

COVID-19 safety plan

Company details

Business name: **Museum of Ontario Archaeology**

Date completed: **20 Jul 2020**

Division/group: **Ministry of Heritage, Sport, Tourism and Cultural Industries - Museum**

Date distributed: **08 Mar 2021**

Revision date: **04 Mar 2021**

Developed by: **MOA Emergency Response Staff**

MOA Emergency Response Team

Rhonda Bathurst, Executive Director rhonda@archaeologymuseum.ca

Cindy Barrett, Administrative Officer cindy@archaeologymuseum.ca

Heather Hatch, Collections Manager heather@archaeologymuseum.ca

The **MOA COVID-19 Operation Guide** is kept in W:\General\Policies and Procedures\Policies_general procedures\Health, Safety, Emergency\COVID-19_2020\MOA COVID Protocol

Any new versions of the Guide are shared on the MOA MS Teams virtual message board, where all staff have daily access.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Answer: Ensure our procedures are up to date by frequent review of Ministry of Health guidance.

Actions:

- All staff are encouraged to regularly monitor the [Ontario COVID-19 website](#) for up-to-date information and revise the safety plan, as required.
- All staff are encouraged to regularly monitor the [Middlesex-London Public Health website](#) and to subscribe to social media notifications.
- The **MOA Emergency Response Team** will ensure that the internally developed **MOA COVID-19 Operational Guide** is regularly updated to reflect any changes to operational procedures based on Federal, Provincial and Regional recommendations.
- The **MOA COVID-19 Operational Guide** is shared with all staff and volunteers.
- Any changes to the **MOA COVID-19 Operational Guide** are communicated to and shared with staff and volunteers.

2. How will you screen for COVID-19?

Answer: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

Actions:

- All staff are requested to download the federal [COVID Alert](#) app.
- Daily, or before each visit to the museum, all staff, volunteers, researchers, and cleaning crew will fill out screening protocol: <https://podio.com/webforms/25313044/1873731>
- Answers to screening questions will only be accessible to Management and kept on file for proof of compliance.

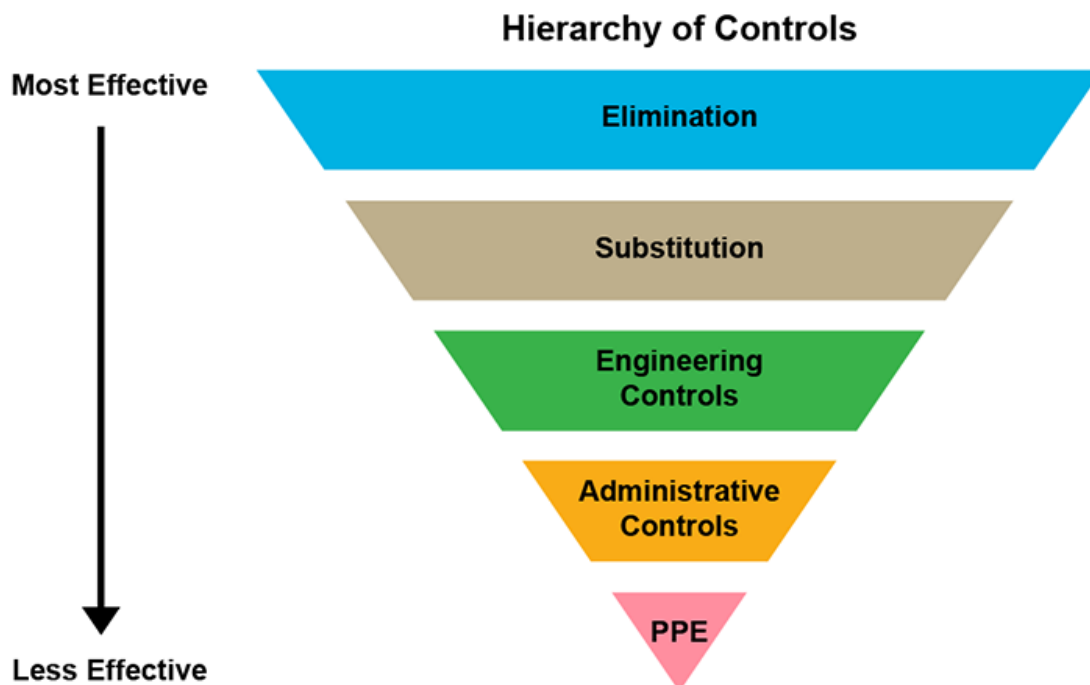
3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

Answer: The museum has adapted several protocols to limit/control risk transmission:

Actions:

- No staff or volunteers will attend the museum if they are exhibiting any COVID symptoms.
- No staff or volunteers will be on site without the knowledge of their immediate supervisor/Executive Director.
- The number of workers/researchers permitted on-site is determined by the Province’s colour-coded guidelines, as determined by the weekly Middlesex-London case rate.



