

COVID-19 SAFETY PLAN PREAMBLE:

One part of developing your COVID-19 Safety Plan is identifying protocols that everyone at the workplace must follow to keep workers safe. We've provided industry-specific protocols below to consider as you develop the plan for your workplace.

These protocols are not a list of requirements; however, they should be considered and implemented to the extent that they address the risks your workplace. You may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the risk to your workers.

Understanding the risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.
 - First level protection (elimination): Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange work spaces to ensure that workers are at least 2 m (6 ft) from co-workers, customers, and members of the public.
 - Second level protection (engineering controls): If you can't always maintain physical distancing, install [barriers](#) such as plexiglass to separate people.
 - Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.
 - Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of [non-medical masks](#). Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are [using masks appropriately](#).

What requirements should be placed on workers entering the workplace?

The employer should develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions. They should communicate these policies clearly to workers through training, signage, and reminders as required.

Employers' policies should prohibit the following people from the workplace:

- Anyone with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing
- Anyone under the direction of public health to self-isolate
- Anyone who has arrived from outside of Canada
- Anyone who is a contact of a confirmed COVID-19 case

These policies should be communicated to workers so they understand their responsibility to not enter the workplace if any of the above conditions apply to them. Consider posting signs at entry places, setting out the policy requirements, providing a reminder to workers.

The BC Ministry of Health has also developed an online [BC COVID-19 Symptom Self-Assessment Tool](#) to help people determine whether further assessment or testing for COVID-19 is required.

Resolving concerns about unsafe work

How do I exercise my right to refuse unsafe work?

Workers have the right to refuse work if they believe it presents an undue hazard.

An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

In these circumstances, the worker should [follow steps within their workplace to resolve the issue](#). The worker would begin by reporting the undue hazard to their employer for investigation and the employer would then need to consider the refusal.

If the matter is not resolved, the worker and the supervisor or employer must [contact WorkSafeBC](#). Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.

For more information, see [Occupational Health and Safety Guideline G3.12](#).

COVID-19 Safety Plan

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the [order of the Provincial Health Officer](#), this plan must be posted at the worksite.

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- ☑ We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
management, frontline staff, merchants
- ☑ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
merchant floor, Emelle's Bistro, patio, kitchens, Coastal Room, atrium, aquarium, admin offices
- ☑ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
administrative tasks, maintenance in aquarium, meetings, ticket sales, various tasks on merchant floor, private events, tai chi, yoga, church services
- ☑ We have identified the tools, machinery, and equipment that workers share while working.
accounting PC (including mouse/keyboard), printers, files, equipment in aquarium, iPads, keys, remote controls, phone receivers
- ☑ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.
cables/cords, alarm pads, elevator buttons, meeting tables/chairs, door handles, light switches, Salish tank, hand sanitizer bottles

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ✔ Review [industry-specific protocols](#) on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.

Child care and day camps; offices; restaurants, cafes, and pubs; facility rentals

- ✔ Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- ✔ Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.

BC ORDERS

[Mass Gatherings](#) (May 22)

[Vending Merchandise at Markets](#) (May 28)

[Food Service Establishments and Liquor Services](#) (May 22)

[Gathering and Events](#) (Oct 30)

[Public Health Order, Fraser Health + Vancouver Coastal Health regions \(Nov 9\)](#)

[Public Health Order, Province wide \(Nov 19\)](#)

BC GUIDANCE DOCUMENTS

[K-12 Schools](#) (May 19)

[Child Care Settings](#) (May 19)

[Workplace Safety Plans](#) (May 14)

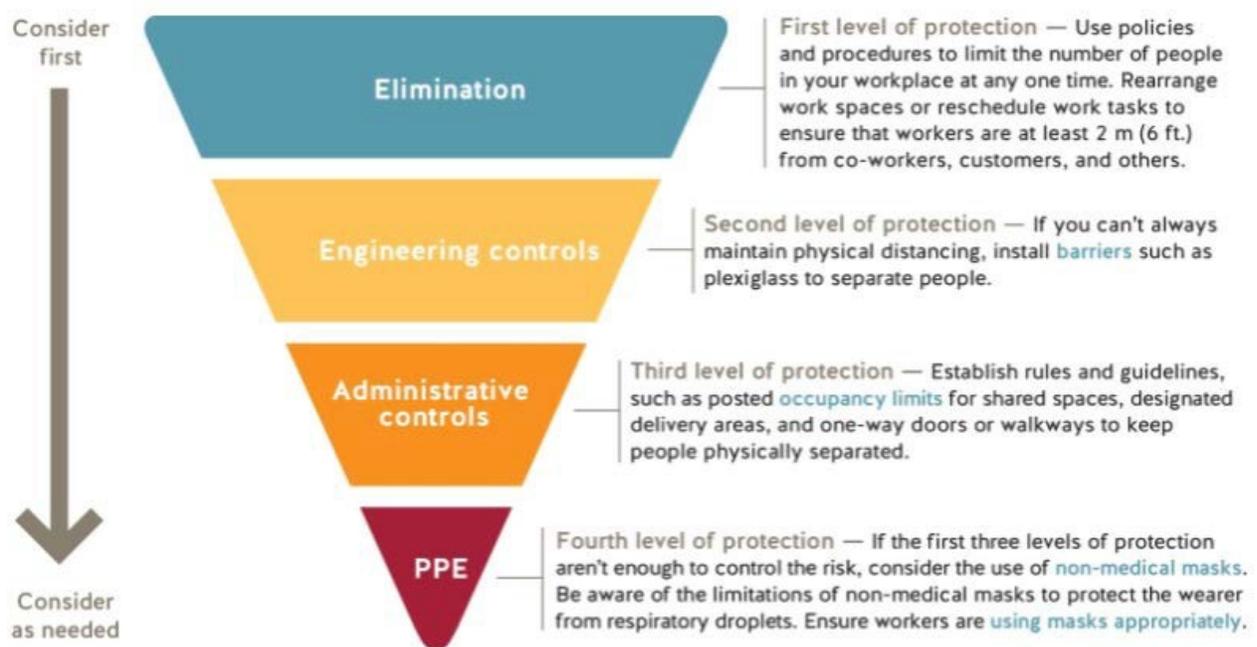
- ✔ Your health and safety association or other professional and industry associations.

