

**COVID-19 Policies and Procedures
Maple Ridge Historical Society
Updated November 20, 2020**

1. Maple Ridge Museum

1.1. The Maple Ridge Museum has limited space and staff, but these policies and procedures will act as a guide to maximize our efforts in combating the COVID-19 pandemic and ensuring all staff and potential visitors remain safe and healthy.

1.2. Office and Staff Policy and Procedure

- 1.2.1. If you are feeling any symptoms of cold, flu, or any kind of illness you should not come in to the museum. Work can be assigned to complete at home, staff should not worry about losing hours or pay for not coming into the museum. Under no circumstances should anyone with cold or flu symptoms come to the museum
- 1.2.2. Upon arrival at the museum for the beginning of your shift, you should wash your hands first upon entering the museum using proper hand washing techniques as indicated by the B.C. health ministry guidelines. These guidelines are posted by each sink and in each bathroom at the museum.
- 1.2.3. Surfaces including doorknobs, workspace desks, keyboards, handrails, and any other frequently touched surface should be disinfected at the end of each day of work.
- 1.2.4. A cleaning station is located in the hallway to the workroom. At the cleaning station are paper towels, bleach and non-bleach fantastik cleaning spray, nitrile gloves, and disposable masks.
- 1.2.5. Social distancing measures will be followed at all times whether working in the museum, at Haney House, in the brickyard office or outside in the park area. Staff should remain at least 2 meters, 6 feet, apart from each other at all times.

- 1.2.6. Personalized work stations will be set up with no crossover between staff work stations. Staff are to limit their work activities to their workstation only and not use others computers or desks.
- 1.2.7. In order to follow proper social distancing measures, no more than one staff member should be working in the downstairs workroom. Moving through the small workroom space would violate the 2 meter personal space. Alternative workspaces should be set up in the old kitchen room and the brickyard office.
- 1.2.8. For the time being, the kitchen should be used on a limited basis. Please consider bringing lunches and snacks that do not require microwaving. If use of the kitchen is necessary, bring your own dishes and keep them on your person, rather than washing and storing them in the kitchen. If a staff member is working in the workroom, then a mask should be worn while traveling to the kitchen sink.
- 1.2.9. The kitchen, washrooms, and commonly touched surfaces should be disinfected at the end of each day. This task should not be completed by staff who are or who have family at risk or are immunocompromised. Gloves and a mask should be worn for the completion of this activity.
- 1.2.10. Any employee working alone in the museum should lock the outside door behind them and keep it locked during their shift.
- 1.2.11. Staff will work in cohorts of no more than three employees at one time. These cohorts will always work together and there will be no crossover between cohorts. Cohort A will work Sunday-Monday-Tuesday at the museum and Wednesday and Thursday at home. Cohort B will work Monday-Tuesday at home and Wednesday-Thursday-Friday at the museum.
- 1.2.12. Any travel outside of the lower mainland will be noted by employees and all contact information for employees is posted at each work station for contact tracing purposes.
- 1.2.13. If employee is diagnosed with a confirmed case of Covid-19 they should contact Shea Henry, Executive Director, at the museum and she will notify Fraser Health.
- 1.2.14. A copy of this document will be printed and posted at each work station at the museum. As well as being available on our website mapleridgemuseum.org.

1.3. Artifact Handling

- 1.3.1. It is the policy of the museum for staff to wear gloves when handling artifacts. This is more important than ever in the current situation. Latex gloves are required at ALL TIMES when handling artifacts. While we can disinfect doorknobs, computers, desktops, and keyboards, we cannot safely disinfect artifacts. For the time being, only latex gloves should be used. They should be thrown away after each use. Do not use cotton gloves until otherwise indicated as they require washing in a secondary home location and travel between locations.
- 1.3.2. Artifact handling should be kept to a minimum as supplies of latex gloves are limited. Ask Shea when artifacts need to be moved or handled.

