



## **Smithers Gallery Association COVID-19 Safety Plan**

### 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 BV Museum. The plan takes effect June 1<sup>st</sup> 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 Smithers Gallery Association 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 June 1st. All volunteers will be given a hardcopy on their first day of work after June 1st. The plan is to be posted in the gallery 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 gallery for a limited number of hours per day, for limited days of the week. It anticipates use of the gallery by 1-4 staff members or volunteers and 1-6 visitors.

This policy does not cover: educational program delivery in the gallery, public events (indoor or outdoor), hosting meetings in the gallery, or use of Creation Station by gallery staff or by the public.

### Who this policy includes:

- Gallery Staff: staff members are any paid individuals that work in the gallery for at least 2 hours a week
- Volunteers: anyone who works in the gallery'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 gallery 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:

- Office/Kitchen
- 3<sup>rd</sup> Floor Storage Area
- Art Gallery Exhibition Space
- Artisan Shop
- 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
- Gallery Exhibition Area (with guests, including service delivery)

Staff to staff interactions occur:

- Office – discussing work, taking breaks, eating
- Gallery – discussing exhibits/presenting information (public)
- Storage Room – retrieving items/materials, conducting work

## Shared Tools, Equipment

- Computers
- Photocopier/Printer & Cricut
- Packing materials (i.e. bags, bubble wrap)
- Office supplies

## Surfaces that people touch often

- Everything outside of the gallery proper (front door, bathroom doors, bannister especially)
- Inside gallery: windows, front door, back door, light switches, computers, keys, artisan shop shelving and items

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

**Office:** maximum of 2 people (staff and visitors) at one time. Only one person per/desk.

**Exhibit gallery:** **maximum of 6 staff and/or visitors at any one time** (e.g. 4 visitors 1 staff, 2 visitors 3 staff, etc.). The only exception would be if there are more than 6 people all from same household –staff will ensure they are maintaining physical distancing from said household at all times.

Recommended gallery area space limits:

- The gallery has been set up in to zones. Each zone can only have 1 person in it or members of a household.
- There are 6 zones in the gallery and 1 zone in the artisan shop

**Storage Room:** 2 people (one in each section – wait until 1<sup>st</sup> staff is in back of space before second enters) – staff only. 2 allowed if retrieving an artifact together but consider wearing a mask

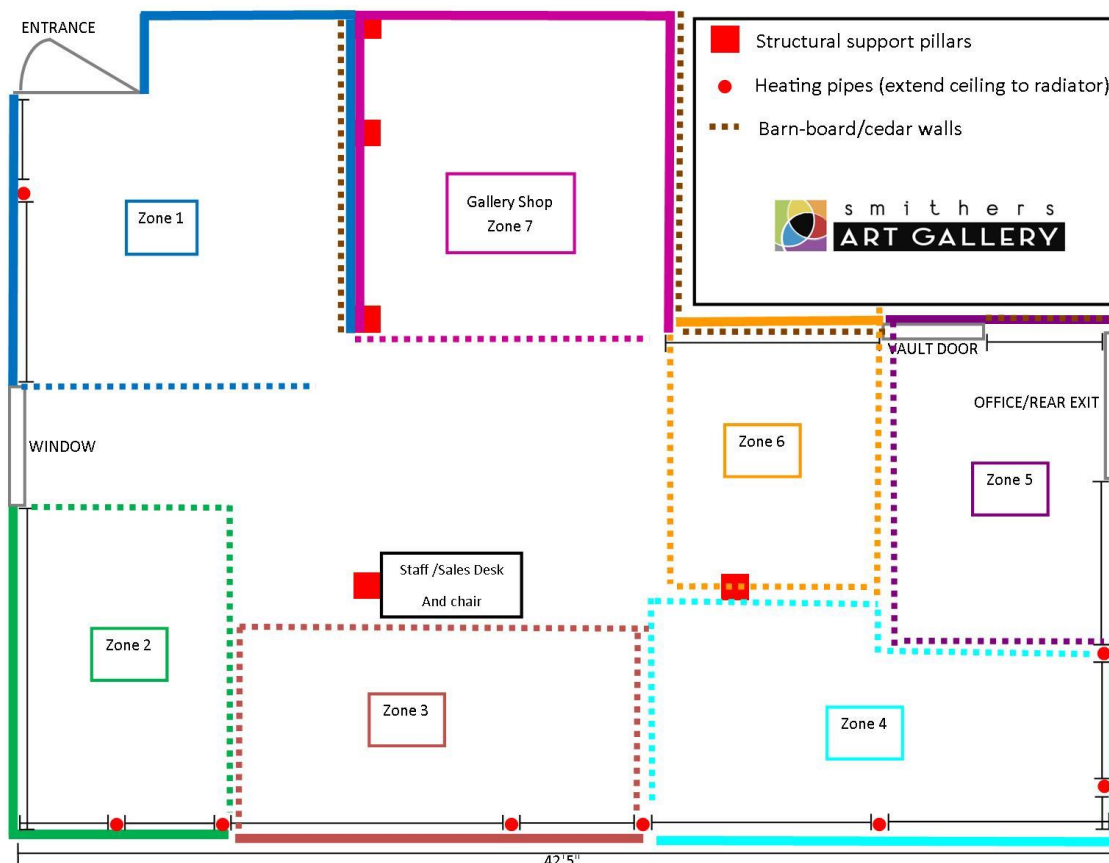
**Museum Staff:** Staff from the museum will need to access their archives in our gallery space. They have been notified must respect the occupancy limits of the Art Gallery. Staff members are encouraged to retrieve as much as they can from the Archives at one time to make infrequent trips into the space, and to make trips before/after Art Gallery opening hours if possible.

