



Post-COVID Procedures & Policy Manual - version July 2021



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, particularly as we move into Step 3 of BC's Restart Plan and shift to Communicable disease prevention. Our primary responsibility and concern is the health and safety of you - our staff, the visiting public and the community at large.

Please refer to the links below for current information:

- <https://www2.gov.bc.ca/gov/content/covid-19/info/restart>
- <https://www.worksafebc.com/en/covid-19/bcs-four-step-restart>
- <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-guidelines/guidelines-for-workers-compensation-act#SectionNumber:G-P2-21>
- <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>
- <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

COVID-19 Symptoms & Exposure

- All Staff and Managers are required to conduct a health check before entering the workplace
- No employees are to come to work if showing symptoms

If you have symptoms while still at home:

- Self-isolate and do not come to work
- Call or text a manager to let us know
- Call 811 and follow instructions

If you notice symptoms while at work:

- Step away from your station
- Call a manager immediately
- Ask for assistance in getting home if needed
- Call 811 and follow instructions

CDC listed current symptoms, usually within 2-14 days after exposure, can include some of all of the below:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

Policies

General Health & Safety:

- **Maximum capacity of 50 people in the gallery**, including staff, at all times.
- Any employees undergoing testing must advise management of developments asap.
- If any employees become aware they may have been exposed to COVID-19, they must advise management immediately and leave their work station if on site. The Manager/Supervisor on Duty will decide if other stations must be closed based upon crossover contact that day.
- Any employees suspecting symptoms or exposure must call 811 immediately for advice on how to proceed, and if quarantine is required, let management know immediately so that alternate scheduling can be arranged.
- If an employee must leave due to symptoms or exposure, the Manager/Supervisor on Duty must clean surfaces with any protection they require. If a Manager/Supervisor has serious concern with this, they have the right to refuse and alternate cleaning will be arranged.

- All staff are asked to engage in careful social contact and be mindful of social distancing when participants are unmasked or not fully vaccinated.
- All staff must **wash hands regularly**, particular when they first come to work, after handling money, and before/after eating
- Staff are asked to wear masks indoors when in the company of others, especially the public when not behind the plexi screen, unless agreed upon by those present.
- Cough or sneeze into an elbow or tissue, not hands, then dispose of tissue and wash/sanitize hands.
- Disinfect credit card terminals after each use.
- If transitioning from one person to another at a station, sanitize all touch surfaces.
- No shared plates, glasses, food or cutlery to be used.

Gift Shop & Gallery Special Notes:

- Gallery:
 - face masks recommended for all visitors, but not mandatory
 - no limit on gallery visitors or group size
 - no storage of personal items/bags behind desk for visitors
 - coat rack hangers are to be dropped off in a box after use, then sanitized before being put back out
- Shop:
 - face masks recommended for all visitors, but not mandatory
 - reusable bags are allowed. Paper bags offered for free.
 - disinfect print screen mouse and keyboard after each use.

Daily routine

Opening:

- Manager disinfects personal office station, printer and office doors
- Gallery assistant:
 - Disinfect desk, phone, keyboard, mouse, door handles & touch points in gallery
 - Check if dispenser full - refill if low
 - Keep doors propped open
- Shop assistant:
 - Disinfect phone, keyboard, mouse, desk, marketing cart and door handles
 - Check if dispenser full - call manager/TC to refill if low
 - Prop main foyer door open, but not Starbucks door (when hallway traffic resumes)

Lunchtime:

- Before and after lunch, wash hands and sanitize table/touch points
- When returning to station, re-disinfect phone, computer & accessories

Closing:

- Office, Gallery & Shop:
 - Close per usual - do not disinfect

COVID-19 Preparedness Codes

Code Green:

- Health situation is normal with no impact on operation of the gallery and foundation.

Code Yellow:

- Health situation is under enhanced threat of potential community spread of the virus; a heightened state of preparedness is warranted. The gallery will be open but all large events and gatherings, or programs with youth and adults, will be cancelled. Tours and gallery bookings will be cancelled. Up to three full-time staff to work from office unless health concerns warrant working from home.

Code Red:

- As of immediately, the gallery will be closed to ALL members of the public including ALL staff. Exceptions may be warranted but only under the approval of Peter. All full-time staff will work remotely from home. Part-time staff, including gallery & retail assistants, but excluding tour guides, will be assigned new duties and required to work from home, depending on financial situation. This state of activity will be reviewed on a week to week basis.

Code Black:

- The community is under full-scale pandemic situation; the foundation will suspend ALL operations and ALL staff will be required to take furloughed absence, sick-leave, vacation or non-paid time off. This situation is required in order for people to focus on isolating themselves and managing their health properly.