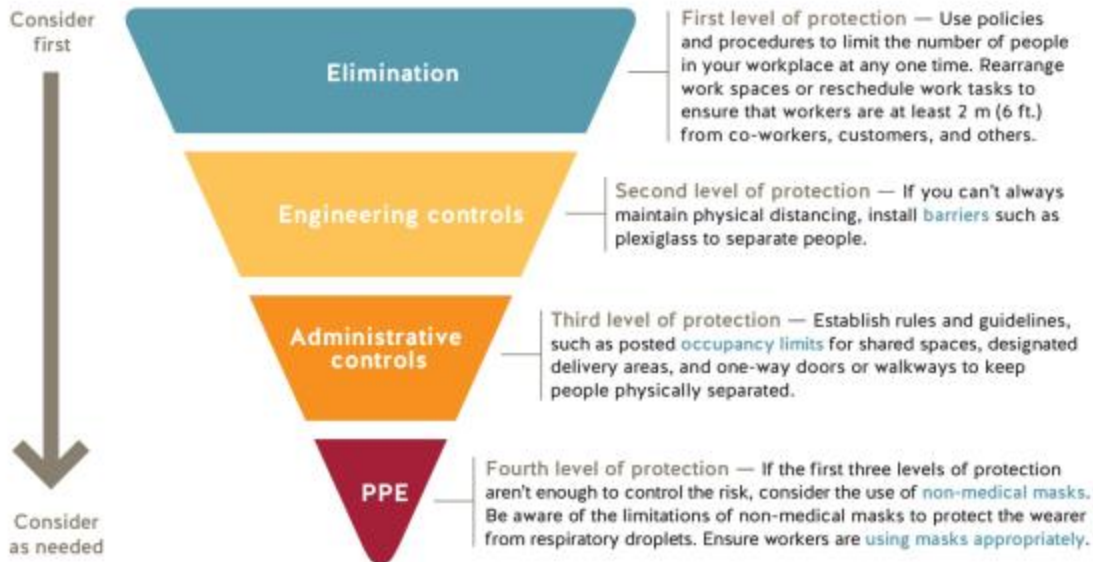
- All staff, with an appointed safety person, have participated in identifying risks, protocols and solutions as per the WorkSafeBC template and the provincial protocols for museum and galleries.
- Identified areas where people gather: gallery areas, meeting and lecture areas, workspaces, collection areas and retail space.
- Identified job tasks and processes where workers are close to one another or to members of the public.
- Identified potential of contaminated surfaces that staff and public touch often such as doorknobs, elevator buttons, light switches, washroom facilities, purchase terminals, gift shop items, particularly display cases with glass surfaces and large artifacts that are highly conducive to the public to touch.
- The risk of surface transmission in the museum is notable, particularly in galleries with many objects on display and with glass cases people are viewing and frequently touch. People also frequently touch hand railings and doorknobs. We have identified these areas and taken steps to control them.

Step 2: Protocols for Risk Reduction

The CDM has reviewed industry specific protocols for museums and galleries through WorkSafeBC and has also looked to guidance from the British Columbia Museums Association, The Canadian Museums Association and from examples provided by those associations as per the protocols from WorkSafe BC for Museums and Galleries.

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



Elimination: First Level of Protection

First level of protection: the following policies and procedures limit the number of people in the galleries, collections areas, archives, workspaces and retail in order to limit COVID 19 transmission.

- ☑ When open, the CDM occupancy limit for combined first and second floor galleries and gift shop is TEN. On opening, this occupancy capacity is posted outside as well as inside.
- ☑ Entrance and exits are separate and direction signs are posted as such.
- ☑ Directional floor signage for galleries will be placed before opening.
- ☑ There is no public access to washrooms, collection areas, west side staircase (unless in emergency) archival areas, office areas or loading bay.
- ☑ Workspaces have been rearranged and work tasks restructured to ensure that workers are at least 2 meters (6 feet) from co-workers, customers and others
- ☑ Spaces where lines can form or where people gather are regulated to ensure minimum physical distancing is maintained.
- ☑ The CDM capacity best practice is 10 square metres of space per person.
- ☑ Spaces where the public naturally congregates, such as seating areas have been rearranged or removed and staff have limited the potential for congregating.
- ☑ Signage and Wayfinding-- Clear and prominent signage is available to the public and staff at points of entry, in common spaces, and in high traffic areas such as washrooms.

- ☑ The CDM has cancelled or restricted group visits, guided tours, public programs, and special or private events in excess of 50 people, in accordance with public health officer's prohibition on mass gatherings.
- ☑ For groups of fewer than 50 people, the CDM will ensure there is adequate space in the museum to accommodate the group.
- ☑ Ten people max with are allowed in gallery and retail spaces and signage has been created and posted asking people to limit their time
- ☑ The museum also considers allowing access by appointment to ensure occupancy limits are followed.
- ☑ There are control access to entry points for workers, customers, and deliveries. There are limited entries and one door each for entry and exit.
- ☑ Key and code control: Three named city employees can enter building without staff assistance. Other contractors will be accompanied with staff member or with one of the employees.

Engineering Controls Second Level of Protection

- ☑ Plexiglass protection dividers are being placed at the central station between galleries and gift shop. Opening will not occur until this happens.
- ☑ On opening the museum will be accepting credit cards rather than cash payments.
- ☑ Touch controlled audiovisual displays have been removed.
- ☑ Visitor flow is being managed with directional signage, one-way walkways and marking off designated walking path areas. One entrance and one exit.
- ☑ Exhibit areas have been cleared out to provide more per person space, to provide directional flow, to remove potential touch areas and items.
- ☑ Attendance for public will include self guided tours or tours where curator delivers information from a distance through a phone or with speaker set apart from visitors.
- ☑ All staff have been supplied with disinfecting materials.
- ☑ Frequent cleaning of the space takes place.
- ☑ Gallery floors have been and will continue to be cleaned.
- ☑ A limit of one visitor per more than 15-square meter (or 161-square-foot) area has been set **with ten visitors in the museum at one time including both floors.**
- ☑ One staff person will be assigned to control numbers in building and all staff will clean surfaces throughout gallery and work areas throughout the day. Museum is also seeking volunteers and a paid position for assisting with this on opening.
- ☑ Hand sanitizing stations are located at: entrance, in gallery area, on each floor and at exit.
- ☑ Museum has regularly inspected HVAC system for air circulation.

Administrative Controls: Third Level of Protection

- ☑ Exchange of paper products has been limited and paper notices and posters have been removed. Museum is expanding information and interpretation to web.
- ☑ Occupancy signs for rooms have been discussed, created and posted.

PPE: Fourth Level of Protection

- Museum has sufficient supply of masks and gloves for staff and have also been encouraged to wear masks and to use hand sanitizer during off-work time when needed. The museum also has a supply of masks for visitors.

Step 3: Policies

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, stress of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- We have working alone policy in place (if needed).
- We have a work from home policy in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modification of the workplace. Ensure an appropriate violence prevention program is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to test and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 9 1 1.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Communication Plans and Training

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- With posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.

- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitoring and Updating Plans and Protocols as Necessary

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to within safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assessment and Addressing Risks from Resuming Operations

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.