



Cortes Island

MUSEUM & ARCHIVES

reflect imagine celebrate

COVID-19 SAFETY PLAN

MEASURES IN PLACE

Occupancy Limits: (includes staff)

Entryway – 3

Exhibit Gallery – 6 (maximum 10 if family grouping)

Public Archives Room – 3

Office – 1

Workroom – 3

Kitchenette - 1

Wild Cortes Exhibit/EcoLab – 4

Protocols For:

Entry & Exit

- Posted COVID-19 Safety Plan
- Posted COVID-19 Entry Questionnaire
- Installed hand sanitizer station at entry
- Designated 2 metre distances on porch and sidewalk
- Initiated daily record keeping of all visitors, staff, board & volunteers including name, contact phone number and place of residence
- Created one-way flow through the building implemented if required
- Improved separation between Tourist Information and Museum entrance

Lobby Entryway

- Moved tourist pamphlets into glass showcase to be handed out by host
- Installed barrier over counter in lobby
- Provided sanitizer, gloves, mask, cleaning supplies for staff, board & volunteers
- Provided touchless square technology for payment
- Reorganized store items, moving absorbent items to higher shelves
- For patrons who wish to preview books, hand sanitizer is provided

Exhibit Gallery

- Provided social distancing floor markings and signs
- Provided hand sanitizing stations as required
- Removed high-touch exhibits
- Installed “do not touch” signage



COVID-19 SAFETY PLAN *Continued*

Public Archives

- By appointment only with Archivist/staff assistance
- Research conducted following all archival usage protocols

Workroom/Kitchenette

- Cleaning as per designated workplace protocols
- Wash all dishes in hot soapy water and use personal items when possible
- Disinfect common surfaces, handles of taps, drawers, fridge, kettle/coffee pot

Washroom

- Handwashing supplies maintained and handwashing information poster displayed
- Cleaning as per designated workplace protocols

Wild Cortes Exhibit

- Posted COVID-19 Safety Plan
- Posted COVID-19 Entry Questionnaire
- Provided information binder of COVID-19 Protocols and training
- Installed hand sanitizer station at entry
- Designated 2 metre distances in halls and on sidewalks
- Initiated daily record keeping of all visitors, staff, board & volunteers including name, contact phone number and place of residence
- Established entry and exit walkways
- Installed barrier over counter
- Provided social distancing floor markings & signs
- Provided hand sanitizing stations where required
- Removed high-touch exhibits
- Installed “do not touch” signage

Staff, Board and Volunteers

- Provided host script to introduce a self-guided tour of exhibits to minimize close contact with patrons
- Required to follow all personal health protective measures and protocols
- Provided COVID-19 information binder with safety measures and protocols
- Provided COVID-19 training
- Encouraged working off-site when possible
- Required on-site work schedules to be posted on Teamup calendar

Workplace in General

- Developed cleaning plan & schedule for host, staff, board & volunteers
- Required opening of front & back doors and all windows while area in use
- Updates to our plan will be made with input from staff, board and volunteers