

# Roedde House Museum

## ----- COVID-19 SAFETY PLAN -----

1415 Barclay Street, Vancouver, BC

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### Step 1: Assess the risks

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.
  - In assessing risks, we have involved staff, board and volunteers.
  - We have identified areas where people gather within the museum: the den, entrance and office.
  - We have identified job tasks and processes where staff and volunteers are close to one another or members of the public: greeting visitors; making gift shop sales; working in the office; training volunteers; acting as liaison for contractors.
  - We have identified the supplies and equipment that staff and volunteers share while working: tablets, office computer, sign-in binder, square reader and printer.
  - We have identified surfaces that people touch often: doorknobs, stair rails, outdoor signage, kitchen and bathroom sinks, and light switches.

### Step 2: Implement protocols to reduce the risks

Different protocols offer different protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required.

Protocols from worksafebc.com have been reviewed, selected, adjusted for relevance to Roedde House Museum, and implemented to minimize the risks of transmission.

#### Protocols:

- **First level protection (elimination):**
  - We have established and posted an occupancy limit for our premises online and communicated this to our staff and volunteers. Limiting the number of people in a workplace is a way to ensure physical distancing is maintained.
  - In order to reduce the number of people on site, we have considered work-from-home arrangements when needed, make use of virtual meetings, have rescheduled work tasks, and limited the number of visitors in the museum (no more than 15 at any one time).

- We have established and posted occupancy limits for all rooms in the museum.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible.
- **Measures in place:**
  - Our coordinator is set up to work from home when needed.
  - Schedules have been adjusted so the office is shared by staff for only 2 days a week.
  - Volunteers are stationed in different rooms at either end of the house.
  - Room occupancy is posted outside each room.
  - Occupancy of no more than 15 people at any one time in the museum has been established.
  - Time-ticketed entry has been established to limit visitors to no more than 5 within 1 hour's time.
  - Tour days open to the public have been reduced to 3 days a week with limited hours in a day.
  - We have posted COVID-19 protocols using signage for both workers and visitors throughout the museum.
  - We have prohibited the use of high-touch displays through signage or physical barriers.
  - We have limited personal items being stored in the office.
  - We have control access to entry points for visitors and deliveries and designated a new entrance for point of entry by a washroom so visitors can wash hands with soap and water upon entering.
  - Hand sanitizer is available at the entrance and exit.
  - We have manage the flow of people by implementing a one-way tour route.
  - Group tours, school tours, concerts and other events have been cancelled or restricted in number or are now only accessible online in order to keep with the provincial health officer's order on gatherings.
- **Second level protection (engineering controls):** Barriers have not been necessary as distancing and administrative controls take precedence. Outside visitors are no longer permitted use of the toilet (unless in an emergency) to minimize risk.
- **Third level protection (administrative controls):**
  - We have established rules and guidelines for how staff and volunteers should conduct themselves.
  - We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

**Measures in place: Roedde House Safety Plan**

- **Fourth level protection (PPE):**
  - We have reviewed the information on selecting and using masks and instructions on how to use a mask.
  - We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
  - We have trained workers in the proper use of masks.
- Measures in place:**
  - Anyone entering the museum must wear a mask.

**Implement effective cleaning and hygiene practices:**

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, shared desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have put in restrictions to simplify the cleaning process.

### **Step 3: Policies**

Policies developed to manage the workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how staff and volunteers can be kept safe in adjusted working conditions.

Our workplace policies ensure that staff, volunteers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.
- Visitors are limited in the workplace.
- We have a working alone policy in place (if needed).
- We have a work from home policy in place (if needed).
- Staff and volunteers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick staff or volunteers should report to the manager, even with mild symptoms.
- Sick staff or volunteers are asked to wash or sanitize their hands, provided with a mask, and isolated.
- Sick staff or volunteers are instructed to go straight home. If the person is severely ill (e.g., difficulty breathing, chest pain), we call 911.
- We will clean and disinfect any surfaces that the ill worker has come into contact with.

### **Step 4: Communication plans and training**

We will ensure everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at our workplace.

- We have a training document to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.

- We have posted on our ticketing page indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Our manager has been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

#### **Step 5: Monitoring the workplace and updating our plans as necessary**

Things may change as the museum operates. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures and involve staff and volunteers in this process. We will continue to review and update our COVID-19 safety plan.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know to go to our manager with health and safety concerns.
- When resolving safety issues, we will involve staff and executive board members.

#### **Step 6: Assess and address risks from resuming operations**

- We have a training plan for new staff.
- We have a training document for staff and volunteers taking on new roles or responsibilities.