



LANGLEY CENTENNIAL MUSEUM COVID SAFETY PLAN

Langley Centennial Museum COVID Safety Plan

Facility Address:	9135 King Street
Last Update:	October 23, 2020
Report Contents:	<ol style="list-style-type: none">1. Introduction2. Methodology<ol style="list-style-type: none">i. Communicationii. Physical Distancingiii. Transmission Preventioniv. Enhanced Cleaningv. Occupancy Limitsvi. Administrative3. Public Access Space Plans
Applicable Codes and Regulations:	WorkSafeBC BC Recreation and Parks Association
List of Appendices:	Appendix A: WorkSafeBC – COVID-19 Safety Plan

Introduction

Langley Centennial Museum (LCM) is a multi-use museum and arts complex consisting of both public and private spaces. LCM spaces fall into one of the below categories:

- Common spaces
 - Includes lobby/foyer, washrooms, corridors, and program room.
 - Grounds/parking – includes outdoor benches and walkways, stairs, courtyard and parking lot.
- Public spaces
 - Includes gift shop, and two galleries.
- Staff spaces
 - Office space – includes work stations, offices, and other unique departmental spaces such as storage areas, lunchroom/volunteer room, and stairs.
 - Operational/"back-of-house" – includes server, electrical and mechanical rooms, storage areas and collections storage in basement.

Each of these areas will be analyzed and a plan will be prepared and included in this report to ensure that the proper controls are in place for safety and to reduce the risk of transmission of COVID-19. This will be an evolving report and it will be updated as plans are developed or as conditions evolve.

In addition to the spaces that the Township of Langley is directly responsible for, there are also various other occupant uses within LCM spaces:

- LCM has a roster of over 70 volunteers and docents who share both staff spaces and public spaces. Volunteers are found within all common spaces noted above, in the public spaces, and in some staff spaces including the lunchroom/volunteer room, program room, primarily the History Gallery but also the Exhibitions wing, the basement in the collections storage area, and stairs.
- Contractors and other ToL employees provide services to the museum. These employees and contractors will be managed within approved occupancy levels for various areas and must follow museum safety protocols.

Volunteers are covered the Township's Safety Plan to ensure that all facility users are kept safe.

Methodology

When considering the reopening of LCM to public use, each space will be evaluated to ensure that a safe environment is provided.

Arts, Culture and Community Initiatives staff in collaboration with Facilities staff will be responsible for assessing and evaluating their own facility office spaces and unique public spaces. As required by WorksSafeBC, facility risk assessments will be completed for each facility, and will assist in development of any control measures or additional safety considerations. Once evaluations and assessments are completed, they will be shared with the

facilities Department for review and follow-up. The Facilities Department will evaluate common spaces.

