



# COVID-19 SAFETY PLAN

The Arts Council of New Westminster has implemented a number of measures to ensure the health and safety of staff, visitors and volunteers. Included in this plan are the steps we are taking to ensure we adhere to all COVID-19 protocols as determined by the Provincial Government and BC Health Authorities.

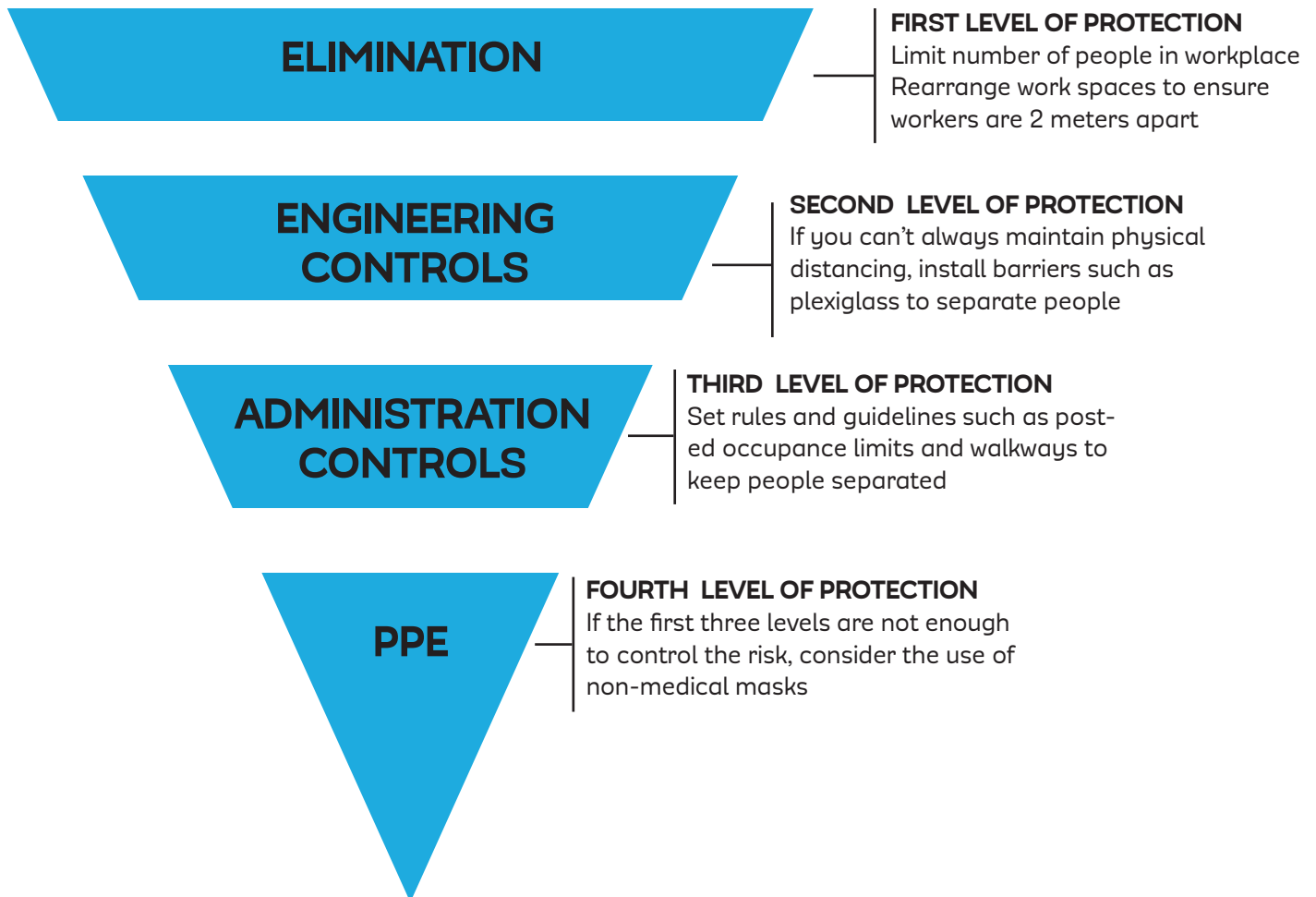
The ACNW COVID-19 Safety Plan is available on our website: [acnw.ca/covid19](https://acnw.ca/covid19)

