



Bateman Foundation

COVID-19 Re-Opening Procedures and Policy Manual

The Bateman Foundation is regularly updating our procedures and policies around COVID-19 per guidelines set out by the BC Ministry of Health, Worksafe BC and the World Health Organization. Our primary responsibility and concern is the health and safety of you - our staff, the visiting public and the community at large.

If at any time any staff member or visitor becomes concerned over policy, exposure in the workplace or is unclear around anything in this manual, please bring this to the attention of a Manager as soon as possible so that we can re-evaluate our procedures.

Please refer to the links below for current information:

- <https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/covid-19-faqs>
- <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
- <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Capacity

Max people per space:

- Office *3 people*
- Elevator *1 person or social group*
- Roost *2 people*
- Harbour Rm *1 person*
- Gift Shop *1 person or social group (plus 1 staff)*
- Gallery *15 people (max 5 per group)*

COVID-19 Symptoms

Be sure to practice self-care and monitor your symptoms daily.

If you have any symptoms at home:

- Self-isolate and do not come to work
- Call or text a manager to let us know
- Complete the [BC COVID-19 Self-Assessment Tool](#)

If you have symptoms at work

- Call a manager immediately
- Step away from your station
- Ask for assistance in getting home if needed
- Go directly home and complete the [BC COVID-19 Self-Assessment Tool](#)

CDC listed current symptoms include:

- Fever (above 37°C)
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

Policies

- No staff are to come to work if showing symptoms (see above).
- All staff are to check in with a Manager by phone or at a distance of 2 meters when they arrive to confirm they are feeling well.
- Maintain a distance of 2 meters between all staff and visitors at all times. Remain behind the plexi screen when assisting visitors in closer proximity at desk.
- Staff are not required to wear gloves or masks, but are free to do so if preferred. Masks and gloves will both be provided on site.
- If wearing gloves, staff members must wash hands and/or use disinfectant after a change. Gloves must be changed after washroom breaks, lunches, or cash handling.
- Cough or sneeze into an elbow or tissue, not hands, then dispose of tissue and wash/sanitize hands. Always wash hands before touching face or before/after eating.
- Follow daily routine for cleaning touch points in each station every morning, lunch and evening.
- Disinfect credit card terminals after every use.

- One person limit per workstation per day - ie no crossover of staff or managers from one computer or area to another.
- Regularly disinfect main touch points throughout day, especially desk and handles.
- Harbour room is to be used for supplies and water only - no lunches or meetings.
- Downstairs bathroom for staff only - not open to visitors.
- Upstairs bathroom open to visitors and staff only - not open to the general public.
- Encourage card tap use over pin pad or cash.
- At least one Manager will be present on all days we are open to visitors.
- No paper documents shared within organization - electronic communications only.
- GVHA cleaners will disinfect building touch points, elevators & washrooms 3 times daily.
- The Roost is to be used exclusively for staff lunches and closed to the public. No shared plates, glasses or cutlery to be used.
- The Gallery and Shop will close for lunches to avoid crossover.
- **Gallery** - limit of 5 people for visitor groups (arriving together).
- **Gallery** - no coat rack or storage of personal items/bags behind desk for visitors
- **Gallery** - suspension of handouts (ie. tickets, seek and find, colouring pages)
- **Shop** - limit of 1 person or social group at a time (time staff).
- **Shop** - touch stock as little as possible and ask customers to please refrain from touching stock when possible, especially material items and books which cannot be cleaned.
- **Shop** - no reusable bags on desk. Customers can take items and pack themselves, but cannot pack or place handbags on our surfaces. Offer paper bags for free.
- **Shop** - disinfect print screen mouse and keyboard after each use.

The Bateman Foundation thanks everyone for their understanding while we navigate this unprecedented and challenging time together as a community. Please call 250 940 3626 or email info@batemanfoundation.org if you have any questions or concerns.