

COVID-19 Workplace Safety Plan

R.J. Haney Heritage Village & Museum is a forty-acre site that includes a twelve-acre Heritage Village, Museum, restaurant, Archives, Children's Museum, service area and nature trails.

The management's goal is to outline the policies and procedures that have been put in place to protect R.J. Haney Heritage Village staff, volunteers, guests and others entering the premises from the potential transmission of Covid-19. This plan follows the WorkSafeBC six-step process for developing a Covid-19 Safety Plan and aligns with current Provincial Health Officer (PHO) orders and WorkSafeBC requirements.

Responsibilities:

R.J. Haney Management is responsible for developing this Safety Plan, ensuring that adequate resources are made available to implement and sustain the plan. All staff, volunteers and contractors will follow this Safety Plan as a condition of employment. All guests must follow this safety plan as a condition of visiting the Village.

Staff will be involved in the planning process as much as possible to ensure their concerns are heard and addressed. Management, staff and volunteers are responsible for the implementation and ongoing sustainment of the Covid-19 safety Plan. Management will continue to evaluate the workplace to ensure risks are identified and managed.

1. Risks in the workplace:

Covid-19 is an illness caused by a coronavirus. This particular coronavirus was first identified in December 2019, originating in Wuhan, China and on March 11, 2020, Covid-19 was declared a pandemic by the World Health Organization.

The virus that caused COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

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

Symptoms of the disease range from mild to severe and can be fatal. Symptoms can appear up to 14 days after initial exposure and include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

The following areas have been identified as areas where employees and/or guests may gather:

- Where staff congregate: Laundry Area, Administration Office, Service Area, Common Work Areas
- Common touch areas like countertops, doorknobs and light switches
- Times when social distancing is not likely
- Common washrooms
- Commonly touched tools and machinery

The following tasks bring our employees close to one another or guests:

- Gate Admittance
- Village ambassador
- Working in the kitchen
- Guiding a tour
- Providing training
- Pre-shift meetings
- Providing first aid
- Food & wine server
- Maintenance
- Event set up/takedown
- Wedding/event decorating

The following tools, machinery and equipment, have been identified as items that employees and/or guests share:

- Office equipment
- Kitchen equipment & utensils
- Cleaning equipment
- Credit card/debit machines
- Keys
- Self-catering kitchen equipment
- Golf carts
- Laundry
- 2-way radios
- Gardening tools & equipment
- Maintenance equipment

The following items have been identified as high touch items:

- Doorknobs
- Light switches
- Faucets,
- Credit card/debit machines
- Counters
- Items at the Children's Museum & Discovery Centre
- Gold pans
- Cash register
- Computer keyboard & mouse

2. Protocols implemented to minimize the risk of transmission:

- R.J. Haney has lowered the occupancy limit to 50 guests per time slot. We encourage visitors to book a time slot before visiting the Village. Time slots with availability will be open to walk-ins
- Plexiglass barriers will be installed at food ordering/pick up points, at reception desks and any other place where management see it is required
- Dividers will be used to separate the 2-way foot traffic on Main Street. Dividers will also be used to mark the flow of foot traffic, like "Entrance" & "Exit" where necessary
- Debonaire Anti-Bacterial Foaming Skin Cleanser or hand sanitizer stations will be placed in key points throughout the Village for Staff and guests to use
- Signage is posted in common areas and washrooms: Handwashing, Reduce the Spread of COVID-19, Coronavirus Prevention, Physical Distancing and Do Not Enter If You Are Sick
- R.J. Haney safety plan will be posted on its website to keep guests informed
- Staff is to follow the organization's health and safety policies during their workday to ensure their safety and that of co-workers. Each staff member is responsible for sanitizing their personal and workspace daily
- Common touch areas like countertops, doorknobs and light switches will be sanitized constantly

- A schedule will be put in place to clean and sanitize the public washrooms by a designated staff member
- Commonly touched tools and machinery are to be sanitized before and after use
- Staff and guests are expected to maintain a distance of two metres between each other whenever is possible
- Staff is required to wear a mask in public and common areas
- When social distancing is not likely, staff members should consider the use of gloves and protective eyewear
- Protective gloves are available to staff members in the Laundry Room, Service Area and Administration Office
- A coffee maker or tea kettle is not to be used
- Staff is asked to bring drinking water and a water bottle
- Timesheets are to be kept in your assigned box in the administration area. A pen for personal use has been provided in your box. You are responsible for sanitizing your pen, outside of your box and common area when completing your timesheet. As an alternate, you can submit your timesheet by email info@salmonarmmuseum.org on the appropriate cut-off date