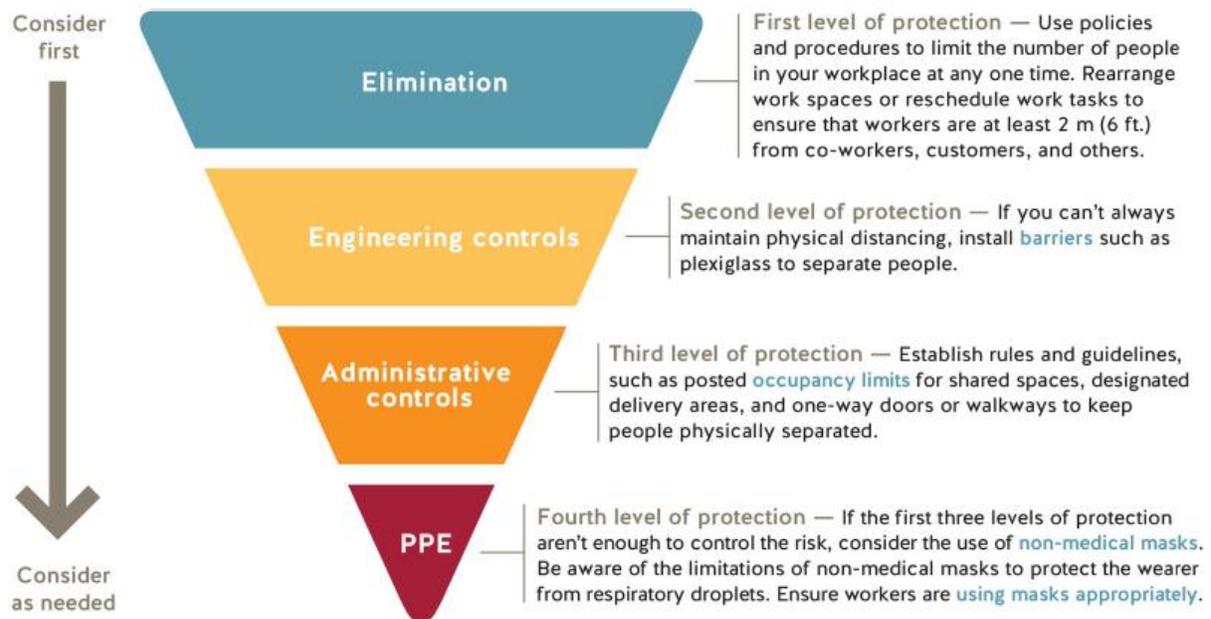


Figure 1: WorkSafeBC's Hierarchy of Controls model (source: <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>)

The ACCI Division plan for reopening, will be prepared using the WorkSafeBC Hierarchy of Control model, shown in Figure 1, to reduce the risk of person-to-person transmission (see *Appendix A: WorkSafeBC – COVID-19 Safety Plan*). Controls that fall into the top level of protection will be considered first but a variety of controls will be used to address the risks throughout the building.

Once the plans have been completed and approved, the Facilities Department will coordinate all required facility alterations. The ACCI Division will be responsible for its own training, communications, and internal procedures.

Communication

The requirement to prebook and request to prepay in advance of visiting the museum will be posted online on the ToL and Museum websites, and will be included in the ACCI eNews. A media release promoting the reopening of the museum and these conditions for visiting the museum will also be completed upon reopening.

Facilities staff will install all signage required to communicate safety requirements to building users. This may include unique signs for each facility, which must be approved through the Emergency Operations Centre, or a number of pre-approved sign types, including:

- General safety requirements (interior) – located throughout building, as needed, at sinks, and at safety boards
- General safety requirements (exterior) – located at entrances to the building

- Occupancy levels – located in every meeting room (also on outlook booking calendar or PerfectMind), communal room, and washrooms
- Building open to public only on a prebooked and prepaid basis – posted at entrances to building, on website and on voicemail system
- Area closed (authorized access only) – posted in areas as needed
- Mental Health Info (on Safety Boards)

In addition to signs, Facilities staff will install physical distancing decals on floors, where required, to assist with single-direction traffic and queuing. The decals available include:

- Stand here (2 metres distancing) – round decal to provide standing spots to maintain 2 metres physical distancing for line-ups and at counters and other applicable areas
- Line up starts here – bar decal to provide visual guide for the start of a line up
- One-direction traffic (left arrow, right arrow, or straight arrow) – round decal to provide direction for one-directional traffic

Physical Distancing

Note that only members of a specific bubble will be allowed within the museum during any given 1-hour time period. There will be no mixing of bubbles within the museum. Given that all users in any given time period will be within the same bubble, physical distancing is not required, although visitors will be asked to practice reasonable physical distancing practices.

In order to provide physical distancing for building users, museum staff will provide the following solutions, as required:

- Remove additional furniture and supplies to maximize space and remove extra chairs to enforce occupancy limits or mark accessible areas to occupy
- Supply and install of Plexiglas barriers at front counter

Members of a bubble will be greeted upon arrival and each individual will be asked to verbally complete a health check prior to entering. This health check questionnaire is also available online and is included in the registration process on PerfectMind.

Site staff will enforce physical distancing in staff and public spaces.

Transmission Prevention

In order to mitigate transmission of COVID-19 and other diseases, Facilities staff will provide the following solutions, as required:

- Supply additional hand sanitizer dispensers or temporary hand sanitizer stands
- Install stanchions and barriers to prevent access to non-public areas of museum
- Check soap and hand sanitizer levels every day (or more frequently)
- Staff and volunteers/docents are required to wear masks or shields when interacting with the public, and the public are encouraged to wear masks when interacting with staff.

Museum staff will enforce transmission prevention requirements in staff and public spaces.

Regular and Enhanced Cleaning

Enhanced cleaning is being provided at LCM by the regular contract cleaning service (Hallmark) to provide cleaning of the high-touch points after operating hours. During operating hours, museum staff will sanitize high-touch points between groups. Assuming the return to full or partial operating hours, the regular contract cleaning service will ensure cleaning is completed and tracked.

During the daytime, staff will complete a checklist including time cleaned for each high-touch cleaning at LCM. This is collected by the front desk to ensure a record of cleaning is maintained.

