

# BULKLEY VALLEY **m**useum

## Bulkley Valley Museum COVID-19 Safety Plan

**Note:** This is a modified version of the Museum's internal staff plan, containing details relevant to the general public. Full plan available upon request, contact the curator, Kira Westby at [curator@bvmuseum.org](mailto:curator@bvmuseum.org)

**Last updated: March 29<sup>th</sup> 2021**

## 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 Board of the Central Park Building Society and the Smithers Art Gallery. The plan takes effect June 1<sup>st</sup> 2020 and will remain in effect until the COVID-19 pandemic is declared over by public health officials in BC.

All staff, volunteers, and visitors to the BV Museum must adhere to these policies.

## 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

## Who this policy includes:

- Museum staff: staff members are any paid individuals that work in the museum for at least 2 hours a week
- Volunteers: anyone who works in the museum's staff-only spaces for over 2 hour per week on a regular basis
- 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, and board members.

## Step 1: Risk Assessment

### Areas where people gather:

- Museum office/gift shop area
- Exhibition gallery
- Common areas of building: washrooms, front entrance, staircase

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

Staff to Public or public to public interactions occur:

- Office – administration work
- Front hallway, upstairs hallways/landing (with other building tenants or guests)
- Bathrooms
- Exhibition gallery (with guests, including service delivery)
- Office phones

## Surfaces that people touch often

- Various spaces outside of the museum proper (front door, bathroom doors, bannister especially)
- Inside museum: windows, front door, back door, Room 6 door, back room door, vault door, computers, keys, gift shop items, brochures/pamphlets

## Step 2: Protocols

### First Level Protection (Elimination)

**All staff must maintain a physical distance of 2m/6ft from other staff, volunteers, or visitors.**

Occupancy limits:

**A maximum of 5 staff members and/or volunteers may work in the museum at any one time.** They must be distributed throughout our work spaces based on the guidelines below.

Maximum number of visitors is guided by the specific space guidelines below. **Generally, we want no more than 5 non-related people in the gallery at any one time.** 6 or 7 may be accommodated if they are all from the same family unit.

#### **Areas in which visitors and staff may be distributed:**

**Office:** maximum of 4 people (staff and visitors) at one time. Only 1 member of public at a time in gift shop. Only one person per/desk.

**Exhibit gallery:** **maximum of 5 at any one time, including staff** (e.g. 4 visitors 1 staff, 2 visitors 3 staff, etc.). 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 limits for gallery areas:

- B-36 gallery: 1 person at a time (or 2 people from same household)
- Main gallery space (entrance to window): 2-3 people at a time
- Witsuwit'en gallery: 1 person (2 people from same household)
- Railroad exhibit space: 1 person (2 people from same household)

***Other specific occupancy limits for staff-only areas included in the staff version of this plan.***

***Information available upon request.***

### Second Level (Engineering controls)

- **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, etc.)
- **Floor symbols** - directionality arrows to guide staff and visitors
- **Barriers** – extra gift shop table in front of Holly’s desk
- Seating (rocking chair), kids’ activities, touch screens and guest book will all be removed
- **Brochures and guides** – signage indicating people must take only what they want, and a discard bin for any picked up but not taken. Can be isolated for 7 days and then reused

- **Museum door** – must be closed by staff once we have hit our maximum number of people allowed in the space

#### Central Park Building policies

- The front door of the building is to be locked whenever the Art Gallery and/or Museum are not open to the public
- **No public washrooms are available at this time.**

#### Third Level (Administrative)

*Specific staff administrative measures are part of the museum staff version of this plan. Information available upon request.*

#### Cleaning Protocols: Central Park Building

- if staff provide access to the staff washroom 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).
  - o Washrooms remains out of order until this is done.

#### Cleaning Protocols: Museum

##### **Staff 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 work station
- 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:

- High touch surfaces will be disinfected with Sure 5 and/or a bleach-water solution **once per day minimum, and as needed**. See attached checklist below that outlines surfaces that must be cleaned
- 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)
  - o Includes: 1 office window, window in main gallery area, and 1 window in rail exhibit; 1 window in Room 6

##### In the museum each week:

- Floor must be vacuumed once per week. Do not sweep as this can make particles airborne.
- Non historic surfaces (e.g. display cases) likely to be touched by guests are cleaned with Sure 5 or the bleach-water solution every 2 days
  - o If staff observe a guest handling excessively touching a display case, leaning on it, etc., it will need to be wiped down immediately after the visitor has left before new visitors enter outside of the daily schedule

- When cleaning display cases, spray the solution onto a paper towel/cleaning cloth and then wipe. **Do not spray near artifacts**

#### *How to sanitize*

In the Museum we will use Sure 5 cleaning product (DIN 02471957, approved by Health Canada as a disinfectant for COVID as of May 26 2020), or a bleach water solution to disinfect commonly touched non-heritage surfaces.

- ➔ The item must remain wet for several minutes to be considered disinfected. Spray and then wipe excess to eliminate drippage. Ensure that surface is saturated. Let air dry.

\*\*\*if you observe someone touching an artifact or heritage item (e.g. the railroad desk), report the incident to the curator. Do not touch the item without gloves\*\*\*

#### Fourth Level (Masks/other PPE):

- Hand sanitizer at front of museum – all visitors must use sanitizer when entering the space
- Hand sanitizer in Room 6 for staff if needed, but handwashing preferred/encouraged
- Non-medical masks: As per the provincial health order of November 19<sup>th</sup> masks are mandatory for all staff and visitors when in any space within the Central Park Building. Masks may be removed for eating/drinking at the employee's specific workspace but otherwise must be worn at all times, particularly when leaving the office spaces for the more public gallery, hallways, Art Gallery, etc.
- Nitrile or cotton gloves should 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

## 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**

**Signage provided by WorkSafe BC outlining will be posted at the front of the museum stating:**

- Anyone (staff or guest) who has had symptoms of COVID-19 in the last 14 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

#### Self Assessment for Staff and Volunteers:

- All staff and volunteers must conduct a self daily health check before entering the museum as per the provided Health Check poster
- Any staff or volunteers with Covid-19 symptoms are asked not to come to work until symptoms are gone, or, 14 day quarantine has been completed, or, a negative Covid-19 test has been secured

For staff or volunteers who start to feel ill at work after 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 COVID-19 symptoms, or until a negative COVID-19 test has been secured.

*Specific HR policies for COVID related to leave, sick days, etc. included in the staff version of the COVID plan.*

#### Public washroom policies (Central Park Building)

- All washrooms are closed to the public and doors are to remain locked at all times
- If museum staff provide access to the staff washroom 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) with Sure 5. Washroom remains out of order until this is done.

#### Occupancy and cleaning policies

See occupancy policies outlined above

See Daily Cleaning checklist and Protocol for Greeting Visitors below for specific procedures

#### Researcher access policies

- The table and hard surfaces of the chair will be wiped with Sure 5 or bleach water after use by the researcher
- Researchers must abide by all other public access policies
- Where possible research materials will be scanned by staff and sent via email to the researcher
- to the researcher

### Step 4: Communication and Training

- All staff and volunteers must be trained on the new policies before beginning work and before museum opens to the public
- 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