



COMOX VALLEY ART GALLERY COVID-19 SAFETY PLAN

Updated July 7, 2020

OVERVIEW:

- The top priority of the Comox Valley Art Gallery is the health and safety of staff, volunteers, contractors, program participants, artists, and visitors.
- In this plan, the CVAG Team refers to all staff, volunteers, contractors, program participants and artists who may enter the Gallery.
- Any new directives or guidelines from WorkSafeBC, health authorities, or the City of Courtenay will be immediately enacted.
- If at any time CVAG lacks the resources to implement the safety protocols outlined in this plan, the Gallery will be closed until such time that the protocols can be implemented.
- No staff person will be required to attend the Gallery in person if for any reason they feel unsafe. There will not be any consequences for a staff member who chooses not to enter the building because they feel at risk. When a staff person has booked a shift but decides to not attend, the only requirement is that they notify their supervisor.
- No person will enter the Gallery if they are showing any symptoms related to COVID-19, or are subject to self-quarantine.
- This plan is focused on safety for members of the CVAG team and visitors. An additional plan for the Gallery shop will be developed with CVAG staff before it re-opens.
- This plan covers the basement and main floor of 580 Duncan. The second (top) floor of the building will be covered by a separate safety plan. Until that plan is developed, the second floor will remain closed to the public.

Step 1: Assessing Workplace Risks

We are aware that the COVID-19 virus spreads in several ways, including:

- in droplets when a person coughs or sneezes,
- when a person touches a contaminated surface and then touches their face.

We are aware that the risk of person to person transmission increases the closer people are to one another and with the amount of time people spend together.

We are aware that the risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

All staff have participated in identifying risks, protocols and solutions as per the WorkSafeBC guidelines for museum and galleries. Together, we have:

- Identified areas where people are likely to gather: the entrance and lobby to the building, the entrance and reception area of the Gallery (the Hub), gallery areas, meeting rooms, workspaces, and retail space.
- Identified job tasks and processes where workers may be close to one another or members of the public:
 - meetings, events,
 - computer editing stations,
 - heavy lifting that requires more than one person.
- Identified the tools, machinery, and equipment that workers may share while working:
 - computers, keyboards, mouses, IPADs,
 - display units and remotes,
 - cleaning and disinfectant supplies,
 - camera gear and microphones,
 - documents,
 - printer,
 - fridge, water station, sinks, dishwasher, microwave,
 - portable signage,
 - donation boxes, and
 - the Gallery's tool supply.
- Identified frequently-touched surfaces such as
 - door handles,
 - elevator buttons,
 - light switches,
 - washroom facilities,
 - keyboards, mouses, desks and work stations,
 - alarm panels,
 - sink, fridge, water station, dishwasher and microwave,

- stair railings,
- keys,
- phones,
- seating in exhibition spaces plus and chairs or tables that are used by staff of visitors.
- work spaces, and
- washroom railings.

Step 2: Protocols for Risk Reduction

- Occupancy of the Comox Valley Art Gallery will be limited to no more than 12 people on each floor. Specific rooms will face the following requirements:
 - There will be no more than 2 people, or one bubble up to 4, in the George Sawchuk Room
 - There will be no more than 2 people, or one bubble up to 4, in the Window Gallery and Gather:Space room. There will be no more than two people total in the Gather:Space room. If more than 2 people are in a bubble, 2 may enter Gather:Space and the others will wait in the Window Gallery.
 - There will be no more than one person or one bubble in the Community Space, and they must step outside if someone needs to use elevator;
 - There will be no more than 3 people in the 2 combined administrative offices.
 - There will be no more than 2 people in the work space located directly off the George Sawchuk Room.
 - There will be no more than 4 people in the curatorial office space.
 - There will be no more than 5 people in the curatorial office space and the workspace located directly off the George Sawchuk room combined.
 - There will be no more than 1 person in the kitchen or each of the washrooms.
 - There will be no more than 6 people in the Media Room.
 - There will be no more than 8 people in the Project Room Studio.
 - There will be no more than 1 person in each editing suite. If a second person is required for instructional purposes, both people must wear masks.
 - There will be no more than 2 people in the office of the Youth Media Project.
- When possible, staff will work at home, and shifts will be arranged to minimize the number of people in the Gallery at any given time.
- Anyone planning to work a shift or host a meeting or event at the Gallery shall notify other members of the CVAG team by e-mail.
- Anyone inside the Gallery shall maintain a two meter distance from each other. If a two meter distance cannot be maintained for a specific task (such as lifting a heavy object) wearing a mask is required.
- All staff shall receive training and orientation about our safety rules and

guidelines, they will be involved in periodic reviews of our protocols, and will be engaged in any modifications to the plan.