### Second Level (Engineering controls)

- Signage – front door, in gallery (do not touch artworks) in office, gift shop (“items not sanitized, do not touch unless buying”, etc.), staff areas (hand washing, etc.) back of door (gallery has reached capacity – please wait outside main door for staff to let you in)
- Floor symbols (to indicate zones for viewing art) and directionality to guide staff and visitors
- Seating will be repurposed for art display or removed
- Brochures will be removed, with examples on display. Visitors can ask staff for the items
- When capacity is reached in the gallery, staff will close the door to the gallery to make signage visible

### 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
- The second floor and first floor men’s washrooms are to remain locked at all times and are not to be used by staff
- The main floor accessible washroom is for staff and tenants of the building only. **No public washrooms are available.**
  - o 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. However, that's also easier than cleaning up after a kid who pees in the gallery!

### Third Level (Administrative)

- Computers: one designated work station/person.
  - o If switching work station/computer/photocopier/cricut, hands must be washed before and after use, and keyboard and mouse must be wiped with bleach spray or commercial disinfectant
- Gallery mugs, cutlery, etc. – everyone will be given a set of dishes that will be on an individually labeled shelf for each staff member in the kitchen area. Each staff person may only use their assigned items and are responsible for washing and drying them with either paper towel or an assigned set of dishcloths.

### Cleaning Protocols: Central Park Building

- the staff accessible washroom (main floor) will be cleaned once per day by the CPB custodian
- if staff provide access to the staff washroom to a non-tenant or to a non-staff member of the gallery, 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.

### Cleaning Protocols: Gallery

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 work station
- before and after using shared equipment (e.g. printer, computer)
- when entering the gallery from another work area (e.g. storage room)
- before and after eating any food

### In the gallery each day:

- High touch surfaces will be cleaned and then disinfected with a bleach and water solution (or commercially available disinfectant) **twice per day**. See attached checklist below.
  - o Cleaning will happen each day between 9am-12pm (opening) and 3:45 pm and 5pm (closing). *This schedule based on 12-4pm opening, and subject to change*
- If staff observe a guest handling anything in the exhibit or shop, 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
- Gallery and Office 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)

### In the gallery each week:

- Floor must be vacuumed while wearing a non-medical mask once per week
- Floor must be washed once per week – may require more with weather conditions

### How to sanitize

We will use a bleach water solution to disinfect commonly touched surfaces or a commercially available disinfectant cleaner.

