



Sunshine Coast
Museum
& Archives

716 Winn Road, P.O. Box 766
Gibsons BC V0N 1V0
Phone/Fax (604)886-8232
scm_a@dccnet.com
www.sunshinecoastmuseum.ca

Museum Re-Opening Plans

Museum Staffing

- All staff are asked to have a zero tolerance if they experience any symptoms that fit the covid-19 criteria. If you feel even slightly sick in the morning, please do not come into the Museum. It could be allergies, or a mild sore throat, but err on the side of caution. We will facilitate working from home and support the at-home worker any way that we can so that hours are not lost. This can mean creation of new tasks that are better suited to working remotely etc.
- If any family member/house mate or close contact becomes sick with covid-19 like symptoms during the outbreak, please advise the Manager/Curator and a plan will be put in place moving forward.
- While working at the Museum, please follow all physical distancing measures, standing at least 2 metres (6 feet) away from visitors and other staff members at all times. Office spacing will be arranged with at least 6 feet space between desks to facilitate this spacing.
- *Have your hands fallen off yet from washing so much?* Keep at it during your shift as you will be dealing with the public on an ongoing basis.
- Use hand sanitizer along with handwashing while working; each employee will be given a personal hand sanitizer (refillable) to use while they at work.
- The following occupancy limits have been set for the museum at this time to adhere to physical distancing recommendations:

Museum Area	Maximum Occupancy
Entire Museum building	8 visitors + 3 Staff
Office	2 people
Library	1 person
Lunch Room	1 person
Artifact Storage	1 person
Archives (Upstairs and downstairs)	1 person

- While working in the office, use your own stapler, pens, highlighters etc. Each employee will use their own telephone through the shift
- Shared office equipment should be cleaned after each use and as part of the daily cleaning schedule. From WorkSafe BC: frequently-touched surfaces such as the computer keyboard and mouse, desk surface, and telephone should be cleaned also.
- Each staff member should use their own plates, bowls, cups and cutlery for their lunch break. Shared equipment in the kitchen – kettle, microwave, fridge, should be cleaned frequently as per Worksafe BC's recommendations.
- Wearing a homemade mask is up to the individual; if they feel as if they would like to wear a mask while working, they will be encouraged to do so.

Cleaning Procedures

As recommended by Worksafe BC, we will enact robust cleaning procedures to ensure the safety of our visitors and staff. The following daily cleaning schedule will be complete 2 times per day, at 12:30pm and at 4:30pm, along with ongoing daily sanitizing and disinfecting as needed.

Bleach Solution

The bleach cleaning solution used at the museum will contain 1000 ppm of bleach, as recommended by BC Centre of Disease Control. [Click here](#) to access the instructions on making the solution; See image below

- Wear gloves when cleaning with bleach
- Do not mix bleach with vinegar or other acids like lemon juice, ammonia-containing products (such as Windex), or rubbing alcohol. This can create toxic gases.
- Keep bleach in labelled bottles as to not mistake for other liquids

Mix Instructions

The bleach we have at the museum is 6% concentration; the spray bottles are marked for 500 ml (.5 litres).

Concentration of bleach product ?	<input type="text" value="6"/>	sodium hypochlorite (wt %)
Desired concentration of chlorine solution	<input type="text" value="1000"/>	ppm or mg/L
Desired volume of chlorine solution ?	<input type="text" value=".5"/>	<input type="text" value="litres"/>
Desired unit of measure for bleach product ?	<input type="text" value="teaspoons"/>	

Disclaimer

Add 1 3/4 teaspoons of bleach product to 0.5 litres of water.

Cleaning Steps

Worksafe BC recommends cleaning high-touch locations in the following process:

- A. Clean the surface with soapy water to remove any dirt or debris that may neutralize the disinfectant. At the Museum, most surfaces will be free of any dirt, but if needed, clean first with soap and water.
- B. Spray bleach disinfectant and leave it on the surface for a 1 minute.
 - For light switches, door knobs, bathroom faucets, toilets, counters, stair railing – spray surface with the 1000 ppm solution and leave on for **1 minute**, then rinse clean with water.
 - For food contact surfaces – kitchen counter, microwave plate, spray with 1000 ppm solution and let air dry (no rinse necessary)

Use this process for the cleaning of all items listed below, and any areas that need special attention each time a cleaning session takes place (twice a day). Use your judgement on specific cleaning items below: there are spots that might not need cleaning if there has been no visitors, or if no one used a location (ex. bench). If in doubt, give it a clean. More [information](#).

Main Floor

1. Clean outside door handle; Visitor-facing plexiglass barrier, Main gift shop counters; indoor and outdoor visitor bench with soap and water (if used)
2. Clean Donation Box
3. Clean office door handle; Light switches; Thermostat
4. Clean railing towards washroom; Washroom door handles; Toilet; Faucet, Staff room door handle
5. Clean hand sanitizer buttons
6. Clean counters, door handle, microwave, fridge handles in staff room
7. Clean stair railing headed upstairs with soap/ water only

Upstairs

1. Clean upstairs washroom door handles; Toilet; Faucet
2. Clean hand sanitizer buttons

Ongoing / As Needed

1. After preparing food in kitchen spray and wipe down all areas that were used, including counter tops, microwave plate, fridge door handle, light switches and faucets. All on as needed basis.
2. After anyone uses the elevator, give a clean all buttons, door handles, inside railing, and key once it is returned.
3. Keep on the lookout for areas that could use a spot cleaning throughout the day.