

Rossland Museum & Discovery Centre Safety and Reopening Plan

Main Building Access & Communication	3
Parking/Ramp	3
Entry Way	3
Front Desk	4
Visitor Centre	4
Gift Shop/Sales	4
Main Building Washrooms	5
Indoor Spaces	5
Main Building	5
Kitchen	6
Research Room/Boardroom	6
Property Access & Communication	6
Upper-Level Indoor Spaces	6
Geology Building	6
Kids Camp Room	6
Caboose	6
Upper-Level Washrooms	7
Picnic Areas	7
Gold Panning	7
Visitors/Programs	7
Visitor Capacity	7
Group Tours/Programs	7
Special Events	7
Kids Programs	7
Employee Policies	8
Safe Work Procedures	8
Training	8
Workplace Wellness/Sick Leave Policy	9
Workspaces	9
Vaccines	9
Resources	10

Rossland Museum & Discovery Centre Safety and Reopening Plan

The Government of BC announced that museums can reopen as of mid-May 2020 as part of the Province's [Restart Plan](#). Worksafe BC published new guidelines for the sector to help employers ensure that sites are safe for returning employees and volunteers. Protocols for Step 3 of BC's Restart: Communicable Disease Prevention can be found [here](#). The BC Museums Association (BCMA) has also developed guidelines reviewed by the Government of BC for ensuring the safety of staff, volunteers, and communities.

Rossland is a small, rural community of 3,700 people. We are in a 10,000 square foot building with generally high ceilings and wide-open spaces, and we are on a large, 5-acre property with additional museum exhibit buildings, outdoor signage, etc. The layout of the museum's facility and access and the average visitors have been key factors in informing this plan.

Average Visitors:

- June - 30-35 per day
- July - 70 (excluding Canada Day)
- August - 65
- September - 30
- Remainder - 20-25

This plan has been developed with resources and guidelines from Worksafe BC, BC Centre for Disease Control (CDC), the BCMA, Destination BC, and similar industry resources along with understanding and knowledge of the existing facilities and visitors. The focus of the plan is on developing protocols that address the elimination of risk by focusing on physical distancing, and where this is challenging, implementing engineering controls. We have focused on key risks for the museum which represent the categories within this plan.

This plan will be reviewed as new information from the BC CDC/Interior Health Authority becomes available and assessed monthly at a minimum to adjust for on-site requirements.

This plan is available on our website, upon request by the front desk, and for volunteers upon return. A condensed/visitor-friendly infographic will be printed for all sanitizing stations with a direct code/link to the full version online.

Main Building Access & Communication

This section provides details on the changes implemented to working practices and communication required to address COVID-19 risks for getting to the museum via the parking lot and visiting the main building. A considerable amount of time has been spent on this section because these are high-traffic areas where more protocols are required to address physical distancing and reduction of transfer on surfaces, equipment, and within shared spaces for the public and employees/volunteers.

Parking/Ramp

The main entry point to the museum is via the parking lot and ramp, and these are therefore key locations for conveying changes to working practices and requirements for visiting the museum.

- A Sandwich Board is at the bottom of the ramp to provide guidelines and what to expect
 - Key messages:
 - If you are feeling ill or required to isolate, do not enter the museum
 - Masks are **required** for indoor access
 - Follow specific guidance posted throughout the facility for restrictions
 - Limit of 50 people in the museum as long as physical distancing can be maintained - 2 metres/6 feet
 - For contact tracing purposes, a name & phone number will be required for each party/person

Entry Way

- Directional signage on the front doors (both doors and both sides)
 - Unable to keep the front door open regularly due to the care needs of the collections/exhibits (for humidity, temperature, smoke/air quality, and pest management)
 - Both front doors are in use to allow for separate entrance and exit
 - Stanchions and signage added to direct in-traffic on one side and out-traffic on the other; Signage added to yield to oncoming traffic
- A table is set up inside the entrance for hand sanitizer and additional signage
- Door handles sanitized regularly throughout the day

For contact tracing purposes, museum staff will require a **first name and contact phone number** for each party that comes inside the main building - including just to use the public washrooms or for visitor centre inquiries. These paper records will be maintained for 30 days in case contact tracing is required. Records past 30 days will be destroyed.

