

COVID SAFETY PLAN

FOR THE STEWART MUSEUM

Operated by Stewart Historical Society

Background

This plan was developed following the outline of the WorkSafe BC COVID-19 Safety Plan planning tool, the BC Museums Association guidelines for reopening, and in consultation with the District of Stewart and the BC Government Agent in Stewart BC. The plan takes effect July 1st 2020 and will remain in effect until the COVID-10 pandemic is declared over by public health officials in BC.

All staff, volunteers, and visitors to the STEWART MUSEUM must adhere to these policies.

A hardcopy of this plan will be given to all staff on the first day it is enacted or their first day of work following July 1st. All volunteers will be given a hardcopy on their first day of work after July 1st 2020. The plan is to be posted in the museum office on the bulletin board. A new copy will be given to staff/volunteers and posted as updates are added.

What this policy includes:

- Risk Assessment of high gather areas and high touch surfaces
- Risk elimination measures (e.g. occupancy limits, cleaning, PPE)
- Specific illness and public washroom policies

This policy is intended for use to open the museum for a limited number of hours per day, for limited days of the week. It anticipates use of the museum by 1-4 staff members or volunteers and 1-6 visitors at any given time.

This policy does not cover: educational program delivery in the museum, public events (indoor or outdoor), hosting meetings in the museum.

Who this policy includes:

- All staff, volunteers and Board Members of the STEWART HISTORICAL SOCIETY/ STEWART MUSEUM. To be considered a staff member the individual conducts the business of the STEWART MUSEUM for at least 4 hours/week
- Volunteers: anyone who works in the museum's staff-only spaces for more than 1 hour per week on a regular basis. They must be trained on this policy
- Public: anyone who is not a regular volunteer or staff member of the museum is considered part of "the public", including any volunteers who work for less than 1 hour/week, any contractors, any board members

Step 1: Risk Assessment

Areas where people gather:

Gift Shop/ Admissions office

Archive storage room

Research/ Administration office

TV room Storage Closet

Misc. Storage Room

Exhibition galleries

Video Viewing Room

Common areas of building: washrooms, front entrance, staircase, Back Door Exit.

Job tasks/processes where people are close to one another/members of the public

Staff to Public or public to public interactions occur:

- Gift Shop/Admissions Office
- Front hallway, 2nd Floor Hallways/landing
- Bathrooms
- Exhibition galleries
- Research/ Admin Office

Staff to staff interactions occur:

- Research/Admin Office - discussing work (staff), taking breaks, eating
- Exhibition Galleries - discussing exhibits/presenting information
- Misc. storage Room or Archives storage room - discussing work (staff)
- Video Viewing Room - viewing Video for Training purposes
- TV Room Storage Closet - Accessing supplies in storage
- Front Hallway, 2nd Floor Hallways/landing

Shared Tools, Equipment

- Computers
- Artifacts
- Archival materials
- Storage materials (i.e. totes, archive boxes, safe)
- Shelving
- Office supplies

Surfaces that people touch often

- Literally everything outside of the museum proper (front door, bathroom doors, bannister especially)
- Inside museum: Gallery Doors, back door, Storage Facility Doors, vault door, computers, printers, Filing Cabinets.

Step 2: Protocols

First Level Protection (Elimination)

All staff must maintain a physical distance of 2m/6ft from other staff, volunteers, or visitors. Where this distance cannot be maintained for any reason a non-medical mask must be worn.

Occupancy limits:

A maximum of 4 staff members and/or volunteers may work in the museum at any one time. This includes all museum spaces including back room, , offices, galleries. Volunteers must adhere to the same protocols as staff and must be trained in the same manner.

Admissions Office/ Gift Shop : Only 1(bubble) member of public at a time in Admissions Office /gift shop, they must stand back on designated floor mark in middle of space. A second mark outside the door indicates where next person must stand to wait to enter

Exhibit gallery: **maximum of 6 staff and/or visitors at any one time** (e.g. 4 visitors 1 staff, 2 visitors 3 staff, etc.) per floor. Only exception would be if there are 6 people all from same household - no staff can enter gallery while 6 people are in the space.