small aquariums; recreational facilities; farmers markets; public libraries

COVID-19 Safety Plan

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.



Resource Links:

barriers

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en>

occupancy limits

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en>

non-medical masks

<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en>

using masks appropriately

<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>

COVID-19 Safety Plan

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- ☑ We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- ☑ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ☑ We have [established and posted occupancy limits](#) for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- ☑ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

If this information is in another document, identify that document here.

- *Work-from-home schedules*
- *Staggered work days/hours*
- *Limited occupancy for administration office, aquarium, reception area and other workspaces*
- *Limited volunteer activity onsite*
- *Occupancy limits for public spaces*
- *Physical distancing reminders visibly displayed (i.e. signage, directional arrows, floor decals/markings)*
- *Limited number of customers allowed at any one time in each vendor's space (Merchant floor)*

UPDATED

- **As of November 17th, 2020** all staff of both GCBS and GMEC are required to complete a COVID 19 self assessment form prior to starting work, whether working at home or onsite. If any covid-19 symptoms are present, staff are required to contact their manager and plan to work from home if possible. If symptoms persist, staff are required to have a covid-19 test prior to any return to the building.
[Link to self assessment form for GCBS and GMEC](#)

- *AS OF NOVEMBER 7TH, 2020* all staff and patrons entering Gibsons Public Market and/or the Gibsons Marine Education Centre, are required to wear a mask OR ensure 2 meters distance between themselves and anyone else (ie. in the case of mask-wearing exemptions)
- *As of Nov. 7th, 2020* yoga classes, live music on Saturdays, and event rentals for the purpose of social gatherings have been suspended, until at least Nov 23rd, as per the provincial health order dated Nov 7, 2020 for Fraser Health Region and Vancouver Coastal Health. Sunshine Coast is included in this order.

UPDATED:

- **As of Nov 19/20** the new provincial health order prohibits any public social events, province-wide. Therefore, until Dec 7th, or further notice, the only facility rentals allowable of any size, are government meetings, business meetings or kitchen rentals.

OCCUPANCY LIMITS

Physical Space	Use	Total Capacity	Notes
*Aquarium	Camps Tours /Public Access	10 21	2 staff + 8 campers 3 staff + 3 groups of 6 or 15 individuals
Admin Offices	Back office Mission control Main office	3 3 5	Number of people in main office should be limited to 3 if people are also working in back office
Coastal Room	Conf A - group activity Conf B - boardroom configuration Conf C - presentation configuration	20 8 25	1-2 facilitators + 18 participants 1-2 facilitators + 23 participants
Atrium	Conf A - group activity Conf A - group activity - Yoga Conf B - general seating Conf C - private event table seating Conf D - private event wedding reception Conf E - private event seating only	12 40 40	1 facilitator + 11 participants includes head table
Coastal Room Kitchenette		1	
Washrooms	Level 1 Level 2 Level 3 Level 3 - staff only	1 1 1	
Elevator		2	
Reception Area		2	
Community Kitchen	Kitchen Harvest table	2 8	if in the same bubble
Commercial Kitchen		6	if in the same bubble
Parking Lots	Front Lot - tables + chairs Front Lot - chairs only Front Lot - vehicles Side Lot - tables + chairs Side Lot - chairs only Side Lot - vehicles	96 96 8 264 276 56	23 tpls of 4 ppl 66 tpls of 4 ppl 276 standing

**NSMEC protocols attached*

Various floorplans attached

COVID-19 Safety Plan

Second level protection (engineering): Barriers and partitions

- We have installed **barriers** where workers can't keep physically distant from co-workers, customers, or others.
- We have included barrier cleaning in our cleaning protocols.
- We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

Describe how barriers or partitions will be used in your workplace.
If this information is in another document, identify that document here.

Plexiglass barrier has been installed at Reception counter; staff-side surface of barrier will be properly cleaned after each shift; visitor-side surface of barrier will be properly cleaned regularly and between customers if the surface has been touched or compromised.