If there were an outbreak at the museum:

1. Museum Director will work through the *Infectious Disease Exposure Risk Assessment Step 6: Response after Case or Outbreak* with the support of the RHMAA HR & Policy committees.

2. A Communications campaign will be launched to inform the general public via the museum's existing communication platforms.

Front Desk

- Workspace limited to two staff in the space; capacity limit signage displayed at entrance to area
- Masks required of staff
- Table added in front of the point of sale section of the counter to allow for necessary distance between visitor and staff member, additional sanitizer spot, space for gift shop items, and regular sanitizing of the table/items implemented
 - Floor decals have been added for safe spacing
 - A plexiglass screen has been added at transaction space
 - Display case added at the front portion of desk to ensure safe distancing between front desk staff and visitors
- The second front desk entry point will remain open to allow staff to limit use of the visitor pathways
- Volunteer sign-in sheet maintained by staff with signage for volunteers to check in with staff, be signed in by staff, and documentation to ensure they've read the safety plan



Visitor Centre

- Visitor bench is replaced with a sanitizable bench
- Coffee/Tea station is removed
- Water fountain has signage for no-touch use and sanitized more often
- Brochure area has a recycle box for visitors to drop items they have touched and chosen not to take with them so staff can sanitize/delay returning them
- History brochures developed by the museum within the last five years have also been made available online

Gift Shop/Sales

The Gift Shop displays have been spread out into the far half of the entrance gallery (in place of visitor tables and chairs that have been removed) to enable physical distancing.

The rock cart has been adapted with plexiglass to allow all rocks to be displayed in the cart and under a plexiglass top that staff can manage access to. Only rocks able to be displayed in the cart will be available. Any excess will be stored until further notice.

Refreshment Cooler has been moved behind the front desk with staff access upon request only. Publicly accessible freezer for summer treats has been put away and freezies are kept in the kitchen with staff access upon purchase.

RMDC Safety Plan

Staff will sanitize the point of sale after each use. Tap/contactless payment will be encouraged (or additional sanitization required).

Donation jars are available for general operation donations or by donation days. The Father Pat Memorial Ambulance donation jar will remain but not be emptied until the fiscal year-end.

Main Building Washrooms

- Doors to Men's and Women's Washrooms are propped open during operating hours
- Capacity is limited to: 1 person/party allowed in the Men's and Family/Accessible Washroom; Women's Washroom stalls are limited to 2 of 4 stalls and capacity limited to 2 people/1 party
- A half-dome safety mirror has been installed to the main entry point to avoid possible collisions in narrow pathway

Indoor Spaces

The indoor exhibit pathway has been reconfigured to allow for one-way paths through the entire exhibition area. Directional signage has been added to exhibit areas to correspond with the new path. All interactive stations (tablets/kiosk) have sanitizable stylus pens for touchscreen use. Any remaining contact points not mentioned below will be sanitized throughout the day.

Main Building

- Early Mining Case: Drawers continue to be in use but sanitized regularly.
- Natural History Wall: Doors continue to be in use but sanitized regularly.
- Discovery Zone: Dress-up and puppet stations removed.
- School Case: Drawers continue to be in use but sanitized regularly. Desks altered for less use/contact.
- Chinese History: Laundry interactive has been removed.
- Geology Cases: Drawers continue to be in use, but sanitized regularly.
- Vices Display: Wanted poster photo station and dress-up clothing removed. Catalogue removed from the bar counter.
- Hospital: Illness document removed from display.
- Post Office: Stamps removed as they cannot be sanitized.
- Hunter Brothers: Catalogues removed. Educational display objects on the counters removed. Any hats/clothing that can be touched removed or moved out of reach (as cannot sanitize).
- Cominco Theatre: Every second row has been removed. Staff has increased cleaning/sanitization for the room. Film has been transferred to be played on loop and not require further touchpoints. Entrance and exit are separate.
- West Kootenay Power & Light Co. Wing: Cabinet of Curiosity has the answer forms and pencils removed. Signage has been added to direct people to the front desk for laminated (sanitizable) answer sheets in addition to online access.
- Ski Wing: Additional sanitizer station at top of Ski Wing ramp. *Do not touch* signage has been added to the ski boot display.