### 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
- use caution when mixing to avoid splashing, cover any open skin
- **Never** mix with vinegar or other acids like lemon juice, ammonia-containing products (such as Windex), or rubbing alcohol
- Ensure spray bottle is marked "**bleach solution**"
- **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 washroom, 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 gallery – all visitors must use sanitizer when entering the space
- Hand sanitizer on staff desks but handwashing is always preferred
- Non-medical masks: 1-2 given to each staff, they are responsible for washing and determining when/if they want to wear them as per Northern Health guidelines
  - 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 large artwork or artisanal piece)
  - o "How to wear a mask" poster will be shown to staff and posted in gallery staff area
- Nitrile gloves will be worn if receiving cash (e.g. shop sales, emptying donation bin). Gloves must be immediately discarded.

## Step 3: Policies

### Illness policy

**→ If at any time a staff member or guest of the gallery 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 gallery 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 gallery for any reason

- Signage provided by WorkSafe BC outlining these procedures will be posted at the front of the gallery.

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

- Report symptoms to the manager 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.
- Any leave required due to COVID-19 is unpaid, job-protected leave as per provincial guidelines
  - o Full time permanent workers will be given 5 paid sick/personal days a year for any required isolation/illness during the COVID-19 pandemic. **This is a temporary HR policy change** and may be rescinded in future.
    - Staff may also use vacation time to cover any other unpaid leave if they wish.
  - o Temporary/contract workers will be given 1 paid sick day per every 4 weeks of their contract (e.g. 2 for 8 weeks, 3 for 12 weeks, etc.) for any required isolation/illness during the COVID-19 pandemic. **This is a temporary HR policy change** and may be rescinded in future.
- All surfaces and items that a sick worker has been in contact with must immediately be disinfected with bleach water solution or commercially available disinfectant and/or isolated from other staff use for 5 days.

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

- The second floor and main floor men's washroom are to be locked at all times
- The accessible washroom is available for tenant or staff use only. It must be locked when not in use
- if staff provide access to the staff washroom to a non-tenant or to a non-staff member of the gallery, 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 must be trained on the new policies before beginning work and before gallery 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 manager. The manager 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 gallery'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



s m i t h e r s  
**ART GALLERY**

1425 Main St. (PO Box 2615), Smithers, BC V0J2N0 | 250-847-3898 | [www.smithersart.org](http://www.smithersart.org)

**Employee Agreement – COVID-19 Safety Plan**

In signing I agree that I have been provided a copy of the Smithers Gallery Association's COVID-19 Safety Plan, and have been provided training by the Manager 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 Smithers Gallery Association. 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 Gallery will be reported immediately to the Manager.

Signed:

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(signature)

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(print name)

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(date)

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Smithers Art Gallery Manager signature



## **Smithers Art Gallery Daily Checklist**

### **Morning (between 9am-12pm)**

- ☐ Front door is locked until 12pm
- ☐ Ensure hand sanitizer at front entrance is sufficiently full
- ☐ Windows in office, and art gallery, opened a few inches for 15-30 minutes (weather permitting)

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

- ☐ Light switches (including all office and gallery)
- ☐ Gallery door handles/push surfaces
- ☐ Fridge door handle (unless fridge is not being used by anyone)
- ☐ Microwave door handle (unless not used by anyone)
- ☐ 3<sup>rd</sup> floor storage door handles (unless not used by anyone)
- ☐ Staff desk and chair (hard surfaces) in main gallery area
- ☐ Archives vault 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 is locked at 4pm
  - ☐ Check with Museum to see whether they still have a visitor/alert them you are locking the door and that they will need to see their last guest out
- ☐ Ensure hand sanitizer at front entrance is sufficiently full
- ☐ Windows in office and main gallery is opened a few inches for 15-30 minutes (weather permitting)

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- ☐ Gallery door handles/push surfaces
- ☐ Fridge door handle (unless fridge is not being used by anyone)
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- ☐ Archives vault door handle
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