Recommended gallery area space limits:

- Mining Room
- Court Room
- Upper Landing
- Railway Display Hallway
- Heart of the Home Gallery

- Early Businesses Gallery
- Personal Collections Room
- Wildlife Display Hallway
- Video Viewing Room
- **Research Room / Admin Office** 3 people (one at desk, one at table, one at entrance way)
- **Archive Storage Room** 1 person at a time in main room. Second person can stand in doorway/first section as required. 2 allowed if retrieving an artifact together but consider wearing a mask

Signage

- Signage - front door, in gallery (do not touch artifacts, etc.) in office, gift shop
- (“items not sanitized, do not touch unless buying”, etc.),
- staff areas (hand washing and sanitization station, etc.)
- Floor symbols (e.g. stand here X in gift shop) and directionality
- Designated Waiting Area Marked outside of Admission/Gift Shop
- Touch Screen in Mining Room will be removed
- Brochures and guides will be removed, with signage listing what is available that people need to ask staff for the items

Museum/Court House Building

- The front door of the building is to be locked whenever the Art Gallery and/or Museum are not open to the public
- The second floor washrooms are to remain locked at all times **NO PUBLIC WASHROOM WILL BE ACCESSABILITY.** **

**Use good judgement. If the washroom must be accessed by a member of the public for any reason, we are now responsible for cleaning and disinfecting.

Third Level (Administrative)

- Computers: one designated workstation/person.
 - o If switching workstation/computer, hands must be washed before and after use, and keyboard and mouse must be wiped with bleach spray or cleaning wipe

- Items like scanner or camera (cannot be easily sanitized) are used by 1 staff member at a time.
- Nitrile gloves must be worn when handling artifacts or archival items that may immediately be handled by another person, or when handling an object together
- No use of museum mugs, cutlery, etc. - everyone must bring their own items

Cleaning Protocols

Staff each day must wash hands:

- after arriving at work
- after using washrooms
- after using front door of the building or accessing other common areas of the building before returning to workstation
- before and after using shared equipment (e.g. camera, printer, shelving)
- when entering the museum from another work area (e.g. Room 6 or Art gallery)
- before and after eating any food

In the museum each day:

- Door handles, light switches, computer keyboards and mice, and other high touch surfaces will be cleaned and then disinfected with a bleach and water solution **twice per day**.
 - o Cleaning will happen each day between 3:45 pm and 5pm (closing) and again between 9am-12pm (opening). *This schedule based on 10-4pm opening, and subject to change*
- If staff observe a guest handling anything in the exhibit (non-artifacts), e.g. leaning on a display case, it will need to be wiped down immediately after the visitor has left before new visitors enter outside of the daily schedule
- Windows will be opened for at least half an hour each morning after opening and half an hour each day before closing to air out the space (weather permitting)
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In the museum each week:

- Floor must be vacuumed while wearing a non-medical mask once per week
- Floor must be washed once per week
- Non historic, non-glass surfaces must be cleaned
- Glass must be cleaned first with disinfectant and then glass cleaner

In the Building:

- Both Men's and Ladies washroom on Second Floor will be cleaned once per day by the Museum Staff and Bi weekly by District of Stewart Custodian
- If any staff members in the building provide access to the washroom to either visitor/guest or staff member uses washroom, they must IMMEDIATELY clean and sanitize the toilet seat and flush handle, the taps, soap dispenser, change table, and door handles (inside and out). Washrooms remains out of order until this is done.

How to sanitize in the museum

In the Museum we will be using a Sure 5 RTU (Government Approved) to disinfect commonly touched non-heritage surfaces. Alternate would be bleach and water however this must be used with caution due to staff allergies.

if you observe someone touching an artifact or heritage item (e.g. the railroad spike) the item must then be isolated/removed from the display. Report the incident to the curator immediately, do not touch the item without gloves

How to mix bleach/water

- it is effective for 24 hours only, so do not mix more than is needed for 1 day's use
- wear nitrile gloves while mixing and using bleach
- **Never** mix with vinegar or other acids like lemon juice, ammonia-containing products (such as Windex), or rubbing alcohol
- **Solution (recommended by Health Canada): 250 mL (1 cup) of water per 5 mL (1 teaspoon) bleach**
- When using on surfaces, allow the surface to air dry completely before using again
- Dispose of any leftover bleach mixtures so people won't mistake them for something else or mix them with other products by mistake.
 - o Pour the extra bleach solutions down the wash sink in the accessible washing, running a steady stream of water down at the same time. Thoroughly rinse out the sink, and allow the water to run down the drain for at least 30 seconds after rinsing

Fourth Level (Masks/other PPE):

- Hand sanitizer at front of museum - all visitors must use sanitizer when entering the space
- Hand sanitizer in Admission/ Gift Shop and Admin/research office for staff if needed, but handwashing preferred/encouraged
- Non-medical masks: 1-2 given to each staff, they are responsible for washing and determining when/if they want to wear them
 - o If a staff member **must** work (i.e. unavoidable situation) within 2m/6 ft with another staff member or member of the public, a mask will be worn by staff (e.g. moving an artifact)

- o “How to wear a mask” poster will be shown to staff and posted in museum staff area
- Nitrile gloves must be worn when handling artifacts or archival items that may immediately be handled by another person (within 5 (?) days), or when more than one-person handling object at same time
- Nitrile gloves will be worn if receiving cash (e.g. completing revenue summary, emptying donation bin). Gloves must be immediately discarded.

