



## COVID-19 HEALTH & SAFETY PLAN

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## EMERGENCY CONTACTS

### EMERGENCY SERVICES

BC Ambulance Service 1 (800) 461-9911

Poison Control 1 (800) 567-8911

Skidegate Volunteer Fire Department (250) 559-8300

Queen Charlotte Volunteer Fire Department (250) 559-4488

RCMP (250) 559-4421

### HEALTH SERVICES

Haida Gwaii Hospital (250) 559-4900

Northern Health COVID-19 Online Clinic 1 (844) 645-7811

### HAIDA GWAII MUSEUM AT KAY LLNAGAAY

#### Street Address

#2 Haida Heritage Centre at Kay Llnagaay

Second Beach Road, Skidegate, Haida Gwaii BC V0T 1S1

#### Contact

(250) 559-4643 | [adminassistant@haidgwaiimuseum.ca](mailto:adminassistant@haidgwaiimuseum.ca)

[haidagwaiimuseum.ca](http://haidagwaiimuseum.ca)

[haidagwaiimuseumgiftshop.ca](http://haidagwaiimuseumgiftshop.ca)

## COVID-19 HEALTH & SAFETY PLAN OVERVIEW

The *COVID-19 Health & Safety Plan* has been developed pursuant to the Haida Nation's Haida Gwaii State of Emergency and by [Order of the Provincial Health Officer: Workplace COVID-19 Safety Plans Officer \(May 14, 2020\)](#). This plan:

- was created by the HGM staff and adopted by the Board on June 4, 2020 *Motion 2020-16*; reviewed and revised on November 19, 2020; reviewed and revised on April 15, 2021
- was developed following WorkSafe BC's *COVID-19 and returning to safe operation - Phase 2 and Arts and cultural facilities: Protocols for returning to operation guides*
- applies to all persons occupying the Museum's premises
- is publicly posted at the HHC and Museum entrances, at the Trading House sales desk, and on our website.

The Museum reserves the right to restrict visitation health & safety measures beyond current public health and safety measures as it sees fit. The Museum ED and/or Board of Directors reserve the right to refuse access to the Museum's premises to any person not observing the policies laid out in this plan. To stay informed on the Haida Gwaii State of Emergency visit [haidanation.ca](http://haidanation.ca)

## ABOUT COVID-19

**What is COVID-19?**

The COVID-19 virus is a highly contagious airborne disease that has resulted in a world-wide pandemic.

**How is COVID-19 spread?**

"When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu.

**COVID-19 symptoms include:<sup>1</sup>**

- fever
- chills
- new or worsening cough
- shortness of breath
- sore throat
- new muscle aches
- headache.

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<sup>1</sup> WorkSafe BC [COVID-19 and returning to safe operation – Phase 2](#) accessed May 25, 2020

# COVID-19 HEALTH & SAFETY POLICY

## 1.0 MUSEUM OPERATIONS

### 1.1 Maximum Occupancy

The maximum number of people permitted on Museum premises at any given time is 20. The maximum occupancy for each public and private space is posted on the walls in each area.

### 1.2 Health & Safety

All building occupants must follow the Museum's current health and safety measures. Visitors may direct concerns about health and safety protocols to [adminsassistant@haidagwaiimuseum.ca](mailto:adminsassistant@haidagwaiimuseum.ca).

- Building access is prohibited to persons that:
  - are sick, or exhibiting any symptoms of COVID-19
  - have travelled to Haida Gwaii in the last 14 days or are in self-isolation for other medical reasons,<sup>2</sup> or
  - live with or have come into close contact with a person(s) that fall into the above categories
- All occupants must:
  - wear a mask upon entering the building, and in public spaces at all times, unless medically exempt or under the age of 12 years (visitors are responsible for providing their own masks).
  - sign in/out at HHC entrance for purposes of contact tracing
  - wash/sanitize hands upon entering the HHC, Museum and/or Trading House giftshop; before/after using the washroom; and regularly throughout visit
  - stay a minimum of six feet apart from others not in your immediate bubble
  - respect all visitor control implements (signage, stanchions)
  - In addition to the above, Museum employees must: enter/exit through the HHC front door at all times and use the in/out board when coming/going
- COVID-10 Health & Safety signage is posted throughout the Museum.
- Public sanitizing stations have been installed at the HHC and HGM entrance points, in the Museum's Pole Gallery, Haida Gwaii Living Room, and in the Trading House giftshop.
- Trading House staff will sanitize any jewelry visitors ask to try on.