Contact Tracing

Only one bubble of up to 15 persons will be allowed in the museum during any given 1-hour period for visiting. Visits need to be prebooked and prepaid online using the Township of Langley's PerfectMind software. This requires the name and contact information for at least 1 person in each bubble, and this will service as the contact person for contact tracing.

Occupancy Loads

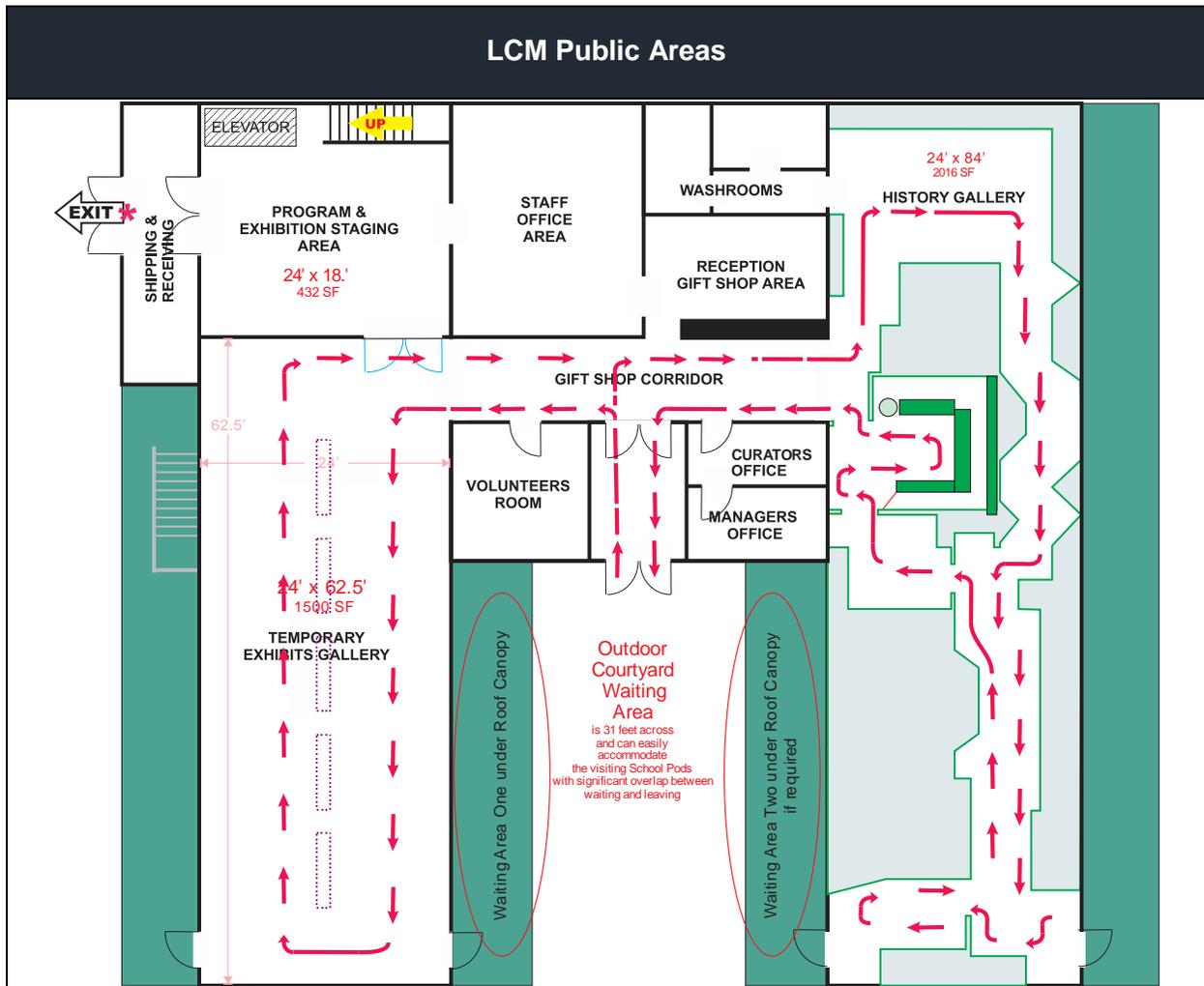
Room occupancy loads have been provided based on the minimum requirement of 2 metres between people to reduce the risk of transmission of COVID-19 excluding members of the same bubble (such as families or other groups such as classes). Occupancy limits of one (1) do not apply to immediate family members or people who require an attendant.

The Province of BC through WorkSafeBC have developed social distancing guidelines for several areas that have relevance to the museum. Examples of such areas include retail, classrooms, day camps and offices.