Kitchen

- This area is not available to the general public.
- Staff are no longer permitted to take their breaks or eat their lunch inside the kitchen. Space is available in the Boardroom or (weather-permitting) on the deck/picnic areas. Lunches are staggered.
- Capacity-limit signage added.

Research Room/Boardroom

- These rooms will not be made available to the general public.
- Research Appointments can still be booked for the Research Room, and staff will ensure the area/tools are sanitized before and after use.
 - Researchers must follow the same sanitization/hand washing guidelines as all visitors
- Capacity-limit signage added

Property Access & Communication

N.B. the Upper Level is closed to the public through the winter.

Upper-Level Indoor Spaces

Any access points for public buildings will be left open during operating hours. Directional and social distancing signage will be added to exhibit buildings where possible. A central sanitization station for upper-level guests has been set up. Occupancy signage has been posted for each building.

Geology Building

If geology presentations are conducted, they will be done outside the building. Kids Camps will not be able to use the space except for specific program-related activities where staff can manage touchpoints and complete extra cleaning before regular visitors can enter again.

Kids Camp Room

The event tent and geology building will be utilized as extra space to ensure social distancing as needed. The General Public will not be allowed in the Kids Camp Room or Event tent at all.

Caboose

Kids Camps will not be able to use the space except for specific program-related activities where staff can manage touchpoints and complete extra cleaning. Display areas with plexiglass over them will remain open so visitors will not have to touch anything to view.

Upper-Level Washrooms

One washroom will be for the camp/program kids only; one will be for the general public. The public washroom will be accessible upon request from staff. A cleaning log will be maintained in each.

Picnic Areas

We have spaced out all moveable picnic tables; additional sanitization is not feasible.

Gold Panning

Outdoor Gold Panning has re-opened, but sanitizer available before/after use of museum equipment. 1 person/party (+ staff demo) permitted at a time.

Visitors/Programs

Visitor Capacity

Main Building capacity will be 50 people in the museum at any time, inclusive of staff and volunteers. Once occupants reach 40, staff will survey the numbers in the main building in order to manage additional occupants.

Group Tours/Programs

Group Tours/Programs will be limited to 10 people as long as social distancing can be maintained, carefully managed by the tour guide. Access to online tour content will be prioritized over guided tours and is accessible 24/7.

Special Events

The museum's main building capacity will remain at 50 or less regardless of special events on location. Any event plans will prioritize activities that can be done outdoors under non-walled shelters and maintain physical distancing.

All events/activities will be assessed on a case-by-case basis.

Masks are still required indoors and strongly encouraged outdoors.

In accordance with the [Public Health Order](#) of Dec 22, 2021, proof of vaccination is required for all attendees at indoor events.

In accordance with the [Public Health Order](#) of Dec 22, 2021, indoor events will require that everyone be seated throughout the event.

Kids Programs

Registrants are limited to 20 kids per day, and whenever possible (and any indoor activities), will split the group into two groups of 10 kids. Kids will go through extra orientation to the site/program focusing on physical distancing and hand washing/sanitizing. Whenever possible, activities will be held outdoors or in larger spaces. In addition to these points, refer to *Camp Black Bear Protocols* for detailed COVID-19 procedures for 2021 summer camps.

In accordance with the [Public Health Order](#) of Dec 22, 2021, parents or other adults attending children's programming at the RMDC must present proof of vaccination.