Merchants are also assessing risk and, where needed, installing barriers between staff and customers at checkout counters.

COVID-19 Safety Plan

Third level protection (administrative): Rules and guidelines

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in place

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

If this information is in another document, identify that document here.

Staff Protocols

- *Staff exhibiting flu-like symptoms (including fever, chills, new or worsening cough, shortness of breath, sore throat, new muscle aches or headache), or who have tested positive for the coronavirus, will be required to stay home and self-isolate for a minimum of 10 days*
- *Staff that have been tested for coronavirus and received a negative result, will be required to stay home and self-isolate for a minimum of 10 days and, whenever possible, work from home*
- *Staff that have been identified as a contact of a confirmed COVID-19 case within the last 10 days, or have recently returned from abroad, will be required to stay home, self-isolate and monitor for symptoms for a minimum of 14 days and, whenever possible, work from home*
- *Staff that are under the direction of the provincial health officer to self-isolate must follow those instructions and advise their manager*
- *Management will work with staff to stagger work days and/or hours and, whenever possible, implement work-from-home schedules, to ensure proper physical distancing for those working onsite*
- *Staff will be required to refrain from hand-to-hand contact (handshakes, fist bumps, high fives, etc.) with other staff, volunteers and patrons*
- *Staff will be encouraged to consider the use of masks (medical or non-medical) if they are feeling unwell but asymptomatic, or in situations where other control measures cannot be implemented*
- *Onsite meetings, that include individuals from outside the organization, will require pre-screening of those individuals to assess whether they are currently at risk, or potentially pose a risk to others, before allowing them onsite (standard pre-screening questions will be posted at each workstation)*
- *Staff will be encouraged to wash their hands frequently while onsite*
- *Everyone entering the building (including staff, volunteers, merchants, customers, and the general public) will be asked to use hand sanitizer upon entry/exit of building*
- *Staff will be provided with their own basic office supplies (pens, staplers, etc.), reminded to avoid sharing them, and required to disinfect any items that are shared (including keyboards, phones, etc.) with sanitizing wipes*
- *A set of dishes/cutlery (stored in the kitchenette) will be provided for each staff member's personal use and they will be responsible for washing and storing them regularly*
- *If guest use any of the dishes/cutlery in the kitchenette, they will need to go through one of the industrial sanitizer machines in the community kitchen or commercial kitchen*
- *As the facility re-opens to the public, staff washroom(s) will be identified and properly marked*

GIBSONS COMMUNITY BUILDING SOCIETY
(GIBSONS PUBLIC MARKET + NICHOLAS SONNTAG MARINE EDUCATION CENTRE)
COVID-19 Safety Plan

UPDATED

- As of November 9th, 2020, all staff will be asked to wear a mask while on site, if they cannot maintain 2m distance within office or public spaces. This also applies to working within administration office and meetings.

COVID-19 Safety Plan

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ☑ We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- ☑ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ☑ We have trained workers in the proper use of masks.

Measures in place

Who will use masks?

What work tasks will require the use of masks?

How have workers been informed of the correct use of masks?

If this information is in another document, identify that document here.

UPDATED

- **As of Nov 9th, 2020, staff are required to wear masks for general work tasks if they are not able to keep 2m distance from others, including other staff and volunteers**

UPDATED

- **As of October 28th, 2020, staff are required to wear masks when in public spaces in building.**
- **Patrons are being encouraged to wear masks while at Gibsons Public Market. Signage on all external doors will indicate masks are encouraged while inside building**
- **Volunteers will be encouraged to consider the use of masks (medical or non-medical), especially situations where other control measures cannot be implemented**
- **General work tasks will not require the use of masks**
- **Existing staff, as well as new hires, will be required to review our COVID-19 Safety Plan with their manager and go through instructions on how to correctly use a mask.**

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- ☑ We have reviewed the information on [cleaning and disinfecting](#) surfaces.
- ☑ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ☑ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at [worksafebc.com](#).]
- ☑ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ☑ Workers who are cleaning have adequate training and materials.
- ☑ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates.

COVID-19 Safety Plan

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines). If this information is in another document, identify that document here.

General Cleaning Protocols

- *Contract cleaner scheduled to clean all bathrooms and identified touch points 7 days/week (to be reviewed June 30, 2020 and adjusted as necessary)*
- *Contract cleaner is scheduled to sanitize office work spaces a minimum of 5 days/week*
- *Staff are asked to wipe down their workstations before leaving each day using sanitizing wipes*
- *When a staff member leaves work due to illness, their workstation and any other areas they have been working in will immediately be sanitized*
- *Staff are responsible for cleaning up after themselves in the kitchenette and sanitizing surfaces after use*
- *Dishes/cutlery in the kitchenette used by guests will be run through one of the industrial sanitizer machines in the community kitchen or commercial kitchen*
- *Signage regarding best practices posted onsite*
- *NSMEC cleaning protocols attached*

