



COVID-19 Museum Safety Plan

Government House has developed a COVID-19 Museum safety plan and will review and update the plan regularly. The plan will be prominently posted on the Government House website and in a visible location within the museum for patrons and volunteers to see. All volunteers must be well versed on the contents of this plan and will provide a signature as acknowledgement that they have read, understand, and agree to comply with the protocols outlined within. (Appendix A)

1) Keeping Volunteers and Patrons Safe from COVID-19

A). This policy ensures that volunteers experiencing symptoms of COVID-19 will not enter the museum(s):

- Anyone who has had symptoms of COVID-19 must self-isolate at home in accordance with Provincial Health Orders.
- Anyone who has been identified by Public Health to self-isolate
- Anyone who has arrived from outside Canada must self-isolate in accordance with Provincial Health Orders

B). This policy addresses volunteers who may feel sick while performing volunteer duties:

- Report to Museum Volunteer Supervisor even with mild symptoms
- Sick volunteers will be asked to wash/sanitize hands, be provided a mask and isolated
- Consult BC COVID-19 self-assessment tool or call 811 for further guidance
- If volunteer is severely ill (ie: chest pains) call 911
- Clean and disinfect any surface that the volunteer may have come in contact with
- If a volunteer falls ill, they will have access to the outdoor benches in the Mews area beside the Tea Room to isolate if unable to leave immediately
- If they are well enough, they will leave the property or wait for a ride outside of the gates
- They will keep distance and mask on until off Government House property
- The museum supervisor will notify GH Security by phone 250-387-2079
- GH Security will immediately notify Director of Operations
- The museum supervisor will follow-up with sick person

C). Other considerations:

- Museum(s) will be closed
- Government House volunteer Liaison will be responsible for contact tracing



2) *Volunteer and Visitor Screening for COVID-19*

- Mandatory mask signs will be posted at the entrance to both museum(s) (*Appendix B*)
- Volunteers will be stationed at each entrance, asking COVID-19 screening questions and gathering names and phone numbers for contact tracing purposes (*Appendix C*)
- Volunteers will deny access to anyone who answers yes to a screening question
- Volunteers will also be required to sign in and out on COVID screening document

3) *Physical Distancing Procedures*

- Plexiglass will be installed in front of volunteer welcome desk in the costume museum
- Physical distance signage will be placed in each room (*Appendix D*)
- Volunteers will be responsible for reminding patrons to observe adequate distance while on the property
- Doorways will be marked enter and exit. Arrows will be placed on floors illustrating how to safely move throughout the space. Volunteers will be responsible to remind patrons to move in the correct direction and to monitor traffic in and out of museums
- Capacity sign posted in each building
- Room capacities will not be exceeded
- 2-meter markers will be placed outside of entrances to assist patrons in the queue

4) *Mask/Face Coverings*

- Visitors unwilling to don a face mask will not be permitted entry
- Information on proper mask usage found here:
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/masks#how>



5) Cleaning and Disinfection Procedures

- Volunteers will regularly wipe all high touch surfaces while the museum is open
- Government House Maintenance staff will clean the museum each morning before opening

6) Hand Hygiene

- Visitors will be required to use the hand sanitizer provided, prior to entering the museum
- “Please do not touch signs” will be posted. Additionally, volunteers will ask patrons not to touch any pieces within the exhibits
- Sanitizer bottles will be placed at each entrance
- All volunteers to disinfect on arrival and departure of shift

7) Safety Plan Verification

- Volunteer liaison will be onsite minimum every Tues and Thursday morning. They will check in with volunteers regarding any questions and concerns and will review immediately with the Director of Operations. Any changes will be communicated in person or via email



Appendix B

NOTICE

**PLEASE WEAR
A FACE MASK**



THANK YOU