

COVID-19 safety plan

Company details

Business name: Peterborough Museum & Archives

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Revision date:

Division/group: Arts, Culture & Heritage

Developed by: Susan Neale

Others consulted: Jane Pryde

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

Ensure consistent communication with all staff (paid and unpaid) on updates received by Peterborough Public Health through email, e-Scape, educational posters, policy and procedure updates and team meetings in-person and virtual.

2. How will you screen for COVID-19?

Actions:

All staff (paid and unpaid) are screened daily before every shift and are required to complete a questionnaire that contains questions regarding travel history, household exposure and Covid-19 symptoms. All visitors are screened before they enter the facility.

3. How will you control the risk of transmission in your workplace?

Actions:

All staff (paid and unpaid) will adhere to the recommendations in the City's COVID-19 Pandemic Exposure Control Plan, including (but not limited to) the recommended exposure controls: (1) eliminate hazards; (2) implement engineering controls; (3) implement administrative controls, and (4) utilize personal protective equipment.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions:

Encourage the individuals(s) to follow the recommendations provided by Peterborough Public Health regarding a review of symptoms, subsequent testing, possible isolation and contact tracing.

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

New risks will be presented to the City of Peterborough Emergency Control Group for assessment and for direction regarding the implementation of appropriate policies and actions.

6. How will you make sure your plan is working?

Actions:

The continued health and safety of staff (paid and unpaid) and patrons through the curtailment of COVID-19 spread.

COVID-19 safety plan – snapshot

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Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19:

- Ensuring consistent communication with all staff (paid and unpaid) on updates received by Peterborough Public Health through email, e-Scape, educational posters, policy and procedure updates and team meetings in-person and virtual.

How we're screening for COVID-19:

- All staff (paid and unpaid) are screened daily before every shift and are required to complete a questionnaire that contains questions regarding travel history, household exposure and Covid-19 symptoms. All visitors are screened before they enter the facility.

How we're controlling the risk of transmission in our workplace:

Physical distancing and separation

- Plexi-glass barriers at public counters and between workstations
- Signage
- Restricting numbers in each workspace and public space
- Providing contactless payment options
- Designating public and staff washrooms
- Maintaining a minimum two (2) meter physical distance from all other individuals (in the office or other facility spaces)
- When the elevator is used, restricting occupancy to one (1) individual if the minimum two (2) meter physical distancing cannot be achieved.

Cleaning

- Daily facility cleaning prior to opening
- Touch point cleaning twice during the day

- Gallery cleaning between appointments
- Hand sanitizing stations
- In the event that others (such as Fleming College students) use Museum equipment, ensuring that appropriate P.P.E. is being worn and wiping the equipment with sanitizing agents prior to own use
- Wiping after use all tools needed to conduct work (especially shared equipment, such as phones, keys, keyboards, desktops) with sanitizing agents
- No sharing of personal items (pens, etc.)
- Washing hands often with soap and water (recommended 20 seconds); if unavailable, using alcohol-based hand sanitizer as an alternative to handwashing

Personal Protective Equipment

- Personal Protective Equipment is provided and readily available
- Avoiding high-touch areas, where/when possible, or ensuring cleaning hands after
- Wearing gloves when interacting with high-touch areas; not touching one's face with gloved hands; taking care when removing gloves; ensuring cleaning hands after removing gloves
- Wearing a face mask; avoiding adjusting said mask with un-sanitized hands or contaminated gloves
- Disposing of all used gloves and masks in the designated disposal units
- Sneezing and coughing into one's sleeve; if using a tissue, discarding immediately and cleaning hands afterward
- Avoiding touching one's eyes, nose or mouth

Other

- Visits are by appointment
- Non-essential gatherings have been eliminated
- Group sizes have been restricted
- Operating hours have been limited
- On-line delivery of service has been enhanced

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace:

- Contact Peterborough Public Health directly to obtain guidance regarding next steps: testing, isolation, contact tracing, facility cleaning and impact on operations.

How we're managing any new risks caused by the changes made to the way we operate our business:

- New risks are presented to the City of Peterborough Emergency Control Group for assessment and for direction regarding the implementation of appropriate policies and actions.

How we're making sure our plan is working:

- The continued health and safety of staff (paid and unpaid) and patrons through the curtailment of COVID-19 spread.