COVID-19 Safety Plan

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- ☑ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ☑ Anyone directed by Public Health to self-isolate.
- ☑ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must [self-isolate for 14 days and monitor](#) for symptoms.
- ☑ Visitors are prohibited or limited in the workplace.
- ☑ First aid attendants have been provided [OFAA protocols](#) for use during the COVID-19 pandemic.
- ☑ We have a [working alone policy](#) in place (if needed).
- ☑ We have a [work from home policy](#) in place (if needed).
- ☑ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate [violence prevention program](#) is in place.
- ☑ Our policy addresses workers who may start to feel ill at work. It includes the following:
- ☑ Sick workers should report to first aid, even with mild symptoms.
- ☑ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
- ☑ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- ☑ Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- ☑ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ☑ All workers have received the policies for staying home when sick.
- ☑ We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable [occupancy limit poster](#) and [handwashing signage](#) are available on [worksafebc.com](#).]
- ☑ We have posted signage at the main entrance indicating who is restricted from entering the premises, including [visitors](#) and [workers](#) with symptoms.
- ☑ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

COVID-19 Safety Plan

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- ☑ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary. *Staff will monitor risks on a day-to-day basis and address issues as they arise. Weekly, our Leadership Team will review and amend our policies and procedures, as necessary. The Executive Director will provide regular updates to the Executive Committee.*
- ☑ Workers know who to go to with health and safety concerns. *Staff will be advised to report any concerns to their manager and/or the Executive Director.*
- ☑ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers). *The Leadership Team will address safety issues involving the Executive Committee, when appropriate.*

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- ☑ We have a training plan for new staff.
- ☑ We have a training plan for staff taking on new roles or responsibilities.
- ☑ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ☑ We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- ☑ We have identified a safe process for clearing systems and lines of product that have been out of use.

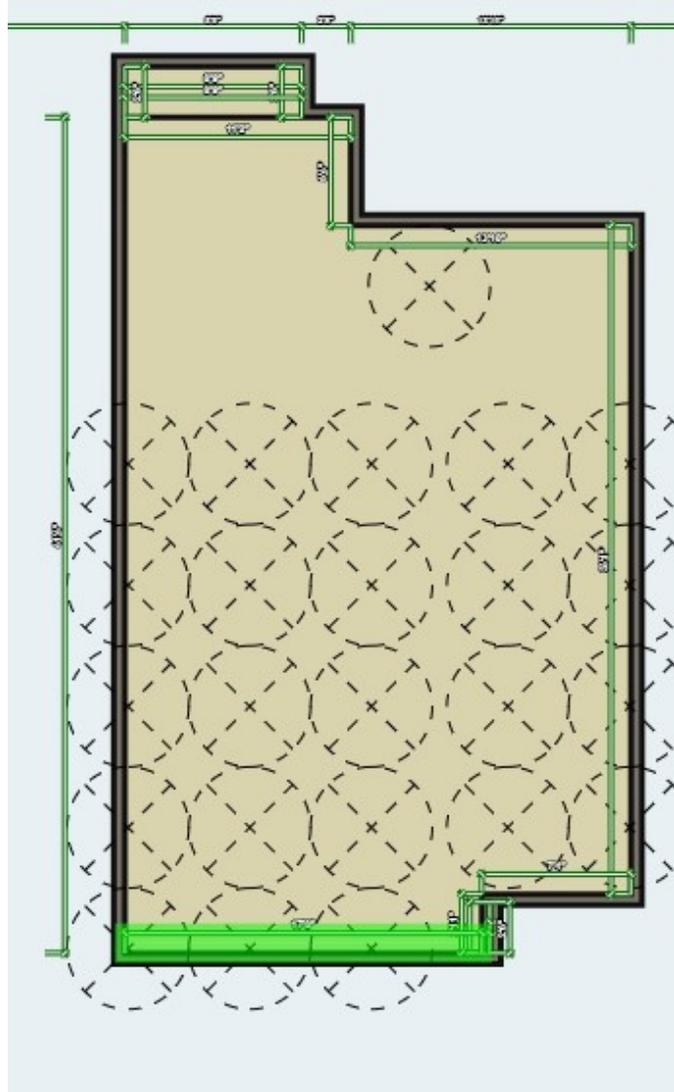
Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.

Meeting/Presentation in Coastal Room

24 people

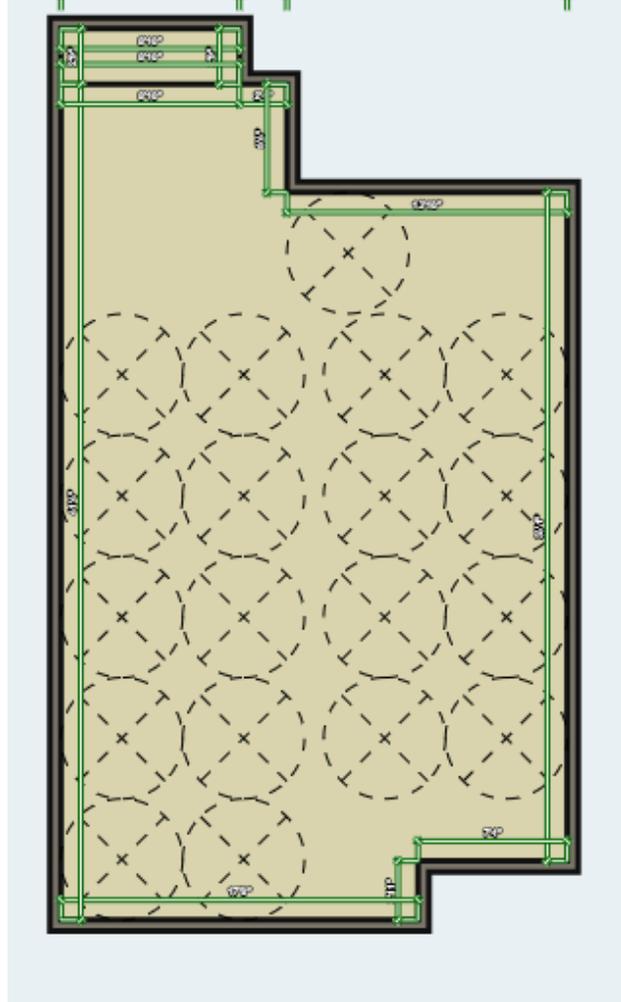
6' diameter circles with chairs against walls where possible



