



CHILLIWACK HERITAGE PARK

Events Happen Here

COVID-19 STAFF SAFETY PLAN

At Chilliwack Heritage Park (Tourism Chilliwack), our first priority is the safety of our staff and patrons.

Health and Safety Committee team: Louise Millar & Kent Nolan

Protocols:

- ❖ If you are experiencing flu-like symptoms associated with COVID-19 **stay home (please inform your supervisor)**. If you develop the symptoms after arriving at work :
 - Immediately inform your supervisor
 - Physically distance from colleagues or guests and leave the workplace
 - Call 811 for health advice
 - Call 911 if urgent
 - Do not return to work until you have recovered

- ❖ Social distancing is the best defense against COVID; especially inside. If at all possible, **maintain a 2m (6 ft) distance** between co-workers or guests at all times

- ❖ If distancing is not possible, or if you feel anxious even with appropriate distancing, then **masks must be worn at all times** (either the N-95 masks that are in supply on-site or cloth ones if N-95 masks are not available)

****A regular non-medical mask prevents droplets from an infected source from contaminating the skin and mucous membranes of the nose and mouth of the wearer. These masks can be worn by people infected with the COVID-19 virus to trap droplets expelled when coughing or sneezing. An **N95 mask** is an air-purifying, particulate filtering, disposable, half-face piece respirator. These devices are designed to protect users from inhaling hazardous airborne particles and aerosols, including dusts and infection agents such as the COVID-19 virus. We do have a number of boxes on hand and will continue to order them (if we can get more). Wearing a non-medical mask will not prevent you from getting sick. However, it is another way of covering your mouth and nose to prevent your respiratory droplets from contaminating others or landing on surfaces. To prevent it from becoming contaminated on the outside or when touched by hands, avoid moving the mask around or adjusting it often and they should not be shared with others. A homemade mask does not replace proven public health measures. The best way to prevent the spread of COVID-19 is to continue to stay home as much as possible, practice physical distancing, wash your hands for at least 20 seconds with soap and water and cover your cough or sneezes with tissues or your sleeve.*

- ❖ Gloves must be used at all times. Every time a new exercise is undertaken, a new pair must be used ie: don't open doors then touch light pads. Depending on the task, you don't necessarily have to use gloves but in this case, hands must be washed with soap and water for a minimum of 20 seconds
- ❖ Proper hand hygiene, including washing with soap and water for a minimum of 20 seconds, must be regularly undertaken
- ❖ Cleaning and disinfecting of our workplace must be consistently and regularly undertaken, particularly high-contact items such as light switches, door handles, faucets, keyboards, and shared equipment (e.g. photocopiers, the van, tools, washrooms etc.). This work must be undertaken by custodial staff but if they are not available, office staff must undertake the work
- ❖ Coffee and lunch breaks must be staggered to allow for compliance with social distancing edicts. Staff should use their own plates, cutlery, glasses, mugs etc.
- ❖ Hand-sanitizer will be supplied and positioned at doors where rentals are occurring and in the lunch room and office. Staff must apply hand-sanitizer regularly (wash hands before applying it)
- ❖ A sneeze guard is installed in the office
- ❖ Office staff who handle mail, deliveries, cash etc. should wash their hands frequently with soap and water after handling all materials
- ❖ If you see a guest who is showing COVID symptoms, you have the right to ask them to politely leave. Inform the organizer first, if possible, but if there is no other recourse do so without causing an altercation
- ❖ If you have any questions or concerns, please bring them to the Health & Safety Committee team or see me directly.

Thank you.