- **Collections** (Heather Hatch)
 - Collections staff will be scheduled to minimize crowding and limited interactions.
 - All Collections staff/visitors must sign in and out of the department.
 - Encourage (but not require) personal devices for scanning boxes and shelves.
 - Encourage frequent hand-washing/sanitizing protocols for those handling collections materials and equipment.
 - Accept collections transfers/deliveries by appointment only:
 - Visitors must sign a *Health Declaration Form*
 - Wear a mask
 - Wear gloves
 - Newly delivered collections will be placed in a discrete location and left for **6-9 days** prior to staff handling/processing, according to sector best-practices.
 - The following COVID protocols have been developed specifically for Collections and are communicated with Collections Staff and collections Transferees:
 - *Collections Deposit Protocols Covid-19*
 - *Flotation Machine Procols during Covid-19*
- **Education** (Katie Urban)
 - Education/camp staff will be scheduled to minimize crowding and limited interactions.
 - Encourage frequent hand-washing/sanitizing protocols for those handling education materials and equipment.
 - Disinfect/wipe down education materials and equipment at the end of each day of use.
 - Develop remote/distance learning options, when possible.
 - Offer curbside-pickup options.
- **Administration** (Cindy Barrett and Rhonda Bathurst)
 - Work from home when possible to prioritize space on site for Collections and Education personnel.
 - Giftshop is only available online.
 - Ensure cleaning staff are pre-screened, masked while on site and prioritize common surfaces/spaces.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Answer: We have designated a safe isolation area in the workplace and will request that anyone exhibiting symptoms leave the museum as soon as possible. Any spaces that the worker had been in contact with will be sanitized.

Actions:

- Isolate the worker and assist them, if required, getting home. Recommend that the worker self-isolate and contact the Middlesex-London Health Unit.
 - 519-663-5317 (Mon-Fri 8:30 am – 4:30 pm)
 - health@mlhu.on.ca
- If there is concern about workplace transmission, consult screening sheets for contact tracing information and contact the Middlesex-London Health Unit.
- **Collections (Heather Hatch):** Any suspected cases will be isolated in the Collaboration Room. The Collections Supervisor will notify key contacts to assist worker getting home, if required. Collections Supervisor will determine if there was risk to other workers and notify the Executive Director.
- **Education (Katie Urban):** Any suspected cases will be isolated in the Collaboration Room, Classroom or Theatre. The Learning Coordinator will notify key contacts to assist worker getting home, if required. The Learning Coordinator will determine if there was risk to other workers and notify the Executive Director.
- **Administration (Cindy Barrett and Rhonda Bathurst):** Any suspected cases will be isolated in the Collaboration Room. Notify key contacts to assist worker getting home, if required. Determine if there was risk to other workers and if so, consult COVID Screening list and contact the Middlesex-London Health Unit for guidance in contact tracing.

5. How will you manage any new risks caused by changes to the way you operate your business?

Answer: Museum staff meet weekly by remote videoconference (MS Teams) and discuss/update any new risks that have been identified due to the COVID-19 situation.

Actions:

- The Executive Director will regularly check-in with staff about how they are coping with remote and onsite working conditions.
- Any changes that are required will be discussed with the Emergency Response Staff and communicated to supervised staff and volunteers through regular communication channels.

6. How will you make sure your plan is working?

Answer: The Executive Director and Emergency Response Staff will regularly meet to discuss how the plan is operating and if any changes or updates are required.

Actions:

- Changes to procedures will be documented in an updated version of the **MOA COVID-19 Operational Guidelines**. New versions of the Guide are updated, on average, every 2 months.
- Any new versions of the **Guidelines** will be numbered sequentially and kept in the museum's staff-accessible network drive:
 - W:\General\Policies and Procedures\Policies_general procedures\Health, Safety, Emergency\COVID-19_2020\MOA COVID Protocol
- A copy of the newest version of the **Guidelines** will be accessible at all workers on the museum's remote message board (MS Teams) or shared via immediate Supervisor.

COVID-19 safety plan – snapshot

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Date Completed: 20 Jul 2020

Revision Date: 04 Mar 2021

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- The museum has a designated **Emergency Response Team** responsible for monitoring all recent provincial and regional COVID-19 protocol.
- The Emergency Response Team has developed an internal document to guide on-site procedures during the pandemic: **MOA COVID-19 Operational Guidelines**
- The Emergency Response Team keeps the MOA COVID-19 Operational Guidelines up-to-date and communicates any recent changes with MOA staff and volunteers.

How we're screening for COVID-19

- All staff and volunteers complete and submit screening protocol before attending the museum.
- Staff do not attend the museum if they are exhibiting any symptoms and/or those symptoms have not been cleared with management.
- All staff are requested to download the Canada **COVID Alert** app onto their personal devices.

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- All work-spaces are distanced by at least 2 meters.
- Spacing reminders are posted in choke-points and communal locations

Cleaning

- All communal workstations are cleaned at the end of each work session.
- All commonly-touched surfaces (such as door handles) are wiped down as a worker leaves each day.
- The facility is cleaned by professional cleaners at least 2x/week when the museum is operational.

Other

- Hand sanitizer is available at all museum entrances.
- All staff are required to wear a mask.
- Signage posted throughout the museums reminds staff and visitors to keep their distance, wear a mask, and wash their hands regularly.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Staff are isolated, personal contacts are notified (if required), and staff are requested to leave the museum as soon as possible.
- Work stations and surfaces where the worker touched are disinfected.

How we're managing any new risks caused by the changes made to the way we operate our business

- The **Emergency Response Team** updates staff regularly with any updates/revisions to procedures.

How we're making sure our plan is working

- The Executive Director checks in regularly with all staff.
- Staff are in daily communication and meet weekly by remote means.