

# **COVID-19 Safety Plan [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 kitchen, front desk, and Archive room
- We have identified job tasks where workers are close to one another or members of the public.
- We have identified the equipment and tools that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, light switches, and hand rails.

### **Protocols to Reduce Risks**

- We reviewed Work Safe BC guidelines as well as protocols specific to museums and cultural facilities, and guidelines for retail shops as they relate to our gift shop.
- We are working with the Resort Municipality of Whistler (RMOW) to ensure compliance with Municipal guidelines.

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

- Occupancy limit for staff: A maximum of 4 staff will be allowed on site at one time, and will be given distanced workstations (in separate rooms.) A maximum of one staff will be allowed in the front office or the kitchen, at any one time.
- Occupancy limit for visitors: Up to 2 people in the gift shop and admission area, unless in family groups. Maximum of 1 family group with up to five people per group. Occupancy in exhibit areas will be restricted to 8 people at a time. Verbal and written instructions regarding occupancy in given areas, and use of the exhibit space will be communicated to visitors.
- Signage will indicate traffic flow for narrow areas.
- Washrooms are single occupancy. Keys are now required for access to washroom. Washroom are to be cleaned after each use. Staff bathroom is now separated from public washrooms.

### **Second Level Protection: Barriers**

- Plexiglass barrier installed at front admissions and sales counter.
- Barrier will be cleaned and disinfected as part of the regular daily cleaning schedule.

### **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.
- Each staff member will be assigned their own workstation with a computer. They will use their own computer exclusively, If for any reason, a computer needs to be shared, it will be sanitized before and after use.

- Each staff member will sanitize their computer and work station at the end of each work shift.
- Each staff member will have their own office supplies, including pens and pencils, staplers, tape dispensers, etc.
- Staff members will wipe all surface touched in washrooms after each use.
- Staff members will wipe all surfaces touched in the kitchen after each use. This includes refrigerator handles, drawer handles, microwave handles, sink faucets,.
- Staff members will respect social distancing in all work areas.

#### **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.
- If staff members are travelling together in a vehicle, masks will be worn for the duration of the trip.

#### **Cleaning and hygiene practices**

- Museum staff members will be doing a deep cleaning of the museum prior to reopening. Staff will also deep clean with particular attention to high-touch areas every Wednesday.
- Staff will clean with particular attention to high-touch areas throughout the day A cleaning schedule will be prepared.
- Staff will be given training in proper cleaning supplies and techniques.
- Washrooms, door handles, and other high-touch surfaces will be cleaned after frequent use.
- Staff members will wipe down their work surfaces at the beginning and end of each shift.
- Staff members will wipe down any surfaces touched in the break room/kitchen after use.
- Staff members will minimize shared use of equipment, but in the event that equipment must be shared, it will be wiped down after use. This includes, but is not limited to: photocopiers, computers, work stations, telephones, etc.
- Sanitizing stations are placed in several areas throughout the building.
- Handwashing posters are placed next to all sinks. Staff members will be asked to practice frequent handwashing.

#### **Workplace policies:**

##### **Illnesses:**

- Museum staff and others showing symptoms of COVID-19 are prohibited from the museum.

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.
- Everyone entering will be asked to use hand sanitizer.
- Children's activity area has been removed.
- All touch screens are turned off and covered or removed.
- Smaller artifacts that were not behind glass have been removed. Do Not Touch signs will be placed on larger artifacts.
- Guest books and paper brochures have been removed.
- Any donations of artifacts, photographs, or archival material will be placed in a container and left in a designated area for two days before being handled.
- Researchers wishing to access photographs or archives will be given cotton gloves to use. Gloves will be washed after use. Materials accessed by researcher will be placed in a container in a designated area for two days before being returned to storage areas.
- Any pens used by visitors will be set aside for two days, and sanitized before being reused.
- Children's programs will be taking place online during the summer of 2020.
- External Museum programs such as Discover Nature and Heritage Walking Tour program will have specific Covid-19 plans developed.
- Social-distancing decals have been placed throughout the museum.
- Visitors will be asked to respect social distancing in the exhibit.
- Hand-washing posters have been placed in all washrooms.

**Gift Shop Policies:**

- Social distancing will be in place. A maximum of 2 people will be allowed in the gift shop at any one time (unless in family groups.) Posters have been placed in the gift shop.
  - Everyone entering will be asked to use hand sanitizer.
  - POS terminal will be cleaned with a wipe or sanitizer after each use.
  - Shoppers will be encouraged to use cards rather than cash.
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- Shoppers will be discouraged from handling items they did not intend to purchase. Signs will be placed asking shoppers to ask for assistance.