Tai Chi in Coastal Room

19 people

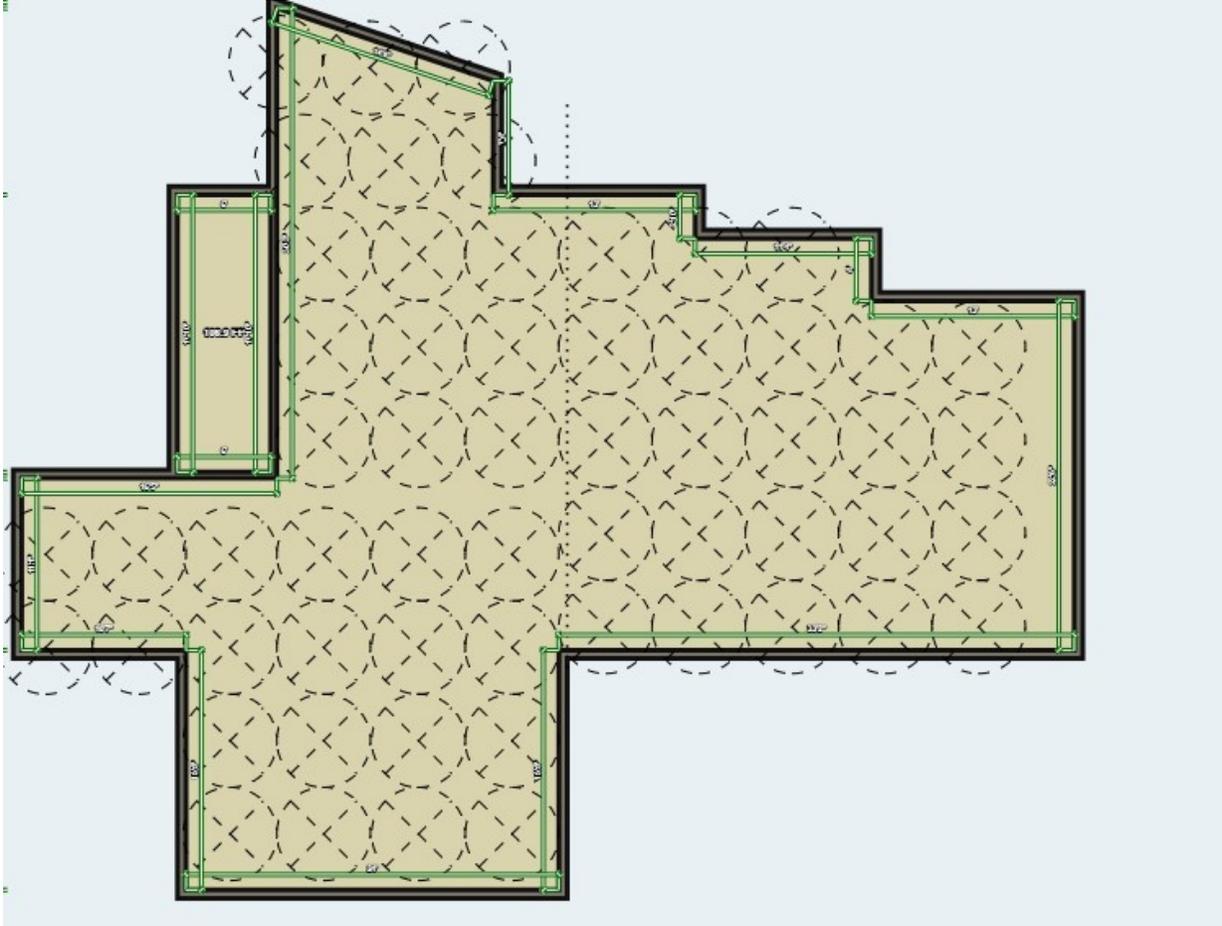
6' diameter circles with space by walls



Fully packed Atrium

58 People

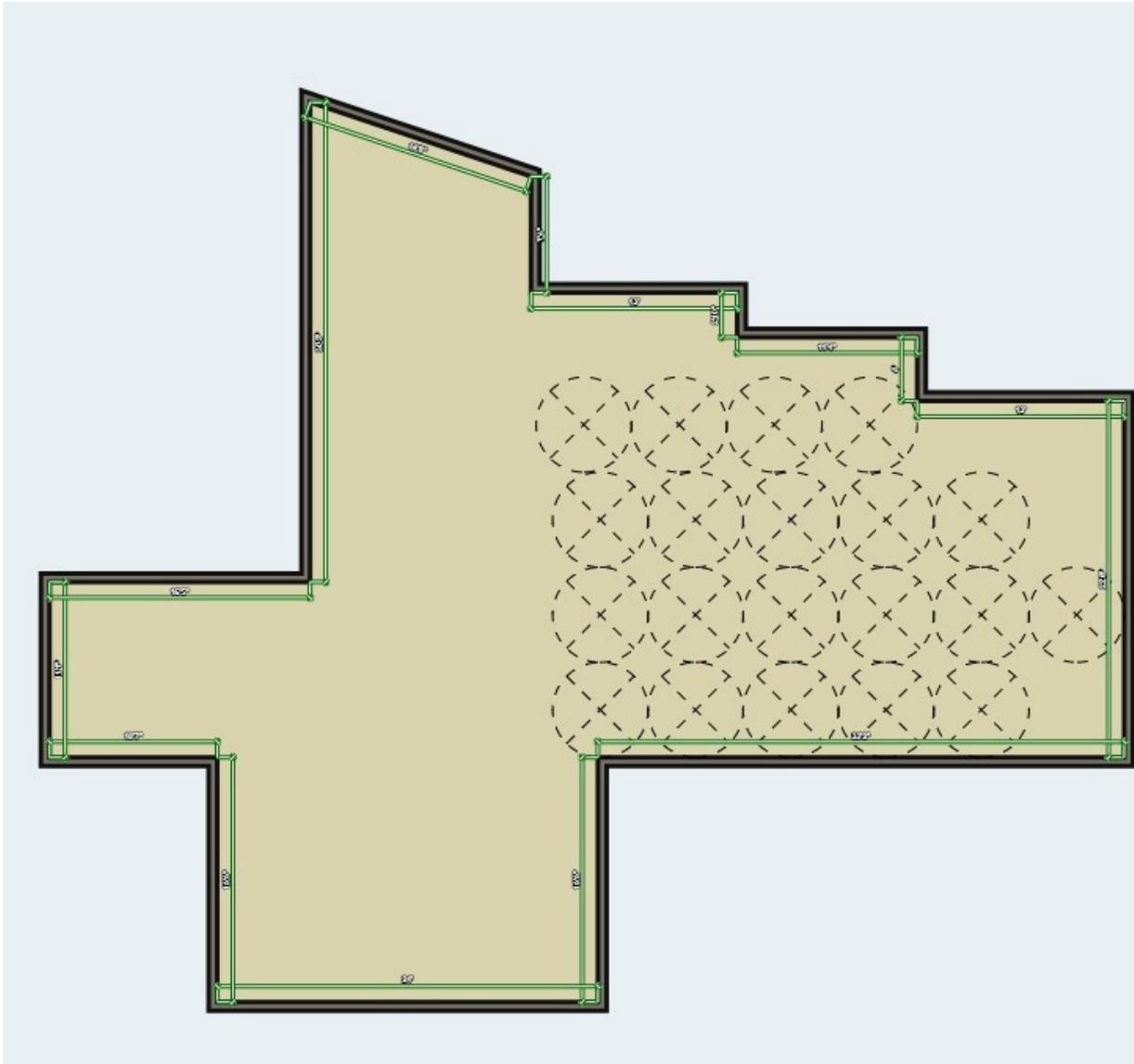
6' diameter



Tai Chi in Atrium

21 people

6' diameter



Merchant Level

Hallway = 11 people

harvest table area = 6 people

Fromagerie de bai = 3 customers
+ 1 staff

Wholesome Market eats = 1
customer + 1 staff

The Butcher = 3 customers + 1
staff

Red's Breads = 2 Customers + 3
staff

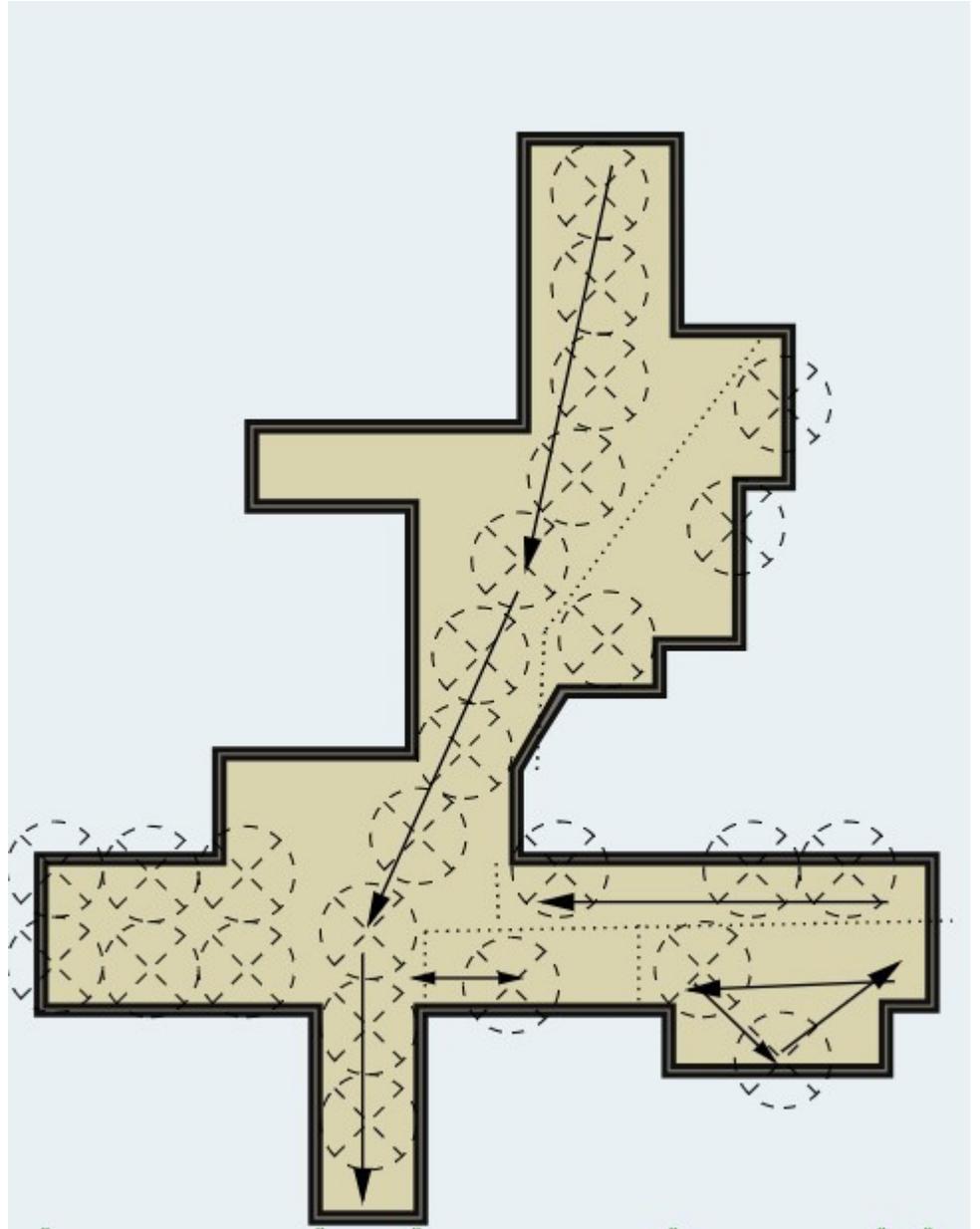
Fisherman's Market = 1
customer + 2 staff

Goodacre Market = 2 customers
+ 2 staff

Total customers: 29

Suggested limit to ease
congestion: 12 customers, 2 by
harvest tables, and 2 in hallway
= 16

Total Staff: 10



COVID-19 SAFETY FOR NSMEC STAFF

PERSONAL PREVENTION

1. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, going to the bathroom, or before eating or preparing food.
2. Avoid touching your eyes, nose, and mouth with unwashed hands.