### 1.3 Public Access/Visitation

The Museum closed to the public March 18, 2020 due to the pandemic and re-opened to local residents on April 17, 2021.

- No public gatherings are being held, or rentals available at this time.
- **Public access is by appointment only.** An online booking system is coming soon, in the meantime:
  - to book an appointment contact the Museum's Trading House at (250) 559-4643 or [tradinghouse@haidagwaiimuseum.ca](mailto:tradinghouse@haidagwaiimuseum.ca)
  - number of visitors/appointment are limited
  - admissions are paid at time of arrival at the HHC front desk reception.

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<sup>2</sup> Essential Workers are exempt from the Haida Nation's 14-day self-isolation travel requirement. Prior to All Essential Workers at the Museum must have applied/been approved through the Council of the Haida Nation's Essential Worker Permit process [www.haidanation.ca/news/essential-work-permits](http://www.haidanation.ca/news/essential-work-permits) and have a work schedule approved in writing by Museum ED.

- The Museum's COVID-19 Health & Safety Plan is posted at the Haida Heritage Centre (HHC) entrance, at the Museum entrance, and on our website.
- COVID-19 Health & Safety signage and maximum occupancy is posted at the HHC entrance and throughout museum spaces.

#### 1.4 Visitation Control

- Maximum occupancy at any given time on premises: 20; maximum occupancy for each public and private space is posted on the walls in each area.
- Visitation by appointment only, phone (250) 559-4643 or email [tradinghouse@haidagwaiimuseum.ca](mailto:tradinghouse@haidagwaiimuseum.ca).
- No public gatherings or rentals available at this time.
- Plexiglass barriers have been installed at the HHC admissions desk and in the Museum's Trading House to minimize physical contact between staff and visitors.
- Visitor check-in and paying admissions occur at the HHC reception desk. No-touch payment options available for admissions (tap).
- Guests must sign in/out for purposes of contact tracing; sanitized pens and hand sanitizer are provided.
- COVID-19 Health & Safety plan posted at HHC and HGM entrance, in the Trading House and on Museum website
- COVID-19 Health & Safety signage posted at Heritage Centre entrance and throughout Museum
- All interactive exhibits have been removed or unplugged, with "do not touch signs" posted.
- Public sanitizing stations have been installed at the HHC and HGM entrance points, in the Museum's Pole Gallery, Haida Gwaii Living Room, and in the Trading House giftshop.
- Please respect visitor crowd control systems such as stanchions, taped areas, etc.

#### 2.0 CLEANING PROTOCOLS

- Regular, enhanced cleaning measures using Canada-approved sanitizing, disinfectant and commercial cleaning equipment have been implemented, including extra care for all high touch areas, including doors, light switches and washrooms.
- HHC front desk reception and the Museum's Trading House staff will sanitize payment processing machines after each use; Trading House staff will sanitize any jewellery requested for try-on.
- Disposable wipes and gloves are provided for staff to wipe down commonly and frequently used items or surface including door handles, desk, keyboard, phone, printers, chair armrests, keys, access cards and washroom as needed outside of scheduled cleaning.

#### 3.0 EMPLOYER HEALTH & SAFETY RESPONSIBILITIES

- Employees are not mandated to return to work under the Haida Gwaii State of Emergency; return to work is voluntary.
- The Museum's *COVID-19 Health & Safety Plan* is developed with employees and is posted at the Haida Heritage Centre and Museum premises; digital copies will be provided to Museum employees, service providers, volunteers, Board, and HHC and posted on the Museum's website.
- By virtual platform, the ED will review the Museum's COVID-19 Health and Safety Plan with employees and train them in the plan's policies and procedures, and in the monitoring of the plan. Employees are required to confirm in writing that they have received a review of the plan and associated training.
- A *COVID-19 Station* will be maintained at the entry to the Museum (wooden gate) and in the Museum's Archives with emergency and health information and the Museum's *Health and Safety Plan* clearly posted.

