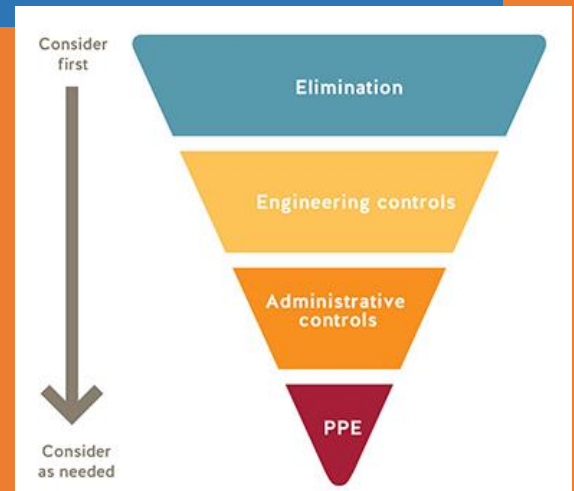


Touchstones Nelson Museum Operating Procedures

Re-opening plan: June 4, 2020, 12pm

Resources:

- https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf
- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/arts-and-cultural-facilities>
- <http://museumsassn.bc.ca/how-museums-around-the-world-are-reopening-during-covid-19/>
- <http://museumsassn.bc.ca/brain/learning-opportunities/bcma-podcast/>



Touchstones Nelson: Museum of Art and History is committed to reopening with the utmost adherence to health and safety regulations as outlined by the Province of BC and Work Safe BC. In addition, we have taken guidance from museum associations across Canada and cultural umbrella organizations across Canada and internationally.

The health and safety of our staff and volunteer team, and the general public is paramount.

The following document is a living document and will be updated as new information is released from the BC Health Authority, BC Museums Association and other authorities.

This document will be updated on a weekly basis as procedural changes are required, new information is made available, and building functionality becomes more apparent.

General Regulations

- If any staff member or visitor has the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue they must not enter the building
- Work from home options will remain in place
- The number of people in the building will be limited to 25, including staff and volunteers
- 15 visitors will be able to visit the building at one time
- Physical barriers will remain in place until further notice
- External signage will indicate COVID-19 physical distancing protocols
- Floor markings will indicate physical distancing and mark where visitors need to line up to enter and pay at the front desk/gift shop
- Hand sanitizer stations will be available at the entry point and several points throughout the building
- The large washrooms and water fountain will be closed
- Cash will not be accepted

Hours

The building will be open to the public in a limited capacity:

Thursday: 12-8pm

Friday – Sunday: 12-4pm

- The first hour will be reserved for seniors and the immune compromised.

Signage & Information Clarity

- Floor signage will indicate and remind visitors of the 2M distance requirements
- Room Occupancy signs will be posted throughout the building
- Areas that are closed will have clear signage
- Signage at the front door will indicate the reopening regulations for the building:

Staff and Visitors – Reducing numbers

Working offsite or remotely:

Much of the Museum team will continue to work remotely on a PT or FT basis, depending on the office space available.

- The ED will be their separate office 3 days a week with safe physical distancing measures in place
- The Archivist/Collections Manager will work in the Archives 4 days per week with safe physical distancing measures in place
- The Curator, Programmer and School Programmer will work from home at least ½ of their time.

- The Curatorial/Program office will have strict guidelines with only one person working in the space at a time.
- This team will connect each Monday morning to schedule their week and ensure there is only one person in at a time.
- The Indigenous Educator and Marketing/Comm Assistant will work remotely 90% of the time with a few times in the building to film virtual programs.
- The Summer student(s) will work on a laptop in the Board Room and will connect with their mentor with a safe 2m distance and via zoom
- Staff meetings will continue via zoom and phone

Volunteers:

Volunteers will always have 2M of space between staff and visitors. They will be given their own fabric mask to wear for each shift. They will be responsible for laundering the mask after each shift.

Visitors:

Touchstones Nelson Museum will have only 20 people in the building at once - meaning only 15 visitors at a time.

2M physical distancing is required (immediate family and groups can

- The gift shop/admissions area will have only 10 people at a time
- Gallery A is to have no more than 10 people at a time
- Gallery B is to have no more than 3 people at a time
- The 2nd floor PME is to have only 5 people at a time
- The archives will have only 4 people at a time (including staff and volunteers)

Cleaning

ACI Building services has been contracted for a thorough clean once a week
They have purchased additional supplies for this time

Staff and volunteers will be responsible for cleaning high-use surfaces regularly

- Washrooms will be cleaned every two hours
- PME touch surfaces will be cleaned every two hours
- Doorknobs throughout the building will be cleaned every two hours
- Elevator buttons will be cleaned every two hours
- Hand sanitizer stations will be made available throughout the building

Cleaning schedule

ACI Building Services deep clean

Thursday

Cleaning 2pm – Astrid

Cleaning 4pm – Brianna

Cleaning 6pm – Cindy
Cleaning 8pm – Brianna

Friday

Cleaning 2pm – Arin
Cleaning 4pm – Cindy

ACI Building Services deep clean

Saturday

Cleaning 2pm – Cindy

Sunday

Cleaning 11:30am – Brianna
Cleaning 2pm – Stephanie Myers

Facility Protocols per room

Gift Shop

- The gift shop/admissions area will have only 10 people at a time
- In the gift shop, a Plexiglas barrier has been installed at the front desk. ACI Building services will clean the barrier
- Floor signage will mark and remind people of a 2M distance between visitors.
- A sign at the front entrance will indicate the health and safety procedures in the building.
- Signage around the gift shop will remind people not to touch any item until they are sure they wish to purchase it.
- High use areas will be cleaned after each visitor - countertop, POS system, shelves, items touched by visitors
- no cash - debit and credit only

ArtLab will be closed until further notice

Gallery A

- Gallery A is to have no more than 10 people at a time

Gallery B

- Gallery B is to have no more than 3 people at a time

Permanent Museum Exhibition – 2nd floor

- The 2nd floor PME is to have only 5 people at a time
- The interactive map will be closed
- The mini theatre and turret will be closed

- The interactive ipads will be protected with a cleanable surface and cleaned every hour. In addition, ipad pens will be made available to limit the contact surface and will be cleaned every hour.

Archives

- The archives will have only 4 people at a time (including staff and volunteers)
- The Archives will be open by appointment only, 3 days a week (Thursday - Saturday), 12-4pm.
- Researchers will wear white gloves while touching archival material and said gloves will be washed after each use.

3rd Floor

- The board room is currently closed to all community groups
- The kitchen will have one person at a time
- The Board room will have 2 people at a time with 2M distance
- The Turret will have only one person at a time
- All communal dishes, cups, utensils will be off-limits
- Dishes will be brought in by staff and cleaned by each staff member

Elevator

The elevator will be restricted to one person, or a group of immediate family members

Washrooms

- The two large washroom will be closed
- The accessible washroom on the first floor remains open as does the staff washroom on the 3rd floor
- Washroom will be cleaned every hour - first floor by staff and volunteers and 3rd floor by those working on the 3rd floor
 - If there is only a volunteer at the front desk, then staff from the Archives or 3rd floor will need to do the cleaning
 - This will be scheduled every week
- The water fountain will be closed until further notice

These procedures are meant to ensure the health and safety of all visitors, staff and volunteers at Touchstones Nelson: Museum of Art and History.

For questions and concerns, please contact Astrid Heyerdahl, Executive Director

director@touchstonesnelson.ca

250-352-8200