Step 3: Policies

Illness policy

☒ If at any time a staff member or guest of the museum has difficulty breathing or chest pain, call 911 immediately

- Anyone (staff or guest) who has had symptoms of COVID-19 in the last 10 days or develops new symptoms must self-isolate and not come into the museum for any reason
- 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, and are not to come to the museum for any reason
- Signage provided by WorkSafe BC outlining these procedures will be posted at the front of the museum.

For workers who start to feel ill at work or before arriving at work:

- Report symptoms to the manager (Curator) immediately
- The worker will be asked to go straight home if they are already at work. They will be asked not to enter any additional workspaces, use the washrooms, or access building common areas
- All workers are expected to remain at home in isolation for 14 days (or as recommended by Public Health authorities) after developing any symptoms related to COVID-19.
- All leave required due to COVID-19 is unpaid, job-protected leave.
- All surfaces and items that a sick worker has been in contact with must immediately be disinfected with bleach water solution and/or isolated from other staff use for 5 days.

Public washroom policies STEWART MUSEUM/Court House Building)

- The second floor Men’s and Ladies washrooms will be locked at all times.
- if staff provide access to the washrooms to a non-tenant or to a non-staff member of the museum, they must IMMEDIATELY clean and sanitize the toilet seat and flush handle, the taps, soap dispenser, change table, and door handles (inside and out). Washroom remains out of order until this is done.

Step 4: Communication and Training

- All staff and volunteers, Board Members, must be trained on the new policies before beginning work, or meeting in Museum before museum opens to the public
 - o All staff will be required to sign a letter stating they received the training acknowledge their responsibilities, and that they commit to following procedures
- Signage (see above) will be posted by the Curator. Curator is responsible for changing/adding/replacing/updating signage as required
- Policies and protocols that affect visitors will be posted in clear signage. All visitors will be greeted by staff who will provide an outline of the procedures.
 - o Any visitors found to be in violation of the museum's policies or acting inappropriately (e.g. not maintaining physical distance) will be asked to leave the premises

Step 5: Monitor

- This policy will be reviewed every 2 weeks by the Curator and updated as required

STEWART MUSEUM/ STEWART HISTORICAL SOCIETY
703 Brightwell, Stewart BC V0T 1W0 250-636-2229

Employee Agreement - COVID-19 Safety Plan

In signing I agree that I have been provided a copy of the STEWART MUSEUM/STEWART HISTORICAL SOCIETY COVID-19 Safety Plan and have been provided training by the Curator on the policies and procedures contained in the Plan. I agree that I will abide by the measures included in the Plan, and that I will adhere to all public health measures outlined by the Province of British Columbia as they pertain to COVID-19 while working for the STEWART MUSEUM/STEWART HISTORICAL SOCIETY. Any illness or symptoms of illness during my period of work or for up to 14 days following my last day of work at the Museum will be reported immediately to the Curator.

Signed:

(signature)

(print name)

(date)

STEWART MUSEUM Curator signature

Stewart Museum Daily Checklist

Morning (between 9am-12pm)

- Ensure hand sanitizer at front entrance is sufficiently full
- Windows in office, main galleries and stair well, opened a few inches for 15-30 minutes (weather permitting)

Items that must be cleaned using the SURE 5RTU and or bleach/water solution (250 mL (1 cup) of water per 5 mL (1 teaspoon) bleach) before opening:

- Light switches (including all office, gallery, and back room area switches)
- Museum door handles Archives door handle
- Keyboards and mice at each station in use
- Back door handle
- **Window handles and latches (?)**

End of Day (between 3:45pm and 5pm)

- Front door locked by last user
 - Check with government agents and advise that we are leaving building
- Ensure hand sanitizer at front entrance is sufficiently full
- Windows and doors closed and locked

Items that must be cleaned using the SURE 5 RTU and or bleach/water solution (250 mL (1 cup) of water per 5 mL (1 teaspoon) bleach) before 12pm opening:

- Light switches (including all office, gallery, and back room area switches)
- Museum door handles/push surfaces Archives door handles
- Keyboards and mice at each station in use