The station provides PPE (medical masks, gloves), Health Canada-authorized hand sanitizer,<sup>3</sup> appropriate disinfectant spray and/or wipes, paper towel and tissues.<sup>4</sup> The Museum will explore additional health and safety measures such as UV disinfectant equipment if deemed appropriate.

- Health, hygiene and cleaning supplies are made available in the staff room, i.e.: appropriate disinfectant spray and/or wipes, soap, paper towel.
- Health and hygiene supplies is also made available in the Trading House: hand sanitizer, appropriate disinfectant spray and/or wipes, tissue, paper towel, masks and gloves & plexi-glass shield.
- Signage: relevant maximum occupancy limits, and health and safety protocols must be posted at the entrance to and in each gallery of the Museum, bathrooms, workspaces, staff room and Trading House.
- Staff room: Staff may use the kettle, coffeemaker, microwave, fridge. Please wipe down handles and surfaces before and after use. Staff must bring their own dishes to work and bring them home at the end of the day.
- Undue hazards: “If an employee feels their workplace presents an undue hazard, they have the right to refuse work. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure. Employees should report health and safety concerns to ED immediately. All complaints are kept confidential. If the employee feels the concerns have not been addressed, the employee should report their concerns in writing to the ED. If the employee feels their concerns have not been properly addressed at this point, the employee should report their concerns in writing to the Museum’s Board President. If the matter is still not resolved, the worker and employer must contact [WorkSafeBC](#). A prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary. For more information, see [Occupational Health and Safety Guideline G3.12](#).<sup>5</sup> For other health, safety and general employment conditions, refer to the Museum’s *Human Resource Policy*.

#### **4.0 EMPLOYEE HEALTH & SAFETY RESPONSIBILITIES**

The following health and safety measures must be followed by occupants of the Museum at all times:

##### **Employee Health**

- Employees with a contagious illness cannot come to work until healthy. Non-contagious sick employees should not come to work unless fit to do so.
- Employees who have been diagnosed with the COVID-19 virus; exhibit any flu or COVID-19 symptoms; have come into contact with someone who has or is believed to have COVID-19; or that should be self-isolating and may not come to work until healthy and/or out of isolation.
- If an employee falls ill at work with COVID-19 symptoms, they must notify the ED immediately (even if symptoms are mild), go home to self-isolate and monitor symptoms.
- If an employee falls ill at work and their symptoms are severe, call the hospital (see page 2).
- If an employee falls ill at work and is in serious medical distress, call the ambulance (see page 2).
- Employees who fall ill with COVID-19 must disclose immediately to the Museum ED. The identity of sick employee(s) will remain confidential. Contact tracing will be done as per Public Health. Information shared to employees on any incident will be determined on a case-by-case basis in consultation with/agreement between the employee and ED.

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<sup>3</sup> [\(COVID-19\): List of hand sanitizers authorized by Health Canada](#) accessed May 29, 2020.

<sup>4</sup> The Occupational Health and Safety (OHS) Regulation and the Workers Compensation Act do not require employers to implement health monitoring for COVID-19, such as checking temperatures or recording symptoms: [worksafebc.com](#) accessed May 26, 2020

<sup>5</sup> BC WorkSafe [Resolving concerns about unsafe work](#) accessed May 26, 2020

### **Masks**

- Non-medical masks must be worn upon entering the building and in all public areas, or in any shared space, at all times unless otherwise arranged with the ED (i.e.: medical reasons). Learn about proper mask use at [WorkSafe BC Selecting and Using masks](#).

### **Physical Distancing**

- Maintain at least a 2-metre / 6-foot distance from others at all times
- Respect maximum occupancy limits posted in each Museum space
- Work in separate workspaces
- Avoid travel in the same vehicle with someone not from your bubble
- If it is necessary to work in a space where physical distancing cannot be maintained, employees must discuss a safety plan with ED.