3. Clean and disinfect frequently touched objects and surfaces.
4. If you need to cough or sneeze, do it into your elbow or a tissue, and then throw out the tissue and wash your hands afterwards.

WORKPLACE MEASURES

1. Staff are required to complete the online *Daily Health Check for COVID-19*, prior to coming to work each day.
2. Staff are required to stay home if you are sick or experiencing any [symptoms of COVID-19](#).
3. Staff must sanitize their hands immediately upon arriving in the building.
4. Staff must wash or sanitize their hands regularly throughout the day, especially between interactions with visitors.
5. Staff are required to wear a face mask, in all public spaces, and when working with volunteers or the public.
6. Staff must always attempt to maintain physical distancing of two metres between yourself and others.
5. Staff should wear a face mask when working with other staff and cannot maintain 2 metres of physical distance.
6. Staff must disinfect a shared work area after use.

MEASURES SPECIFIC TO THE AQUARIUM FACILITY

1. No more than two staff should be in the LSS at one time and only if proper physical distancing is maintained.
2. If you leave the aquarium/LSS for another section of the GPM, wash your hands before returning.
3. All equipment used must be sanitized with the appropriate disinfectant before being put away.
4. Common touchpoints will be cleaned at least twice a day and all touchpoints will be cleaned at the end of the day.
5. Touch tanks will be closed and covered with plexiglass.
6. Books, toys, and other touchable objects will be put out of reach, and only handled by staff.

COVID-19 SAFETY PLAN FOR AQUARIUM VISITORS

This section outlines specific COVID-19 safety guidelines for public visitors to the Nicholas Sonntag Marine Education Centre (NSMEC).

HEALTH CHECKS

All visitors are asked to assess themselves for [COVID-19 symptoms](#) and to stay home and not visit the aquarium if they are sick or experiencing any symptoms of COVID-19.

