

# **COVID-19 Safety Plan: Heritage Walking Tours [June 29, 2020]**

## **Whistler Museum and Archives Society**

### **Risk Assessment**

- We have involved staff and key board members in preparing this assessment and plan.
- We have identified areas where people gather: the meeting area and walking tour stops
- We have identified job tasks where walking tour guides are close to members of the public.
- We have identified the equipment and tools that walking tour guides share.

### **Protocols to Reduce Risks**

- We reviewed Work Safe BC guidelines as well as protocols specific to museums and cultural facilities.
- We are working with the Resort Municipality of Whistler (RMOW) to ensure compliance with Municipal guidelines.

### **First Level Protection: Elimination**

- Occupancy limit for visitors: Each tour will accept up to 10 participants. Larger groups will not be accommodated by a single tour guide.

### **Second Level: Distancing**

- Walking tour photo booklets have been made larger so participants can stand at a safe distance from the guide.

### **Third Level Protection: Administrative**

- Rules and Guidelines will be communicated to staff in person, and each staff member will be given a written copy. A written copy will also be posted in the main office.
  - Multiple walking tour photo booklets have been made so booklets can be quarantined for at least one day before being used by another staff member.
- The Square app will be used to encourage donations by credit rather than cash

### **Fourth Level Protection: Using Masks**

- Masks will be made available to staff with training and instructions on use.
- Masks will be used when social distancing is not possible.

### **Cleaning and hygiene practices**

- Walking tour booklets will be sanitized and left to rest for at least one day before being used by a different guide

### **Workplace policies:**

#### **Illnesses:**

- Museum staff and others showing symptoms of COVID-19 are prohibited from leading or attending walking tours.

This includes anyone who has had symptoms in the last 10 days, including fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

- 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.

- A worker who starts to feel ill at work will be asked to wash or sanitize their hands, provided with a mask, and isolated. They will be instructed to go home immediately. If the worker is severely ill, the supervisor will call 911.
- Any surface that a sick worker came into contact with will be immediately cleaned and disinfected.

**Museum Policies:**

- Occupancy limits will be in place as indicated above.
- Visitors will be asked to respect social distancing throughout the tour.
- Participants are encouraged to use contact free forms of payment to make donations.