



COVID-19 PROTOCOLS – FACILITY PROCEDURES FOR STAFF & VISITORS

Terminology

“Staff” include arts administrators, contract staff, and instructors

“Visitors” include volunteers, patrons, and students

General Preventative Measures

- Practice Social Distancing:
 - o Ensure 2 metres (at least 6’6”) away from any other individual while indoors;
- Practice Proper Handwashing:
 - o Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathrooms; and before eating or preparing food;
 - o When washing is not available please access disinfectant;
- Avoid touching your eyes, nose, and mouth with unwashed hands;
- Avoid close contact with people who are sick;
- Do not share food/drinks;
- Wear a face mask or face covering when indoors;

As per WorkSafe BC guidelines, do not come to work or visit if:

- You are ill, whether or not the illness has been confirmed as COVID-19;
- If you have travelled internationally, you must remain away from the workplace for at least 14 days;
- You have an ill person in your home (this means a person who is experiencing symptoms similar to COVID-19);
- You share a residence with a person who has been exposed to COVID-19;

If you become sick:

- Use the self-assessment tool at <https://bc.thrive.health/covid19>, contact your doctor, or call 811 for direction on COVID-19 testing and contact tracing requirements if you have a fever, a new cough, or are having difficulty breathing;
- Do not come to work, volunteer, or visit;
- If you have to cough or sneeze, try to do it into your elbow or tissue, and then throw out the tissue if used and wash your hands afterwards;

If you become sick while at work, or while visiting or volunteering at the facility:

- Inform the most senior staff person available by email or phone and leave immediately;
- If you are not able to leave immediately:
 - o Protect yourself and others by wearing a mask;
 - o Wash your hands;
 - o Try to isolate yourself while you wait to be able to leave;
- Staff responsible for facility cleaning must clean and disinfect the space where the person was separated and any areas used by them (i.e. bathroom, office, common areas);
- Should we ultimately learn, officially, a staff member, volunteer, or visitor has tested positive for COVID-19, the artist-run centre will be immediately closed. Interior Health will be notified.

Sanitizing and Cleaning Procedures

- All staff, volunteers, instructors, and students must wash their hands when they arrive at the facility;
- Disinfectant or Hand sanitizer will be provided and located in the following locations:
 - o Entrance
 - o Office
 - o Storage room
- Use available disinfectant to disinfect your workspace as needed and to disinfect frequently touched objects and surfaces;
- Handwashing and hand sanitizing are preferable to wearing gloves. You may choose to wear gloves if you wish, however this does not replace hand washing and sanitizing. Replace your gloves every time you wash your hands;

Shared Spaces, Devices, and Materials

- Shared spaces, devices, and materials must be disinfected after use (i.e. door handles, furniture, equipment, carts, etc.)
- Shared spaces include:
 - o Entrance
 - o Office area
 - o Bathroom
 - o Storage area
 - o Mailbox

- Shared devices, materials, and equipment include:
 - o Sinks
 - o Printer
 - o Desk
 - o Library
 - o Membership binder
 - o Filing cabinets
 - o Tool cart and tools
 - o Art supply cart and materials
 - o Projectors and audio equipment
 - o Folding chairs
 - o Folding tables
 - o Props and other materials

Cleaning Procedures

Overview: A professional cleaning company is responsible for routine cleaning for indoor areas of the facility. Staff is responsible for sanitizing their workspaces prior to leaving the facility. Thorough cleaning procedures are completed prior to and following each visiting period for exhibitions, each art class, and meetings or tasks required by a group inside the facility.