CONTACT TRACING

A person from each visiting group will be asked to record a name, phone number or email, and group size for contact tracing. Staff will record a 'time in' and 'time out' of the aquarium.

FACE COVERINGS

All visitors are required to wear a face masks for the entire duration of their visit.

Exemptions:

- Children under 2 years of age.
- Persons with a medical condition or disability that inhibits the ability to wear a mask.
- Persons unable to place or remove a mask without assistance.

HAND HYGEINE

All visitors are required to wash or sanitize their hands before entering the aquarium.

PAYMENT PROCESS

Visitors will be encouraged to pay admission via contactless credit/debit device.

AQUARIUM OCCUPANCY

One group per staff member available to a limit of 3 groups or 15 visitors, whichever value is met first. A group size must not exceed 6 people. Staff, at any time, for any reason, can further reduce occupancy, but cannot exceed it.

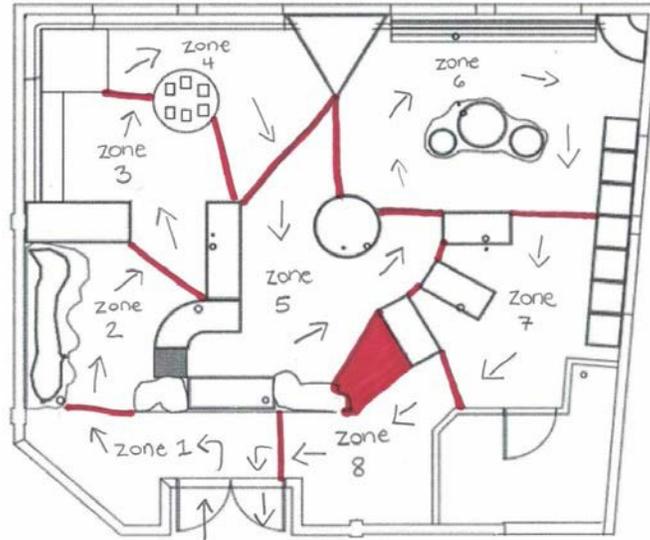
If any individual in a group is exempt from wearing a face covering, then no other groups will be permitted inside the aquarium until that group has left.

SAFETY ORIENTATION

A [COVID-19 Visitors Safety Guide](#) will be available to visitors on the NSMEC's website. Reception staff will provide a COVID-19 safety orientation to all visitors prior to entering the aquarium.

PHYSICAL DISTANCING

As pictured in the below image, the aquarium will be divided into 8 zones each spaced 2 metres or greater with arrows to lead visitors through the zones from entry to exit.



Visitors will be asked to leave an empty zone of space between their group and the group ahead, so that at least 6ft of physical distancing can constantly be maintained.

A designated interpretive staff/volunteer will be assigned to each visiting group and move through the aquarium with that group. The interpretive staff will maintain 6ft of physical distance as best as possible.

COVID-19 SAFETY PLAN FOR SCHOOL GROUP VISITS

This section outlines specific COVID-19 safety guidelines for visiting school groups to the Nicholas Sonntag Marine Education Centre (NSMEC).

HEALTH CHECKS

The NSMEC will not be conducting a health check on visiting students and teachers, as schools are already requiring staff and students to conduct their own daily healthy check prior to attending school. If a student begins to show signs or symptoms of COVID-19 during a NSMEC program, the teacher will be asked to follow the protocols set out by their school.

FACILITY CLEANING AND SANITIZATION

The aquarium, coastal classroom, and equipment used by classes will be cleaned and disinfected before and in between class visits. This will be done following the BC CDC guidelines for [Cleaning and Disinfectants for Public Settings](#).

GROUPING

To reduce the number of students in each space and manage contact with our staff/volunteers, programs will take place in two groups to a max of 15 people per group. Groups will stay with each other for the duration of the program.

REVIEW OF PROTOCOLS

We ask teachers and students to prepare for their visit by reviewing our [COVID-19 Safety Guide for School Group Visits.](#)

PHYSICAL DISTANCING

Visiting teachers and students will be asked to maintain proper physical distance from NSMEC staff/volunteers throughout the duration of the program. Floor markings will be used to help students maintain physical distance.

The expectation of students to physically distance between each other will be left to the discretion of their teacher.

Programing will primarily take place in private spaces. There will be brief times, where students will need to move through the public spaces of the GPM. During these times, NSMEC staff will take precautions to avoid cross contact between students and the public by keeping students grouped together and maintaining appropriate physical space.

FACE MASKS

NSMEC staff/volunteers will be wearing face masks for the entire duration of the program. We require that all teachers and students, unless medically exempt, also wear face masks during the program.

HAND HYGEINGE

Hand sanitizer and sinks for hand washing will be available throughout the duration of the program. Visiting teachers and students will be required to wash or sanitize their hands upon entering the Gibsons Public Market, when transitioning between the aquarium and the coastal classroom, and before using any shared equipment. NSMEC staff/volunteers will do the same.

In the aquarium, students will be encouraged to avoid touching surfaces.

VENTILATION

Where possible windows will be opened to allow for fresh air flow through the learning space.