

Sooke Region Museum Covid Safety Plan

As of Sep 2, 2020

Any individual with symptoms of COVID-19 or any individual who has come in contact with someone else suspected of or confirmed to have COVID-19 cannot visit the Sooke Region Museum.

Anyone who feels ill while at the Museum is asked to immediately isolate, don a mask, and make plans to return home.

If an individual feels ill at work, has COVID-19, or has a suspected contact with someone with COVID-19, please immediately inform:

Lee Boyko, Executive Director, Sooke Region Museum
250-642-6351, director@sookeregionmuseum.com

Number of people allowed in building:

Museum: 12 visitors in addition to staff. Control of these numbers will be the responsibility of the person on the visitor centre desk.

Physical Barriers and Distancing

Barriers have been installed at Visitor Centre Desk; Gift Shop Counters; between Montana and Paddy

Our facility can allow for a number of people working in discrete locations in the various buildings. Where possible, work projects will be set up to take advantage of staff being able to work a distance from each other.

Personal Protective Equipment

Non-medical masks will be made available to staff and volunteers. Other items, such as face shields may be available if requested.

Access to Hand Sanitizers, Disinfectant Spray and Hand Washing Stations

Hand Sanitizer will be located at the following locations:

Public: Outside front door; on entrance barrier for visitor centre; entrance way to bathrooms; on jewelry case near cash register; on native jewelry case; where events are happening. In each washroom a bottle of disinfectant will be available for public use (these bottles will be marked 'surface disinfectant, NOT hand sanitizer).

Staff: Cash register *; both sides of Visitor Centre Counter; Photo copier; Office area worktable; Staff Room*; Basement Processing Room*; Native Jewelry counter; Archives*. ; Upstairs Gallery & Workshop Space*. Areas indicated with a * will also have a Spray Disinfectant Bottle with cloths.

Mobile Sanitation Units: Three units containing Disinfectant Spray Bottle; Hand Sanitizers and one time use cloths will be available for staff to take to ancillary buildings and rooms when they need to work in the area. They will also be used during the morning clean and during the day cleaning. (they should be designed in a manner that allow a shoulder strap.

Location of Extra Supplies: A sanitation supply area will be designated in the "janitor space"

Shared Surfaces & Equipment; High Touch Area

Keyboards, POS machines, copier pad and other equipment that might not react well to spray, will be covered with cling wrap, which will be replaced daily.

Visitor Centre Computer; Photo Copier; POS machine; Cash Register; Front Door; Bathroom Doors; Staff Room Doors; Downstairs Door; Sink handles in washrooms and staff room; Soap Dispenser; Paper towel dispensers; Gift Shop Counters; Gift Shop Spinners; light switches

Staff Room: Only one person at a time will be allowed to use the staff room. Staff are encourage when the weather is appropriate to make use of outdoor picnic tables (we will look into the idea of having an outdoor staff only space).

Directors Office: Only one person at a time.

Signage

Bathroom: indicating that hot water takes time, and about use of sanitizers.

Front Door: indicating number of people allowed, not to enter if having symptoms,

Staff Room: This plan along with other information material will be posted in the staff room.

Service Building

Closed to the public at this time

Workshop Building

Hand Sanitizer and Disinfectant Spray bottle will be located inside by the front door. It will be the responsibility of the person using these spaces to sanitize surfaces after use.

Lighthouse

Will not be open for tours. Leave door open if staff are in building

Moss Cottage

Will not be open for tours

Cleaning Protocol

Prior to opening each day: All high touch areas and shared equipment areas will be sanitized. Hand sanitizer, soap dispensers, paper towel dispensers will be checked and refilled if necessary. This time will also be used to mix up additional disinfectant spray

Sanitize high touch areas at least twice during opening hours at Noon at 2:30pm. When large numbers of people have come into the building, the visitor centre staff person will spray the door handles when a lull allows in addition to the two specified times.

Gift Shop Sales area: Prior to handing over POS machine to customer, please spray (make sure there is cling wrap on it). Also use hand sanitizer for each sale or prior to bringing out an item for inspection, ask that the visitor use hand sanitizer prior to touching the item.

Washrooms (added Sep 2)

Leave light and fans on during the day. Place sign on top of toilets asking users to lower the lid and flush (not in handicapped)

Information for Visitor

To help ensure everyone enjoys their visit safely:

- Please delay your visit if you are experiencing any flu-like symptoms.
- Masks and hand sanitizer are available.
- When going through the museum, please follow direction arrows and maintain social distance.
- Some areas may be closed to maintain social distancing.
- Our staff love to answer questions and hear your stories!

All our doors are wide open, so you can move through the entire Museum without touching any of them. Our staff are cleaning frequently-touched surfaces at least twice a day - depending on the surface, as often as after every visitor. When staff members are interacting with you, especially indoors, they will maintain safe distances and wear a mask to protect you.

Donating Objects: If you have an object to donate to the Museum, please help us ensure the safety of our staff and volunteers:

- Do not donate objects from homes where there is a risk of contagion
- Please do not bring objects to the Museum if you are experiencing any flu-like symptoms.
- Our staff and volunteers will not handle newly-donated objects for at least one week after they have been donated. You will need to bring the object(s) into the building and place them in a designated area.
- Please contact us beforehand (250-642-6351 or info@sookeregionmuseum.com) to make arrangements.

Staffing: Hours, Work at Home, etc

Consideration will be given to allowing work from home where appropriate. The main office area should generally be limited to having two staff people in it. Obviously we need to have at least two staff people in the museum

Volunteers

Volunteers will be scheduled both by time and work location to limit interaction between people.

Programs and Events

Open House Cancelled

Moss Cottage Christmas TBD, but snowman building is likely a no

Night Market: A cut down version of this event will be developed.

Other: Movable wall, move it to the side at night in order not to block camera and alarm.

Please limit social chit chat in the main office area in order to limit the number of people in the area. Where possible, conduct meetings with people outside.