Custodial Surface Cleaning

- Wipe down entrance doors and windows
- Wipe down benches
- Wipe down washroom door handles and any dirt or smudges on walls or doors
- Wipe down washroom, as necessary
- Wipe down all light switches
- Wipe down office space, desk, filing cabinet, and equipment including printer, pens, and shared surfaces/objects
- Wipe down sink, refrigerator, and any used carts and/or materials housed in the storage room
- Wipe down heating and air-conditioning controls
- Wipe down window blind apparatus

Floors:

- Dry mop entrance, gallery floors, bathroom, and storage room
- Once all dirt and loose debris has been picked up, wash all floors with mop and bucket using cleaner in the bucket of water

Building Access

Building Access for Staff

- Maintain safe social distancing guidelines of six feet/two metres between people when entering and leaving the facility. Do not enter or leave the facility in groups;
- Health Declaration, in writing;
- Wear face mask or face covering when indoors;

Building Access for Instructors

- Instructors will be able to access the facilities up to one hour prior to their class;
- Instructors are expected to sanitize their hands and encouraged to wear face masks or face coverings during their time in the facility with other visitors;
- Assess the facility and follow the cleaning protocols;
- Health Declaration, in writing;
- The front door will be propped open during the class to limit surface contact (weather permitting);
- Instructors are responsible for assisting students with the following protocols upon entering the building:
 - o A table will be set up inside the front doors with hand sanitizer and signage around visitor expectations while in the facility – includes contact tracing sign in sheet;
 - o Students will be asked to sanitize their hands;
- If a student appears to exhibit symptoms (coughing, sneezing, shortness of breath, fever), they will be asked to leave;
- Instructor will follow necessary closing and cleaning protocols at the end of their class;

Building Access for Visitors

- The front door will be propped open during hours of operation to limit surface contact (weather permitting);
- When visitors enter the building:
 - o A table will be set up inside the front doors with hand sanitizer and signage around visitor expectations while in the facility – includes contact tracing sign in sheet;
 - o Visitors will be asked to sanitize their hands;
- If a visitor appears to exhibit symptoms (coughing, sneezing, shortness of breath, fever), they will be asked to leave;
- Wear face mask or face covering when indoors;

Building Access for Patrons

- The front door will be propped open during hours of operation to limit surface contact (weather permitting);
- Exhibition viewing will be limited to **8 people** maximum at a time, including gallery staff and volunteers;
- To support physical distancing among patrons, entry will be staggered and controlled by these measures:

- Reserve visiting appointment online prior to arrival;
- Patrons will receive communication prior to exhibition operating hours encouraging them to wear face masks or face coverings and to reserve their appointment prior to arrival;
- Hand sanitizing: All Patrons must sanitize hands upon arrival;
- If a patron appears to exhibit symptoms (coughing, sneezing, shortness of breath, fever), they will be asked to leave;

Building Access for Students

- The front door will be propped open during the class to limit surface contact (weather permitting);
- Hand sanitizing: All Students must sanitize hands upon arrival;
- Health Declaration, in writing;
- Wear face mask or face covering when indoors;
- Classes will be limited to up to **6 to 8 people** at a time, including instructor(s)
- Students are expected to disinfect their workstation and any shared materials/surfaces during their class;
- If a student appears to exhibit symptoms (coughing, sneezing, shortness of breath, fever), they will be asked to leave;

Building Access for Volunteers

- The front door will be propped open during the class to limit surface contact (weather permitting);
- Hand sanitizing: All Volunteers must sanitize hands upon arrival;
- Health Declaration, in writing;
- Wear face mask or face covering when indoors;
- Volunteers are expected to disinfect their workstation and any shared materials/surfaces during their shift;
- If a volunteer appears to exhibit symptoms (coughing, sneezing, shortness of breath, fever), they will be required or asked to leave;

Resources

General Prevention

Government of BC: Self Assessment Tool: <https://bc.thrive.health/covid19>

ActSafe Health Declaration:

<https://www.actsafe.ca/wp-content/uploads/2020/05/COVID-19-Worker-Health-Declaration-Fillable-20200522.pdf>

Worksafe: Selecting and Using Masks:

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en>

Worksafe: Instructions on how to use a mask:

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>

Government of BC: Key Steps to safely operating and reducing COVID-19 transmission:

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf

Cleaning & Disinfecting Surfaces

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-cleaning-disinfecting?lang=en>

Additional Resources for employees

OFAA protocols during COVID

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>

Violence Prevention Program resources

<https://www.worksafebc.com/en/health-safety/hazards-exposures/violence>

Worksafe: Administration of First Aid during Covid-19 Information:

<https://www.worksafebc.com/en/health-safety/create-manage/first-aid-requirements>