



COVID-19 HEALTH & SAFETY PLAN

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#2 Haida Heritage Centre at Kay Llnagaay
Second Beach Road . Skidegate . Haida Gwaii . 250-559-4643

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 COVID-19 HEALTH & SAFETY PLAN

OVERVIEW

The Haida Gwaii Museum's COVID-19 Health & Safety Plan has been developed in response to the COVID-19 pandemic and follows Haida and BC Public Health Orders. It has been publicly posted at the HHC entrance, Museum employee entrance, and on our website. The Museum reserves the right to restrict visitation health and safety measures beyond current public health orders as it sees fit, and to restrict public access to the Museum's premises for anyone not observing the Museum's COVID-19 Health & Safety Plan. Current public health orders can be viewed here: <https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>. Visitors may direct concerns about health and safety protocols to: adminassistant@haidagwaiimuseum.ca.

1.0 PUBLIC ACCESS

Out of respect and safety for others, please do not visit the Haida Gwaii Museum if you have COVID-19; exhibit any symptoms of COVID-19, including flu/cold-like symptoms; have travelled outside of Canada in last 14 days; should be self-isolating; or, if you live with or have come into close contact with a person(s) that fall into these categories.

1.1 Public Access

- The Haida Gwaii Museum is located at the Haida Heritage Centre at Kay Llnagaay (HHC)
- The Haida Gwaii Museum public facilities the museum, Gina DaahlGahl Naay *The Trading House* giftshop, and shared external grounds.
- Visitor check-in and admissions occur at the HHC reception desk
- Public gatherings or rentals are available as permitted by PHO www2.gov.bc.ca/gov/content/covid-19/info/restrictions and within the museum's capacity
- All visitors entering the premises must:
 - have government-issued proof of full vaccination
 - be masked at all times while in the building (exemption: under 5 years of age)
 - observe COVID-19 health & safety orders, which are posted throughout the Museum's galleries, work and public spaces

1.2 Maximum Occupancy

- The maximum occupancy of the Museum at any given time is 100 unless otherwise stated at HHC entrance
- Maximum occupancy for individual spaces are posted in each area

1.3 Proof of Full Vaccine

Visitors age twelve and up should be prepared to present one of the following as proof of full vaccination (plus a piece of valid government photo ID for visitors over 18 years of age):

- BC Vaccine card www2.gov.bc.ca/gov/content/covid-19/vaccine/proof

- Provincial/territorial vaccine record or federal proof www.canada.ca/en/immigration-refugees-citizenship/services/canadian-covid-19-proof-vaccination.html
- Proof of vaccination used to enter Canada for visitors from outside Canada

1.4 Masks

- All visitors age 5+ years are required to wear masks in the Museum at all times
- Visitors are responsible for supplying their own masks
- Masks must meet current PHO standards

1.5 Sign In/Out

- For purposes of contact tracing, all visitors must sign in/out at the HHC front entrance; sanitized pens and hand sanitizer are provided.

1.6 Museum Admissions

To visit the Haida Gwaii Museum, please check in at the HHC reception desk:

- A plexiglass barrier has been installed to minimize physical contact between staff and visitors
- No-touch payment options available (tap)
- For hours of operation and admission rates, visit: haidagwaiimuseum.ca
- To view online programming, visit: haidagwaiimuseum.ca/exhibitions/

1.7 Gina Daahlgahl Naay | The Trading House

- A plexiglass barrier has been installed to minimize physical contact between staff and visitors
- Trading House staff will sanitize any jewelry visitors ask to try on
- No-touch payment options available (tap)
- To shop online, visit: haidagwaiimuseumgiftshop.ca

1.8 Other Health & Safety

- 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 Gina Daahlgahl Naay *The Trading House* giftshop.
- Wash/sanitize hands upon entering the building; before/after using the washroom; and regularly throughout visit
- Please stay a minimum of six feet apart from others not in your immediate bubble
- Cough into your arm or a tissue
- Respect all traffic control implements (signage, stanchions)

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 employees will sanitize payment processing machines after each use; Trading House employees will sanitize any jewellery requested for try-on.

- Sanitizing agents and gloves are provided for employees to wipe down commonly and frequently used items or surface including desk, keyboard, phone, printers, chair armrests, keys, access cards and washroom as needed outside of scheduled cleaning.

3.0 EMPLOYER HEALTH & SAFETY RESPONSIBILITIES

- 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 are provided to Museum employees, service providers, volunteers, Board, the HHC and posted on the Museum's website.
- By virtual platform where necessary, 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 public entrance to the Museum (wooden gate) and in the Museum's offices/Archives area (accessible to public by appointment) with emergency and health information and the Museum's *Health and Safety Plan* clearly posted. The entry station will provide Health Canada-authorized hand sanitizer; the Archives will provide Health Canada-authorized hand sanitizer, masks, gloves, appropriate disinfectant spray and/or wipes, paper towel and tissues. 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 will also be 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 policies and protocols must be posted at the entrance to and in each gallery of the Museum, bathrooms, workspaces, staff room and Trading House.
- Staff room: The Museum team may use the kettle, coffeemaker, microwave, fridge. Team members must wipe down handles and surfaces before and after use. Team members must wash their own dishes with hot water and soap immediately after use.
- 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](#).¹ 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 cold, 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.
- The Haida Heritage Centre has government-approved rapid tests and HHC staff is trained in administering these tests. Employees must contact ED if they believe they require rapid testing.
- Employees who are not vaccinated must take a rapid test at front desk before entry. Tests are done Tuesdays and Thursdays at HHC reception.
- 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 exhibit symptoms, require rapid testing, or fall ill with COVID-19 must disclose immediately to the Museum ED. The identity of these 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.

Masks

- Face 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. Learn about proper mask use at [WorkSafe BC Selecting and Using masks](#).
- As of Jan 4, 2022 and until otherwise recommended by PHP, Museum occupants must wear 3-ply medical masks; cloth masks not permitted

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 where possible
- 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 that is signed off in writing.

¹ BC WorkSafe [Resolving concerns about unsafe work](#) accessed May 26, 2020

Health and Hygiene Safety

- Wash/sanitize 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: Team members may use the kettle, coffeemaker, microwave, fridge. Please wipe down handles and surfaces before and after use. Team members must wash their dishes with hot water and soap immediately after use.
- 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 when 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

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

Hope for Wellness hopeforwellness.ca

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

National Indian Residential School Crisis Line

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

National Suicide Prevention Lifeline

1.800.273.8255

Crisis Services Canada crisisservicescanada.ca

1.833.456.4566 | available to all Canadians seeking support

Kids Help Phone 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

Child and Youth Counselling: Wendy 250.559.4767 iwscwwa@haidagwaii.net

Women's Counselling: Nell 250.559. 8828 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