

# WORKSAFE BC COVID-19 SAFETY PLAN

## FRDC OVERVIEW

The Fraser River Discovery Centre (FRDC) is a 17,000 sq. ft. public, interpretive facility and gift shop located on the waterfront boardwalk in New Westminster, BC.

## 1. RISK ASSESSMENT

- Visitors, Staff and Volunteers can encounter interactive exhibits and touchable surfaces during the day.
- Staff and volunteers can be in proximity with each other and with visitors at the front desk and while delivering public programs during the workday.
- Countertops, door handles, staircase railings, tables/chairs, interactive objects, and washroom surfaces can be touched often.

## 2. IMPLEMENTATION

### First Level Protection (Elimination)

- FRDC Safety Plan posted by the front entrance and on the website.
- Instructional safety and sanitation signage located throughout the building.
- Staff and volunteers trained to stay at least 2 metres apart while at the Centre, whenever possible.
- Floors by the front entrance and in the giftshop are marked with 2 metre distance stickers, and visitors instructed to remain 2 metres apart at all time throughout the Centre.
- Building occupancy limited to 50 individuals in the Centre at any given time.
- Maximum group number of 10 individuals for all public programs.
- Maximum group of one individual or one household in the washrooms.
- Maximum number of 2 individuals or 1 household to use the elevator at any given time.
- Staff and/or volunteers directed to clean and sanitize all interactive surfaces every two hours throughout the day, as well as after public programs have taken place.
- Staff and/or volunteers to modify existing education and public programs so that physical distancing can be maintained.
- The number of tables and chairs around the Centre have been reduced, to minimize the risk of surface contact.
- Adequate number of hand washing facilities on site for all staff, volunteers, and visitors, which are visible and easily accessible.
- Staff and/or volunteers directed to wash and sanitize their hands after handling cash, returning from breaks, re-entering the Centre for any reason, and using appliances in the kitchen/break room.
- All visitors required to wash and sanitize their hands upon entry to the Centre, after engaging with any of our interactive activities, and after using the washroom.
- Staff, contractors, and volunteers who are cleaning have sufficient training and materials.

### Second Level Protection (Engineering)

- Barriers and partitions: Stanchions by the main entrance to control visitor access to the FRDC. Plexiglass barriers at the front desk and gift shop counter to ensure distancing while conducting business.
- Hand sanitization stations: installed hand sanitizer stations throughout the Centre, including at the main entrance and at areas of high interactivity.
- Doorways and entrances: Public access to building through the front door only, which is propped open during opening hours.
- Directional Arrows are located throughout the Centre, guiding visitors.

### Third Level Protection (Administration)

	<ul style="list-style-type: none"> <li>- FRDC Safety and Sanitation Plan (SSP) developed and implemented.</li> <li>- Staff and volunteers trained in safety and sanitation of the building.</li> <li>- Clearly communicated the SSP and guidelines to staff, volunteers, and visitors through a combination of training (staff and volunteers) and signage (throughout the building)</li> </ul> <p><b>Fourth Level Protection (Additional):</b></p> <ul style="list-style-type: none"> <li>- Encourage staff and volunteers to wear protective masks, particularly when interacting with visitors and performing front-of-house duties.</li> <li>- Reviewed the information on selecting and using masks and instructions on how to use a mask. Recognize the limitations of masks and understand they should be used in combination with other control measures.</li> </ul>
<p><b>3. POLICIES/PROCEDURES</b></p>	<ul style="list-style-type: none"> <li>- FRDC Safety and Sanitation Plan (SSP) complete and implemented.</li> <li>- Risk Reduction measures outlined in SSP implemented.</li> <li>- Daily sanitation protocol developed and implemented.</li> <li>- Daily temperature checks of all staff and volunteers entering the Centre.</li> <li>- Any staff member or volunteer that has had flu-like symptoms in the last 14 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and muscle or headaches.</li> <li>- Any staff member that has arrived from outside Canada or who has been in contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.</li> <li>- Staff and volunteers have been trained and are aware of procedures to address any risks that may arise as visitors adapt to the restrictions and modifications in place at FRDC.</li> </ul>
<p><b>4. COMMUNICATION AND TRAINING</b></p>	<ul style="list-style-type: none"> <li>- All staff and volunteers received a copy of the SSP in advance of re-opening.</li> <li>- All staff and volunteers trained in the implementation of SSP.</li> <li>- Daily check-ins and weekly staff meetings ensure ongoing assessment of the situation with opportunities for feedback.</li> <li>- Signs posted throughout the Centre, including occupancy limits and effective hygiene practices.</li> </ul>
<p><b>5. MONITORING</b></p>	<ul style="list-style-type: none"> <li>- Continuous monitoring of the situation and will update policies and procedures as required.</li> <li>- Any staff and /or volunteers can raise health and safety concerns with their coordinators, who will pass the feedback to the Director of Operations for assessment and further action as required.</li> </ul>
<p><b>6. ASSESS AND ADDRESS RISK FOR REOPENING</b></p>	<ul style="list-style-type: none"> <li>- Continue to adhere to this plan as the region gradually re-opens, reassessing periodically to determine the need for updates or changes.</li> </ul>