### **Health and Hygiene Safety**

- Wash your hands thoroughly and often, including:
  - upon arriving for work
  - before and after breaks
  - after handing out/receiving materials, etc.
  - before and after handling common tools and equipment or touching common surfaces.
- Cough or sneeze into your arm sleeve or tissue, wash and dry your hands thoroughly.
- Do not touch your face, especially eyes, nose and mouth.
- Avoid touching common/public surfaces with bare hands; if you must do so, wash hands and dry thoroughly, or use hand sanitizer.
- Staff room: Staff may use the kettle, coffeemaker, microwave, fridge. Please wipe down handles and surfaces before and after use. Staff must bring their own dishes to work and bring them home at the end of the day.
- Maintain the Museum's daily sanitizing assignment.
- Gloves must be worn when cleaning or when otherwise deemed necessary. Wash hands before and after wearing gloves, do not use hand sanitizer on gloves, change and dispose of gloves after there is a tear, damage, or puncture.
- If you are wearing both a mask and gloves, put your gloves on last, and take them off first when you are finished.
- In order to minimize the potential spread of COVID-19 in the Museum, certain galleries may be cordoned off as no-go zones.
- Do not pass people in hallways or doorways if a 2m/6ft distance from each other cannot be maintained.

### **Business**

- The Museum will continue to receive and send mail, pay bills, issue invoices, and conduct other paperwork as required.
- The Trading House will conduct sales online, by phone, and/or in person when measures allow.

### **Meetings**

- Work meetings should be conducted virtually or by phone whenever possible
- In-person meetings cannot exceed occupancy limits of the space where gathered

### **Working from Home**

- Employees may work from home, if possible, with written permission of the ED.
- Off-site workspace policies are developed on a case-by-case basis, following [WorkSafe BC Standards](#).
- Removal of Museum property for home use must be approved in writing by the ED.

- Employees must provide a workplan and weekly work reports to the ED.

## 5.0 MENTAL HEALTH & WELL-BEING

Team members may be affected by the anxiety and uncertainty created by the pandemic, or for other reasons. It's important to remember that mental health is just as important as physical health, and to take measures to support your mental and spiritual health & well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time:

### 24-HOUR SUPPORT

KUU-US Crisis Line [kuu-uscrisisline.ca](http://kuu-uscrisisline.ca)

Adults/Elders: (250) 723-4050 | Youth: (250) 723-2040 | Toll-Free: 1 (800) 588-8717

Hope for Wellness [hopeforwellness.ca](http://hopeforwellness.ca)

Helpline (toll-free): 1 (855) 242-3310 | Online chat: [hopeforwellness.ca](http://hopeforwellness.ca)

National Indian Residential School Crisis Line

24 hour toll-free: 1 (866) 925-4419

Crisis Services Canada [crisisservicescanada.ca](http://crisisservicescanada.ca)

1.833.456.4566 | available to all Canadians seeking support

Kids Help Phone [kidshelpphone.ca](http://kidshelpphone.ca)

1.800.668.6868 or text "CONNECT" to 686868 | available to young Canadians between 5 to 29 years old who are seeking 24-hour confidential and anonymous care with professional counsellor

### LOCAL RESOURCES

HAIDA GWAII HOSPITAL AND HEALTH CENTRE

250.559.4900

ISLANDS WELLNESS SOCIETY

[islandswellnesssociety.com](http://islandswellnesssociety.com)

*Child and Youth Counselling:* Wendy 250.559.4767 [iwscwwa@haidagwaii.net](mailto:iwscwwa@haidagwaii.net)

*Women's Counselling:* Nell 250.559. 8828 [womenscounselling@islandwellnesssociety.com](mailto:womenscounselling@islandwellnesssociety.com)

*Outreach and Victims Assistance Program:* Bonnie 250.559.8843

XAAYDAGA DLAANG SOCIETY

Skidegate Health Centre Mental Health Team 250.559.4610

Call or text the mental health cell phone: 778.361.0179

Appointments can also be booked on the Jane App: <https://skidegatehc.janeapp.com/>

HAIDA CHILD & FAMILY SERVICES

Counselling & resources for children, youth, & their families

Skidegate: 250.280.7896

Massett 250.626.5257 Toll Free: 1.888. 626.5257