

## The Old School House Arts Centre COVID-19 safety plan

In preparation for the reopening of the Old School House Arts Centre our staff has prepared this plan for the resumption of professional and public activity. The arts centre will be monitoring reopening closely and is meeting monthly with the Board to be sure we follow contemporaneous protocols and safety procedures. This plan is designed to protect the employees and visitors of the Arts Centre and contribute to British Columbia's efforts to prevent the spread of COVID-19.

### **MEASURES**

1. Accessibility:
  - a. Ensure that protocols and procedures are accessible for visitors and staff with varying abilities.
2. Quantified and monitored management of visitor capacity in museum spaces:
  - a. Visitors and staff will use the self-screening tool before attending, <https://bc.thrive.health/covid19/en>.
  - b. Front desk volunteer will track number of people in the building with a limit of 50 (including the resident artists in their studios)
  - c. No events with more than 6 people.
  - d. External and interior signage indicating COVID-19 physical distancing protocols.
  - e. Visitors and staff are given information about physical distancing and wayfinding markings are installed in the exhibition space and throughout the building as well as at the front desk.
  - f. Entry into Gallery and exhibitions is regulated to prevent congestion, one door for entry one for exiting, with the exception of our ramp for those with special needs, which will be both an entry and exit point carefully monitored and sanitized by our volunteers.
  - g. All interior Gallery doors propped open to minimize handle touching.
  - h. Plexi glass shields installed at front desk and gift shop to protect staff and visitors.
  - i. connecting door from Gift shop will be for exit only. Gift shop will have its own entrance and exit (one door for each).
3. Health Standards (to be applied in accordance with WorkplaceBC and updated as required):
  - a. Hand sanitizer available at entrances for public and staff use. Additional hand sanitizer stations in visible locations though out the building, including Gift shop and Front desk.
  - b. Hygiene, cleaning, and disinfection:
    - i. Exhibitions
    - ii. Washrooms are closed to the public and volunteers and resident artists are required to wipe down washrooms after use.

iii. Clean electronic devices (terminals, POS, etc.) after each use at the front desk and the gift shop.

iv. Disinfect educational and hands-on materials if used in the classroom, though students and teachers will be encouraged to bring their own materials and not share.

c. Personal Protective Equipment:

i. Both visitors and staff required to wear non-medical masks

ii. Gloves provided to staff and volunteers for cleaning purposes

d. Infrastructure for reception and service areas:

i. Plexiglas protection is installed for service counters (front desk, gift shop, giftshop artist).

ii. Cashless or no-contact payment to be used.

iii. Clear signage to direct the flow of visitors and use of appropriate cordoning measures (plynths and barrier systems)

e. Management of symptomatic cases:

i. Visitors and staff will use the self-screening tool before attending, <https://bc.thrive.health/covid19/en>.

ii. Any staff or visitor who exhibit signs of a cold, flu or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue must leave the Gallery immediately

f. Management of Gallery Services staff and volunteers:

i. Individuals must consider extra precautions if they are at increased risk of a more severe illness because they are over 60 years old, or if they have compromised immune systems or underlying chronic medical conditions.

ii. Employees must stay home if they have COVID-19 symptoms including a cough, sneezing, runny nose, sore throat and fatigue.

4. Wayfinding:

a. Accessible routes with directional, one-way signage on the floor and posted signage in public spaces, exhibition spaces, and service areas.

b. Separate entrances and exits to avoid encounters, volunteers with walkie talkies to monitor flow throughout the building and prevent congestion.

c. the Volunteer on duty will manage the disinfection of accessibility-related devices (seating, service entrance, etc.)

5. Communicate clearly in a reassuring and caring way:

a. Make sure that instructions and guidelines are visible onsite.

- b. Have volunteer onsite (reception desk) to remind visitors of hygiene and safety procedures.
- c. Regularly communicate hygiene and public health measures.
- d. Volunteer will also act as gallery monitor to remind visitors to maintain safe distancing.

6. Managing All Staff:

- a. Staff will use the self-screening tool before attending, <https://bc.thrive.health/covid19/en>.
- b. Staff are given information about physical distancing.
- c. 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.
- d. Employees who have cold, flu, or Covid-19 symptoms including any coughing or sneezing will not come into the workplace. Staff entrance to be used for entry and exit of building to decrease traffic in the lobby.
- e. Staff encouraged to meet external parties by appointment only and to share our COVID-19 protocols with guests.
- f. Work from home encouraged where possible.
- g. No work-related international travel for staff.
- h. Staff lunchroom restrictions in place.
- i. Staff must wipe down washrooms after use.

7. Reopening Board Support:

- a. Meets regularly to monitor adherence to guidelines and recommendations from PHO and WorkSafe BC.
- b. Monitors Gallery compliance to Covid-19 Safety Plans.
- c. Makes updates to this document, as necessary.