



# Roedde House Safety Plan

Our safety plan incorporates new procedures for: operations, tours, and cleaning in relation to COVID-19. Herein 'Roedde House Museum' will be referred to as 'RHM'. 'People' refer to staff, volunteers, guests (general public), and Board Directors.

## Step 1: Assess the risk at Roedde House Museum

While assessing the risk of transmission at RHM we did the following:

- involved our Board of Directors of the Roedde House Preservation Society, staff, and volunteers
- identified our key gathering areas
- identified job tasks and processes where people are close to one another
- identified items and equipment that people share while in the museum
- identified surfaces that people touch often

## Step 2: Implement protocols to reduce the risks

RHM has implemented protocols to reduce the risk of transmission in reference to protocols from WorkSafe BC and the most recent updates from the British Columbia Ministry of Health. For our staff, workstations are separated and only to be used by that staff member. Schedules have been staggered throughout the week to minimize the amount of staff in the office including working from home. Volunteers during tour hours will be stationed in different rooms of the museum (closed off areas) with access to a door to the outside (air circulation) – only 2 volunteers are to be on shift per tour day. Only 5 guests (general public) are allowed in the museum per hour. Social distancing will be required between individuals/households/bubbles. 5 guests per hour will allow for appropriate distancing across the entire space of the museum. We have established occupancy limits for shared areas including washrooms and the working kitchen.

No physical contact is allowed between visitors and volunteers in the museum.

### Health Assessment

Guests, staff, volunteers, and Board Directors are asked to use the COVID-19 Self-Assessment tool prior to visiting the museum:

<https://bc.thrive.health/covid19/en>

### Tour procedures

- Docents will greet visitors at a distance and will open the door from the inside.
- They will check in visitors in a touchless manner (scanning in tickets or crossing off names from a list).
- Docents will wear a plastic face shield provided by the museum (only for their use – will not be shared) or a mask at all times while in the museum.
- Visitors must wash their hands immediately upon entering the RHM.

- Docents will give an overview of the self-guided tour and provide sanitized audio tablets to access the audio tour.
- Docents may answer questions from visitors, but must do so at a distance.
- Docents and visitors are not allowed to touch any artefacts in the museum.
- Visitors must follow the one-way direction signs and tour plan around the museum.
- Visitors exit via the 'front' entrance (on Barclay).
- A docent will open the door for visitors to exit and provide hand sanitizer to all visitors.
- Items from the gift shop may be purchased in the Den or Entry Hall via touchless payment methods.
- High touch areas will be sanitized between hourly visitor groups this includes: bannisters/railings, door handles, and audio guide tablets.

### Using PPE

- Docents will wear a clear face shield or mask during their shift.
- Docents will wash their hands often and wear disposable gloves when disinfecting during their shift.
- Visitors must wear masks or face shields during their visit in the museum due to space constraints & to ensure their safety.
- Board members will wear masks during their visit in the museum.
- RHM will provide face shields and gloves for staff & docents.

### Reducing the risk of surface transmission through effective cleaning and hygiene practices.

All people in the museum are instructed to perform regular hand washing with soap and water for at least 20 seconds following the official handwashing guidelines. It is mandatory that handwashing be done:

- Immediately after entering RHM
- Before and after breaks
- After touching or cleaning any surfaces that may be contaminated
- After sneezing, coughing or nose blowing
- After touching your face or hair
- After using the restroom
- After touching personal phones
- After using shared equipment such as computers, point-of-sale equipment, and tablets between different users.

Handwashing Stations and Procedures will be Visible and available for every staff and docent as well as a hand sanitizer station.

### Cleaning Procedure

After visitors have vacated the area – docents and staff will sanitize high touch areas including: stair bannisters/railings, door handles, audio guide tablets, point-of-sale equipment, and unpurchased gift shop items that have been handled.

### Step 3: Developing Policies

Staff and volunteers returning to RHM are required to undergo sanitation and hygiene training.

Volunteers must undergo training to review the new policies and procedures. Volunteers are asked to

follow all protocols while at the RHM. Upon completion of training, volunteers must sign an acknowledgement of understanding of the new tour procedures and safety/cleaning/hygiene standards.

Any feedback from visitors regarding these new procedures regarding COVID-19 should be directed to staff immediately.

#### Step 4: Communication and Training

All volunteers, staff, and Board Directors visiting the museum must complete a COVID-19 Safety Plan Orientation & Training.

Proper signage will be displayed in appropriate places including room occupancy limits and handwashing procedures and locations.

#### Step 5: Monitoring the workplace and update the Safety Plan as necessary

New volunteers, staff, and Board Directors will be properly trained on the Safety Plan.

If any volunteer, staff, or Board Director has safety concerns or suggestions regarding the Safety Plan, they can contact the Manager or Board President. Their concerns and suggestions will be addressed.

The Safety Plan can and will be updated as time passes and concerns arise.

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

We have identified and established a safe operation procedure for daily operations and tours to try and limit the spread of COVID-19 through our cleaning procedures as well as new tour guidelines.

Staff, docents, and Board Directors are encouraged to not only follow the new procedures but to enforce these new rules and guidelines relating to COVID-19. Staff members, docents and Board Directors will inform the Manager or Board President if they have mistakenly not followed a procedure properly or if they witness any conduct which jeopardizes the Safety Plan

#### Step 7: New additions and changes to policy

\*The policy will continue to be updated when/as needed.

A mask or face shield is mandatory for visitors to the museum as of Aug 1<sup>st</sup>, 2020.