- The protocols include:
 - All members of the CVAG team must wash their hands with soap and warm water for at least 20 seconds when they enter the building. They must wash their hands regularly through their shift.
 - The first staff to arrive will sanitize frequently-touched common surfaces. If staff are working on only one floor, they are only responsible for the floor they use. And the end of the day, staff will again sanitize these surfaces. The sanitizing includes:
 - door handles,
 - the door buttons for people with disabilities,
 - light switches,
 - elevator buttons,
 - garage door switch,
 - drawers at the Hub desk,
 - window latches,
 - fridge door,
 - microwave door,
 - alarm panels,
 - stair railings,
 - key for operating gallery lights,
 - buttons on the water station,
 - taps, sinks and toilets in any washrooms that are used,
 - rails in the washroom,
 - shared keyboards and equipment.
 - All staff must sanitize their own work stations before and after the end of their shifts. They must also sanitize any other work station they use during their shift, before and after they use it.
- Staff will review WorkSafeBC information on selecting and using masks, and the instructions on how to use a mask. Staff will receive training about the use of masks.
- Staff will review the information provided by WorkSafeBC on cleaning and disinfecting surfaces.
- We have confirmed that our workplace has enough handwashing facilities for all our workers.
- We have removed unnecessary tools and equipment to simplify the cleaning process.
- The Executive Director will ensure that staff are scheduled and assigned to maintain cleaning protocols.
- Hand sanitizer, gloves, masks and cleaning supplies will be available for all staff.
- All staff must maintain a physical distance of two meters or more. If a task requires closer proximity, staff must wear masks. All staff have reviewed WorkSafeBC information on selecting and using masks, and have been given training on how to use a mask.

- The exchange of paper products will be kept to a minimum.
- These protocols will be reviewed and accepted by anyone who enters the Gallery.
- When the Gallery is open to the public, our procedures for visitors will include:
 - Setting up a greeting station outside the exhibition spaces that includes hand sanitizer and masks;
 - Informing all visitors before they enter that masks, hand-sanitizing and physical distancing is required, and that only one washroom is open to the public;
 - Informing visitors that if they are in the Community Space and someone needs to use the elevator, they must step out to make way until the Space is clear again;
 - Obtaining agreement from visitors to adhere to these guidelines;
 - Confirming with all visitors before they enter that they are not exhibiting symptoms, and are not subject to quarantine as per health guidelines (identified below under Policies);
 - Maintaining a count so that no more than six visitors enter the exhibition spaces at one time, or two bubbles up to 8 people;
- The CVAG shop will remain closed until a specific safety plan for COVID-19 is put in place, and required equipment is installed.

Step 3: Policies

Our policies ensure that anyone showing symptoms of COVID-19 is prohibited from entering the Gallery. Entry is prohibited for:

- Anyone who has exhibited symptoms COVID-19 in the previous 10 days. Symptoms include fever, chills, new or worsening cough, stress of breath, sore throat, and new muscle aches or headache.
- Anyone who has been directed by Public Health to self-isolate.
- 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 before they may enter the building.
- Any member of the CVAG team or visitor who starts to feel ill will leave the Gallery immediately. If appropriate, members of the CVAG team will consult with a health professional. We will immediately clean and disinfect any surfaces that the ill person has come into contact with.
- We will ensure that CVAG staff have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modification of the workplace. We will ensure there are always at least two staff on site while the Gallery is open to the public, and that staff has access to a “hold up” button that will dispatch police in an emergency.

Step 4: Communication and training

We have a training plan to ensure everyone is trained in workplace policies and procedures.

- All existing CVAG staff have participated in developing the plan, and have agreed to implement it.
- All new staff and members of the CVAG team will read the plan, receive training, and agree to implement the plan before working regular shifts.
- All members of the CVAG team will be reminded that they must stay home when sick.
- Posted signage at the main entrance will include occupancy limits, effective hygiene practices, and direction on restricting entry for anyone who has symptoms or should be in quarantine.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitoring and Updating Plans and Protocols as Necessary

We will monitor risks on an ongoing basis and we will make changes to our policies and procedures as necessary.

Any member of the CVAG team with safety concerns will contact the Executive Director.

We will involve other staff in resolving an issues or concerns.

We will involve all staff in any changes to this plan, and we will provide updated training as necessary.

Step 6: Assessment and Addressing Risks from Resuming Operations

We have a training plan for all new staff, and for any staff taking on new roles and/or responsibilities.

Our training includes any changes to our operations.