1.4. Guest and Tour Policy and Procedure

- 1.4.1. When the museum again opens to guests and tours, signage will be placed outside on the front door and just inside. Signage will explain the B.C. Health Ministry guidelines for social distancing and hygiene, as well as reminding guests to not touch anything in the museum. A marker just inside the door will tell guests to wait there for a staff member to greet them. Guests will be encouraged but not required to wear a mask.
- 1.4.2. Staff will wear a mask when greeting guests
- 1.4.3. Potential museum guests will be encouraged to make an appointment for a tour. Group size will be maxed at 6 and each group can only be members of the same household.
- 1.4.4. At least one individual from each group will be required to give contact information upon signing up for a tour time. This will be kept and used for contact tracing purposes.
- 1.4.5. All touchable and interactive displays have been removed from display and will remain off display for the foreseeable future. The touchables table and matching game have been removed, and a cloth and sign has been placed over the typewriter indicating that it is off display and not to be touched.

- 1.4.6. Upon greeting museum visitors, maintain physical distancing at all times. Visitors can be greeted in the entranceway but tours will be given on a limited basis since maintaining physical distancing while giving a tour may be too difficult. Staff are encouraged to give visitors an overview of the museum while everyone is standing in the front entranceway and then encouraging them to look around on their own.
- 1.4.7. Upon greeting guests, remind them to maintain social distance and that nothing in the museum is touchable at the moment.
- 1.4.8. The front entryway will be an entrance only and will be marked as such. The side door will act as the exit and will be marked as such for visitors. We are required to have a single entry point and single exit point to minimize guest contact.
- 1.4.9. Arrows marked with tape on the floor will indicate the method to which guests should move about the museum to minimize guests having contact with groups outside of their household.
- 1.4.10. For the foreseeable future admission to the museum will be by donation into the donation jar. Staff should not handle any money or exchanges with guests. If guests would like to make a donation they can put cash into the jar on the typewriter table or a cashless donation can be made with the touchless Bluetooth square reader on the tablet.
- 1.4.11. Guest numbers will be limited to a maximum of two family groups at a time into the museum. A maximum size of family group can be 6 people. No more than 12 guests should be in the museum at any given time. If a second group enters the museum they should be informed that there is another group looking around and to make sure to maintain their proper distance.
- 1.4.12. Only one family group at a time is permitted downstairs. If more than one group is in the museum at a time, then the downstairs stairway should be monitored. Visitors should only be let downstairs if no DARS members are there. If DARS members are downstairs working then the downstairs area will be closed. If groups have visited the downstairs viewing area, then the stairwell and viewing step handles should be disinfected after each group goes through.

1.4.13. Touched surfaces in the museum including doorknobs, pen for contact information sheet, and handrails will be disinfected after each group goes through the museum.

2. Haney House Museum

- 2.1. It is our current policy that at least two staff members be present at Haney House during open hours. Staff members share a small office space, much smaller than that required for social distancing. Due to the small office space and tight quarters of the house itself, we will not be opening Haney House Museum this season.
- 2.2. There may be occasion where staff will go to Haney House to work or do projects but the house will remain closed to visitors. When staff visit Haney House there should be no more than three staff there at any point. No more than one staff member should be in the office space at one time. Before leaving, staff members should disinfect doorknobs and the office computer with disinfectant wipes.

3. References

- 3.1. These policies and procedures for the re-opening of Maple Ridge Museum and Haney House Museum were compiled using common sense strategies and the following federal, provincial, and local resources.
 - 3.1.1. [Worksafe B.C. plan for reopening arts and culture facilities](#)
 - 3.1.2. [B.C. government safe operations strategies](#)
 - 3.1.3. [B.C. Ministry of Health guide for recreational facilities](#)
 - 3.1.4. [B.C.'s restart plan](#)
 - 3.1.5. [Canadian federal government – COVID-19 prevention and risks](#)
 - 3.1.6. [BCMA pandemic response resources](#)
 - 3.1.7. [Event Safety Alliance reopening guide](#)
 - 3.1.8. [Recommendations for Re-opening your museum](#)