

COVID-19 Safety Protocol for Stanley Park Ecology Society 2020 Nature House

Updated November 2020

These guidelines are to be followed by staff and volunteers who run the Stanley Park Nature House. These guidelines build on the SPES COVID-19 Safety Plan that staff have agreed to follow. The Safety Plan will be posted on the [SPES Website](#) and is available at the office.

These protocols are guidelines only and do not replace information provided on this subject by the Provincial Health Officer or WorkSafeBC.

These protocols were informed by the following resources from WorkSafeBC: [Protocols for returning to operation for arts and cultural facilities](#); [a six-step guide to reducing the risk at workplaces](#); [a Safety Plan Checklist](#) covering each of the six steps listed in the guide; as well as the [Reopening Guidelines for BC Museums, Galleries and Cultural Organization](#), created by the BC Museum's Association.

General Safety Protocols – for SPES staff and volunteers

All SPES staff and volunteers must work to minimize risk of infection or transmission as much as possible. (At home, follow BCCDC guidelines for both handwashing/disinfection and physical distancing where necessary.)

- Take precautions to ensure the health and safety of yourself, your coworkers, and your/their family members. **Everyone's health is of utmost importance.**
- Maintain a **two-metre** distance from others whenever possible. Plexiglass barriers installed where this is not possible.
- **Wear a non-medical mask when inside the Nature House** (Wearing a mask should be combined with other important preventative measures such as frequent hand washing and physical distancing. Using only a mask is not enough to prevent the spread of COVID-19.)
- **Wash your hands frequently and thoroughly** with soap and water for at least 20 seconds or use alcohol-based hand sanitizer when soap is not available.
- Cover your mouth and nose when coughing or sneezing (with a tissue or with your bent elbow; dispose of the tissue immediately in the proper waste bins).
- **Avoid touching your face** even when wearing gloves.
- Reduce in-person meetings and gatherings and hold site meetings in open spaces or outside.
- Wash clothes regularly.
- **Anyone with symptoms or feeling ill should not work.** SPES staff roles will be covered if someone falls ill.
- Contact SPES's Health & Safety Representative immediately (tel. 604-257-6908) should you fall ill during or following a shift at SPES or if you test positive for COVID-19.
- If at any time during the workday a crew member develops symptoms, the individual will be isolated and sent home alone if possible. If they must be transported by others, then the sick worker must wear a mask if available.

Nature House Protocols – for staff and volunteers

When to not enter SPES buildings or stay home

- If anyone (staff, volunteers, or Nature House visitors) has cold or flu-like symptoms or has travelled outside of Canada in the last 14 days or has been identified by public health officials as a close contact of a person with a confirmed case, they may not enter the Nature House, or SPES offices or buildings, unless they have been confirmed negative for COVID-19.
- Staff or volunteers with symptoms of COVID-19 will:
 - Not come to work and they will stay home and self-isolate until they have been assessed by a health care provider to rule out COVID-19 or other infectious disease and their symptoms have resolved. Please contact SPES's Outreach Coordinator as soon as you have symptoms to inform her that you are unable to come in. Contact outreach@stanleyparkecology.ca
 - Get tested within 24 hours of showing symptoms and notify SPES within 24 hours of receiving the results.
 - Inform SPES's Health and Safety representative and complete the needed paperwork for SPES's tracking and filing of any symptoms and contacts at this time. Contact info@stanleyparkecology.ca
- If three or more Nature House staff or volunteers test positive for COVID-19, the Nature House will be closed until further notice.
- Staff and volunteers will be trained on the signs and symptoms of COVID-19 and what to do if symptoms are identified.