Employee Policies

Employees Must:

- Practice physical distancing by working at least 2 metres apart from co-workers at all times
- Continue to follow all other safe work procedures. If it is unsafe to work, talk to a supervisor immediately.
- Stay home if they are sick or might be sick. Use the BC Ministry of Health for self-assessment: <https://bc.thrive.health/covid19/en>
- Masks are required in all public and shared workspaces.
- Wash their hands at the start of their shift, before eating or drinking, after touching shared items, after using the washroom, after handling cash or credit/debit cards, after touching common items, and at the end of their shift.

Safe Work Procedures

Prevent infection and transmission of COVID-19 - These common-sense practices help prevent infection and transmission:

- Frequent [Hand Washing - BCCDC](#)
- Sneeze or cough into your sleeve
- Avoid touching your face
- Practice [Physical distancing](#) outside your household.
- [Cleaning and disinfecting - COVID-19](#) frequently touched surfaces.

We have reviewed the WorksafeBC Safe Work Procedures for surface transmission and removed a number of touchpoints for staff. Staff will have their own work tools wherever possible and otherwise sanitize common equipment before and after each use, including cords, plugs, handles, etc. Staff have been provided with WorksafeBC Resources for PPE.

Workers with questions or concerns about workplace exposure to the COVID-19 virus can call WorkSafeBC's Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE). They'll be able to speak to a prevention officer to get answers to questions,

and if required, a prevention officer will be assigned to assess the health and safety risk at the workplace.

Training

All staff have gone through the new orientation process, including workplace health & safety, resources from student funding programs, and the procedures manual, which includes specifics for each department. In addition, staff have gone through the reopening plan as a group to incorporate additional considerations and suggestions as well as have copies for their reference. COVID procedures and general health & safety guidelines are discussed at weekly staff meetings.

Workplace Wellness/Sick Leave Policy

Employees *must not* come to work if they are displaying symptoms of COVID-19. This includes those who fall into the below categories:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, difficulty breathing, or loss of sense of smell or taste (see [When to get tested.pdf \(bccdc.ca\)](#))
- Anyone non-vaccinated who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms
- Employees who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating must self-isolate for 14 days and monitor for symptoms
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions

If an employee reports having COVID-19-like symptoms while at work, they must:

- Inform their supervisor immediately;
- Go home to recover for the prescribed self-isolation period; and
- Follow any directions from public health with regard to detailed cleaning, temporary closure and contact tracing.

Their supervisor must contact their emergency contact(s) (including to provide a ride home), complete an incident report form, and ensure that the employee's workstation and any areas or tools that they were using as part of their job are cleaned and disinfected.

The supervisor and Museum Director will work through the *Infectious Disease Exposure Risk Assessment Step 6: Response after Case or Outbreak* with the support of the RHMAA HR & Policy committees.

Workspaces

All workspaces will be a minimum of 2 metres from other workspaces or operational spaces at risk of congregating/regular traffic. Employees will wash/sanitize their hands before use of any tools.

RMDC Safety Plan

Employees will maintain their own kits of supplies/tools to avoid sharing wherever possible/practical. All common work tools and supplies will be sanitized between uses.

Vaccines

The COVID-19 vaccine and subsequent booster shots are strongly encouraged in staff. This is according to guidance from [COVID-19 Immunization Plan - Province of British Columbia, Getting a Vaccine \(bccdc.ca\)](#), and [COVID-19 vaccination and the workplace - WorkSafeBC](#). Staff have been reminded that they are entitled to paid time off to receive a COVID-19 vaccine.

Resources

WorksafeBC

[COVID-19 prevention - WorkSafeBC](#)

[COVID-19 Safety Plan | WorkSafeBC](#)

BC Centre for Disease Control

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools>

BC Municipal Safety Association

[Communicable Diseases/COVID-19 | BC Municipal Safety Association \(bcmsa.ca\)](#)

Go2HR

[BC's Restart Plan: Step 3 \(Updated to include new restrictions\) - go2HR](#)