

Art Gallery of Greater Victoria COVID-19 safety plan

In preparation for the reopening of the Art Gallery of Greater Victoria our staff has prepared this preliminary plan for the resumption of professional and public activity. The gallery has formed a Reopening Team to review, guide our reopening and monitor its success. This plan is designed to protect the employees and visitors of the Gallery and contribute to British Columbia's efforts to prevent the spread of COVID-19.

MEASURES

1. Accessibility:

- a. Ensure that protocols and procedures are accessible for visitors and staff with varying abilities.

2. Quantified and monitored management of visitor capacity in museum spaces:

- a. Visitors and staff will use the self-screening tool before attending, <https://bc.thrive.health/covid19/en>.
- b. Online ticket sales are used where possible.
- c. No events with more than 6 people.
- d. Limiting attendance of visitors to a maximum of 20.
- e. External and interior signage indicating COVID-19 physical distancing protocols.
- f. Visitors and staff are given information about physical distancing and floor markings are installed in exhibitions and at the front desk.
- g. Entry into Gallery and exhibitions is regulated to prevent congestion, one door for entry one for exiting.
- h. All interior Gallery doors propped open to minimize handle touching.
- i. Plexi glass shields installed at front desk and gift shop to protect staff and visitors.

- 3. Health Standards** (to be applied in accordance with WorkplaceBC and updated as required):
- a. Hand sanitizer available at entrances and exits for public and staff use. Additional hand sanitizer stations in visible locations though out the building.
 - b. Hygiene, cleaning, and disinfection:
 - i. Exhibitions and washrooms have a frequent regular sanitization routine.
 - ii. Interactive displays to remain closed.
 - iii. Clean electronic devices (terminals, POS, etc.) after each use.
 - iv. Disinfect educational and hands-on materials.
 - c. Personal Protective Equipment:
 - i. Both visitors and staff encouraged to wear non-medical masks and gloves.
 - d. Infrastructure for reception and service areas:
 - i. Install plexiglass protection for service counters (information, ticketing, shop).
 - ii. Cashless or no-contact payment to be used.
 - iii. Provide visitor storage designed for self-serve use.
 - iv. Floor guides and signage to direct the flow of visitors and use appropriate cordoning measures (stanchions and barrier systems)
 - e. Management of symptomatic cases:
 - i. Visitors and staff will use the self-screening tool before attending, <https://bc.thrive.health/covid19/en>.
 - ii. Establish a protocol to follow in the event that COVID-19 symptoms are observed.
 - iii. Any staff or visitor who exhibit signs of a cold, flu or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue must leave the Gallery.
 - f. Management of Gallery Services staff:
 - i. Individuals must consider extra precautions if they are at increased risk of a more severe illness because they are over 60 years old, or if they have compromised immune systems or underlying chronic medical conditions.
 - ii. Employees must stay home if they have COVID-19 symptoms including a cough, sneezing, runny nose, sore throat and fatigue.
 - iii. Work from home encouraged where possible.
 - iv. Art Rental and Sales by appointment only, use Art Rental and Sales door for appointments.

4. Wayfinding:

- a. Accessible routes with directional, one-way signage on the floor and posted signage in public spaces, exhibition spaces, and service areas.
- b. Separate entrances and exits to avoid encounters.
- c. Floor markers to indicate waiting or stopping areas (outside main entrances, at admission points, in lobby areas, in exhibitions etc.).
- d. Manage the disinfection of accessibility-related devices (seating, wheelchairs, etc.)

5. Communicate clearly in a reassuring and caring way:

- a. Make sure that instructions and guidelines are visible onsite.
- b. Have staff onsite (security and reception desk) to remind visitors of hygiene and safety procedures.
- c. Regularly communicate hygiene and public health measures.
- d. Gallery monitors will remind visitors to maintain safe distancing.

6. Managing All Staff:

- a. Staff will use the self-screening tool before attending, <https://bc.thrive.health/covid19/en>.
- b. Staff are given information about physical distancing.
- c. Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- d. Employees who have cold, flu, or Covid-19 symptoms including any coughing or sneezing will not come into the workplace. Staff entrance to be used for entry and exit of building to decrease traffic in the lobby.
- e. Staff encouraged to meet external parties by appointment only and to share our COVID-19 protocols with guests.
- f. Work from home encouraged where possible.
- g. No work-related international travel for staff.
- h. Staff lunchroom restrictions in place.
- i. Staff must wipe down washrooms after use.

7. Reopening Committee:

- a. Meets regularly to monitor adherence to guidelines and recommendations from PHO and WorkSafe BC.
- b. Monitors Gallery compliance to Covid-19 Safety Plans.
- c. Makes updates to this document, as necessary.