Signage, Building Capacity, and Group Sizes

- Nature House capacity is 7 staff, volunteers, and general public with 2 metre-distanced markers around the displays. Nature House can accommodate one additional person in the office.
 - The building capacity will be posted.
 - Arrows spaced at 2 metres with the direction of flow through the Nature House will be posted on the floor to help people stay 2 metres apart.
- Staff will post a sign at the entrance to the Nature House asking visitors to not enter the Nature House if: they have signs of COVID-19 or cold or flu-like symptoms, or have travelled outside of Canada in the last 14 days, or have been identified by public health officials as a close contact of a person with a confirmed case.
- Other on-site guidelines posted at the Nature House:
 - Please wear a mask.
 - Please only touch items in the Nature House that you intend to purchase.
 - Please stay 2 metres away from others in the Nature House and follow the flow of the arrows.
 - Please limit your visit to no more than 10-15 minutes when there are others waiting to enter to let others enjoy the space.
- Weather allowing, doors and windows in the Nature House will be open during opening hours to allow for increased air circulation.

Hygiene

- Nature House staff and volunteers are to wash their hands with soap for 20 seconds (or use alcohol-based hand sanitizer when a hand washing basin isn't available) at the following times:
 - When they arrive at their shift and before they go home
 - Before eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - After touching shared surfaces or items
 - Whenever hands are visibly dirty
 - When moving between different environments (e.g., outdoor-indoor transitions or when they have access to potentially high touch surfaces)
- The Nature House washroom will be closed to the public to reduce risk of surface transmission.
- An alcohol-based hand sanitizer will be available for visitors at the entrance and exit of the Nature House.

Physical distancing

- All staff, volunteers, and visitors will stay 6 feet or 2 metres apart from each other. Activities and spaces will be designed to maintain this.
Examples of distanced activities and spaces:
 - Arrows of one-way walking flow around Nature House displays will be distanced at 2-metres to educate people where they can stand and be properly spaced.
 - Entry and exit ways will be clearly marked with directional arrows on the ground.
 - Markers on the ground outside of the Nature House to indicate a 2-metre apart line to enter Nature House, once capacity allows.
- When possible, Nature House displays will be moved outside to allow for greater physical distancing, and to further reduce risk.
- If a staff, volunteer, or visitor is having trouble distancing from others, they will be warned once and then asked to leave the Nature House for the day. All staff and volunteers are encouraged to support each other in maintaining distance.

Surfaces, Items, and Cleaning/Disinfecting

- Limited paper-handouts will be provided at the Nature House and will be easy to take without touching other copies.
- In the event that any items need to be shared, those items will be disinfected and participants will be asked to wash/disinfect their hands before and after use, and the number of participants or staff that touch the items will be as few as possible. Nature House hosts are encouraged to bring their own items to use throughout the day, such as a pen that they don't share.
- The Nature House iPad that takes transactions will be disinfected before and after use.



- Donations will be emptied into a box that will be only counted once a week by a staff member wearing gloves.
- All common areas (e.g., washrooms) and frequently touched surfaces (e.g., door knobs, cupboard handles, light switches, faucet handles, tables, chairs) will be cleaned in accordance with the [BC CDC's Cleaning and Disinfectants for Public Settings](#) document.
 - General cleaning and disinfecting of the workplace and frequently touched surfaces will occur at least twice a day in addition to the daily evening cleaning.
- SPES Staff will remove items from Nature House areas that have surfaces that are not easily cleaned or are unnecessary for displays, such as shared stuffed animals.
- Entrance and exit doors will be left open when the weather allows to reduce contact with door knobs and to increase airflow.
- Nature House staff and volunteers will either be assigned a uniform to use for the season or will be part of a uniform rotation that gets washed between use.
- Staff and volunteers are encouraged to bring very few personal items into the Nature House office and to mostly keep their personal items on themselves during a shift.

Use of Personal Protective Equipment (PPE)

- [The BC Centre of Disease Control](#) states that wearing a non-medical cloth mask or face covering is now expected in indoor public spaces. SPES Nature House staff, volunteers, and visitors will be asked to wear a mask. If they do not have a mask to wear, a disposable mask will be provided.
- Staff or volunteers will use masks and gloves if a Nature House visitor is in distress and requires attention that precludes social distancing.

I _____ (name + signature), on _____
(date), as part of the Nature House programs, have read and agree to adhere to the guidelines in this document.