3. Policies & procedures:

- Each employee is provided with a personal spray bottle and access to fill with Sanitizer in the Janitors Room of the Montebello
- Each staff member is responsible for cleaning and sanitizing their workspace, computer keyboard, phone, etc. daily
- Each staff member is responsible for the cleaning and daily sanitization of their assigned bathroom daily and is to be kept locked
- Each staff member is assigned a table in the lunch area and is responsible for sanitizing their personal space daily
- Each staff member is responsible for sanitizing the common area in the Laundry Room like taps and soap dispensers after use
- Commonly touched tools and machinery are to be sanitized before and after use
- Common touch areas like countertops, doorknobs and light switches will be sanitized before and after use
- Staff is required to wash their hands upon arriving at work, before and after breaks, after coughing or sneezing, after using the washroom, before and after handling common tools and equipment and before leaving. Soap and water are preferred, but hand sanitizer with a 70% alcohol base can be used when soap and water is unavailable or as an additional control
- Staff is required to answer a short questionnaire every day before their work shift. If a staff member answers yes to any of the questions, they must notify management immediately and stay home until feeling better.
- If a staff member is sick with COVID-19 symptoms or has travelled, she/he must self-isolate at home for 14 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache

- If a staff member is in contact with someone with COVID-19 symptoms or if a household member shows any COVID-19 symptoms, the staff member is required to let management know as soon as possible and stay at home.
- If a staff member receives a positive COVID-19 test result will not be allowed to return to the workplace until they have a negative COVID-19 test result or a note from the doctor stating they are no longer infectious.
- If any worker becomes ill at the worksite, they are to don a mask and report to management. The employee will be isolated from the other employees on the worksite, and arrangements will be made for them to go home
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions
- All first aid attendants must follow the WorkSafeBC Occupational First Aid Attendants (OFAA) guidelines when responding to a first aid emergency in the workplace

4. Training Communication and Plan:

- The association follows the Occupational health and safety regulations as set out by WorksafeBC. Manuals such as Health and Safety for Hospitality are available for all staff to review or will be emailed upon request
- Health and Safety is a serious matter, and it should be viewed as such. R.J. Haney Heritage Village & Museum is committed to providing its employees with a safe and enjoyable working environment. A Health and Safety Committee has been established in accordance with the WorkSafeBC to create and maintain an active interest in health and safety, reduce accidents, and stimulate an awareness of health and safety issues
- Every person employed by R.J. Haney Heritage Village & Museum must work safely and promote safe work practices, safe working conditions and positive attitudes towards accident prevention
- Workplace safety training will be conducted by the staff member who is appointed as the Safety Officer and will include the location of all safety equipment, first aid stations, and safety muster station
- Staff will be made familiar with the various procedures we undertake daily, including emergency procedures, security and safety issues
- The employees are trained in the policies utilized by this organization to maintain an organized approach to work tasks and follow procedural requirements
- Workers Compensation covers all employees
- Weekly staff meetings to review the past week's operations, identify current problems and update the plan as needed
- As risks are monitored and changes are made to our policies and procedures, this plan will be updated

Non-Medical Information Related to COVID-19

- Travel Recommendations and Physical Distancing: 1-888-268-4319 or text to 604-630-0300
- BC COVID-19 Symptom Self-Assessment Tool found here: <https://covid19.thrive.health/BCCDE>
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/data>
- iPhone: <https://apps.apple.com/ca/app/BC-COVID-19-Support/id1502907052>
- Android: <https://play.google.com/store/apps/details?id=ca.bc.gov.health.hlbc.COVID19>

5. Updating the COVID-19 Safety Plan and monitoring the workplace

Management is responsible for implementing, reviewing and updating this COVID-19 safety plan.

The time frame is at management's discretion. It may be monthly, quarterly, following a workplace case of COVID-19, or whenever Provincial Health Officer orders, other government requirements, and WorkSafeBC protocols change. What is essential is that the COVID-19 safety plan is reviewed and continually revised to keep pace with changes at the workplace since its original development and implementation

6. Ensuring ongoing training and monitoring

Training on this COVID-19 safety plan will be included in all new hire orientations or when bringing back employees following a period of absence.

This safety plan will be reviewed and revised, as required, to reflect any:

- Changes to job scope which may affect the plan
- New areas of concern or the identification of something that isn't working
- Health and safety concerns raised through a worker representative or joint health and safety committee, changes to Provincial Health Officer orders or other government and industry requirements that affect the plan