For recreation facilities, the BC Recreation and Parks Association (BCRPA) have also established a sector best practice guideline of 5m² as the allowable space for calculating active persons load capacities and 3m² for non-active recreation spaces (e.g. multipurpose rooms). Various other factors will be considered for each space such as allowing for movement within a space for staff for monitoring and overall egress patterns through a space.

Occupational Limits Assessment of Common Spaces				
Facility:	LCM			
Area/ Floor	Description	Size (m2)	Occupancy Limit	Notes
Foyer/Reception/Galleries				
Shared Space	Entrance area to museum and reception counter	23 m2 and 4 m2 respectively	1 bubble – max 8 persons plus 1 staff/volunteer	1 COVID bubble of up to 8 persons plus 1 staff/volunteer in foyer (or 8 public), and 8 public in reception area plus staff member(s) behind plexiglass at reception counter (facility limit is 15 persons in same bubble)
Washrooms				
Shared Space	2 individual single-stall washrooms	Single	1	Additional family member or support provider allowed if necessary
Program Room				
Shared Space	Program Room	30 m2	7 including 1 staff member or docent	Any groups within this area need to be part of a COVID bubble; mixing of groups cannot happen due to size of space

PUBLIC ACCESS SPACE PLANS



<p>Description of public services being offered:</p>	<p>Self-guided visits to the History Gallery and Exhibitions Gallery, as well as concluding the visit in the Gift Shop</p>
<p>Opening date:</p>	<p>Between Thanksgiving and Remembrance Day</p>
<p>Overview of safety measures being taken:</p>	<p>Facilities responsibilities:</p> <ul style="list-style-type: none"> Install stickers at designated spots in gift shop for physical distancing and traffic directional areas in high traffic areas <p>Messaging to all Township staff:</p> <ul style="list-style-type: none"> Notice of public access to building for pre-booked visits <p>Messaging to Public:</p> <p>General Guidelines</p> <ul style="list-style-type: none"> All visit times must be booked at least 24 hours prior through LCM (online or phone call) and preferably prepaid, although walk-in traffic can be accommodated if space exists in museum

<p>Overview of safety measures being taken:</p>	<ul style="list-style-type: none"> • Time between bookings – 60 minutes, with only 1 prebooked group allowed within the museum during any given 1-hour period <p>Entrance</p> <ul style="list-style-type: none"> • Participants should arrive only 5 minutes prior to their start time. • Participants are asked to wait at their cars or in the outdoor courtyard until it is their time to enter the facility • The entire group needs to enter the building at the same time although the group will be split if larger than 8 persons up to a maximum of 15 in the same bubble. • In the case of group visits, one adult per group is permitted to come to the reception area if onsite payment is needed; online prepayment is strongly encouraged/no cash accepted onsite. • A freestanding hand-sanitizing station will be provided and guests asked to sanitize prior to enter the museum. <p>Upon Building Entry</p> <ul style="list-style-type: none"> • Obey physical distance rules while inside the building • There will not be a holding area in the main lobby for the group to wait. At the assigned start time, the group disperse throughout the museum or linger in the gift-shop area (max 8 persons in gift shop area at any given time). • Follow signs and directional arrows to galleries and to move through galleries. <p>Washrooms</p> <ul style="list-style-type: none"> • Both washrooms in History Gallery are available for all visitors although physical distancing through public areas of the Museum will be required as guests or staff pass through these areas on their way to and from washrooms. • High touch surfaces in washrooms will be wiped by staff on an hourly basis, and hand sanitizer is available in the washroom hallway <p>Within Exhibit Halls</p> <ul style="list-style-type: none"> • Hand sanitizer is available at the entrance/exit to both exhibit halls <p>Program Room</p> <ul style="list-style-type: none"> • Only 1 cohort is allowed in the program room at any given time, with limits of 7 public persons and 1 staff/volunteer • A portable hand wash station will be added to this space as well as a permanent hand sanitizer station <p>Exiting Building</p> <ul style="list-style-type: none"> • At the end of the booked visit time, groups will be given a 10 minute warning to exit the building including the gift shop. • Participants should bring a filled personal water bottle as there are no communal water stations available
<p>Description of enhanced cleaning measures:</p>	<ul style="list-style-type: none"> • A museum staff member to clean the washrooms and high-touch areas between user group bookings
<p>Accommodations for accessibility:</p>	<ul style="list-style-type: none"> • Seating to be provided for elderly and disabled guests upon request although 1 bench will remain in each exhibit hall and will be wiped at the end of each visit.

APPENDIX A – Worksafe BC – see attached document