## 1. ASSESS THE RISKS

- We have identified areas where people gather such as meeting/studio room and gallery space
- We have identified job tasks and processes where workers/volunteers are close to one another or members of the public
- We have identified surfaces that people often touch, such as doorknobs and lightswitches

## 2. REDUCE THE RISK

To reduce the risk of the virus spreading through droplets in the air, the ACNW will implement protocols to protect against identified risks. Different protocols offer different levels of protection. Wherever possible, we use the protocol that offers the highest level of protection.



## **FIRST LEVEL OF PROTECTION**

- Established and posted occupancy limits
- Work from home arrangements
- Implemented measures to keep staff/visitors/volunteers 2 metres apart

## **SECOND LEVEL OF PROTECTION**

- Installation of barriers where needed
- Cleaning protocols

## **THIRD LEVEL OF PROTECTION**

- Identify rules and guidelines for how staff/volunteers should conduct themselves
- Floor markers and signage to assist with physical distancing and communicate good hygiene
- High touch areas disinfected regularly

## **FOURTH LEVEL OF PROTECTION**

- All visitors required to wear a mask. Staff and volunteers provided mask to use when necessary

## **STAFF PROTECTION MEASURES**

- In order to reduce the number of people in the work/gallery space, staff are able to work from home, virtual meetings can be arranged and rescheduling of worktasks is always an option.
- We have a work from home policy
- We will limit the number of colleagues/visitors in the workplace (4 guests plus 3 staff/volunteers)
- We have installed barriers where workers can physically distance from co-workers and visitors. This includes plexi-glass on front desk
- We have included barrier cleaning in our protocols
- We have identified rules and guidelines for how staff should conduct themselves
- All staff will be provided with a non-medical mask and will wear them when appropriate to do so
- Handwashing facilities and hand sanitizer are readily available
- Our workplace policy ensures that staff showing symptoms of COVID-19 are prohibited from entering the workplace
- We have posted signage at the workplace, including occupancy limits and hygiene practices
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and staff with symptoms.
- We have clearly communicated these rules and guidelines to staff through training and signage

## VISITOR PROTECTION MEASURES

- Upon entering the gallery each visitor is required to fill out the ACNW Contact Tracing Form.
- Occupancy in the gallery is limited to groups consisting of a maximum of 4 guests plus 3 staff/volunteers
- Guests will be asked to wait outside if the gallery is at maximum capacity.
- At all times visitors will be required to maintain a distance of 2 metres from staff and volunteers
- The ACNW prohibits entry to anyone who exhibits COVID-19 symptoms or has had COVID-19 symptoms in the last 10 days or has arrived from outside of Canada within the last 14 days or anyone under the direction of the Provincial Health Officer to self-isolate. Please visit <https://bc.thrive.health/covid19/en> to review the BC COVID-19 Self Assessment guide.
- Guests are asked to use provided hand sanitizer upon arrival at the gallery
- Guests are required to wear a non-medical mask
- We have posted signage at the main entrance indicating who is restricted from entering the premises including visitors with symptoms
- We have posted signage reminding guests to maintain a 2 metre distance and to wear a mask
- Enhanced cleaning measures have been implemented for all high touch areas

## GALLERY VOLUNTEER PROTECTION MEASURES

- Occupancy in the gallery is limited to groups consisting of a maximum of 4 guests plus 3 staff/volunteers
- We have installed barriers so volunteers can physically distance from visitors. This includes plexiglass on front desk
- Volunteers will be provided with a non-medical mask
- Cleaning supplies are available to disinfect high touch areas
- We have identified rules and guidelines for how volunteers should conduct themselves
- Handwashing facilities and hand sanitizer are readily available
- Our policy ensures that volunteers showing symptoms of COVID-19 are prohibited from entering the workplace
- We have posted signage at gallery, including occupancy limits and hygiene practices
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and staff with symptoms.
- We have clearly communicated these rules and guidelines to staff through training and signage