

COVID-19 Safety Plan for: Huble Homestead Historic Site

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. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

Employers are not required to submit plans to WorkSafeBC for approval but, in accordance with the order of the [provincial health officer](#), this plan must be posted at the worksite, and on the website if there is one. This Safety Plan can also be completed from any mobile device using the [COVID-19 Safety Plan app](#).

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).
- ☒ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ☒ 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).
- ☒ We have identified the tools, machinery, and equipment that workers share while working.
- ☒ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

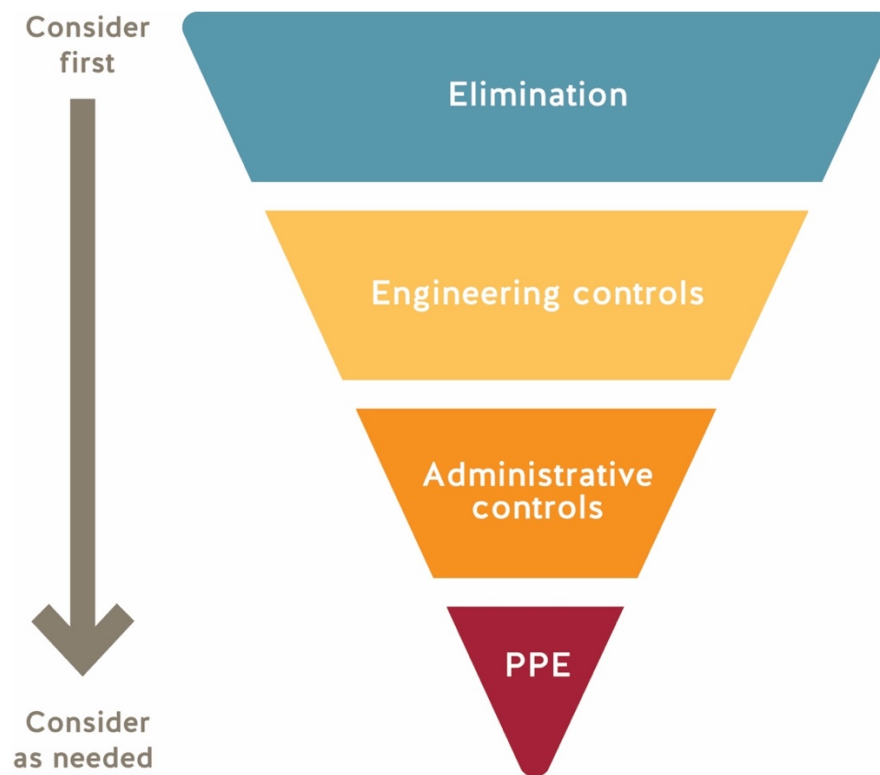
Step 2: Implement protocols to reduce the risks

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

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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.



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 posted **occupancy limits** for shared spaces, designated delivery areas, cleaning practices, and one-way doors and walkways to keep people physically separated.

Fourth level protection (**PPE**) — If the first three levels of protection aren't enough to control the risk, consider the use of masks. Ensure masks are **selected and cared for appropriately** and that workers **are using masks correctly**.

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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. Limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. Some sectors may have requirements for occupancy limits prescribed by the [Provincial Health Officer](#). For other employers, an occupancy limit that provides at least 5 square metres of unencumbered floor space per person (workers and patrons) may provide a sensible approach for determining maximum occupancy.
- ☒ 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

Office employees will work from home where possible, stagger days in office, or limit extended hours with others in the office

Huble Homestead On-Site Pandemic Procedures Manual details guidelines for:

- on-site employees interacting with co-workers
- on-site employees interacting with visitors
- visitors interacting with other visitors
- building occupancy limits

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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

Plexiglass barriers will be installed at the till in the General Store, and at the order window in the barbeque. Cleaning protocols for these barriers are outlined in Huble Homestead On-Site Pandemic Procedures Manual.

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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

Signage outlining rules and guidelines are posted throughout the historic site, in both public and employee-only areas.

All staff have been trained on new protocols and procedures as outlined in the Huble Homestead On-Site Pandemic Procedures Manual.

The manual also includes instructions on single-use items for visitors and cleaning regimens.

Masks have been provided to all employees.

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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

Employees have been provided with masks and trained on their proper usage. Instructions on mask etiquette are in Appendix B of the Huble Homestead On-Site Pandemic Procedures Manual.

Employees will wear masks at all times when working with each other or the public.

Visitors are required to wear masks while in indoor spaces or interacting with staff or other visitors at the historic site. Visitors under 12 years of age are not required to wear masks, but are encouraged to do so.

Disposable masks are available for visitors who require one.

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Implement 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](https://www.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

Cleaning protocols

Cleaning protocols are outlined in the Huble Homestead On-Site Pandemic Procedures Manual. Employees will record areas cleaned as they are completed on the Store Cleaning Log and Building Cleaning Log.

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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 must self-isolate at home.
- ☒ Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- ☒ Anyone directed by Public Health to self-isolate.
- ☒ Anyone who has arrived from outside of Canada 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.

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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. [Reviewing and updating your COVID-19 safety plan: A guide for employers](#) will help you review your safety plan to ensure it's effective and functioning properly.

- ☒ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☒ Workers know who to go to with health and safety concerns.
- ☒ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

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.

On-Site Pandemic Procedures Manual



Huble Homestead/Giscome Portage Heritage Society

April 2020

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SEASON SET-UP

Follow normal set up procedures as outlined in On-Site Procedures Manual, except where noted below.

Performed by: Staff and volunteers

Time frame: Before site opens

Safety Precautions: Nitrile gloves and/or a dust mask are recommended personal protective equipment for cleaning if required or if the individual prefers. Staff and volunteers have the right to refuse unsafe work. For individuals working in close contact during set-up, homemade non-medical masks are required to prevent the spread of COVID-19.

Display/Setup Procedures

When handling artifacts, use only designated cotton or disposable gloves, or follow specific instructions of the Curator.

Artifacts

Welcome Barn

- Remove toys, colouring sheets, and dress-up clothes in Kids Corner.
- Remove table and chairs from Kids Corner.
- Keep brochures and hand-out information put away for distribution upon request.
- Post signage detailing safety procedures and programming information.
- Set up Fort George Banner in Kids Corner.

Animal Barn

- Rope off back stalls of barn to prevent access to animal feed and staff equipment.

Store

- Place physical barrier at till area.
- Organize Store to ensure physical distancing – remove any furniture as required.
- Place physical distancing markers on floor (2 meters).
- Post signage outlining restrictions on occupancy capacity.

Barbeque

- Place physical barrier at order window.
- Ensure furniture and appliances are arranged to provide space for physical distancing.
- Post signage indicating ordering and food pick up procedures.

Kitchen

- Breezeway hand wash basin and stand will be displayed in the kitchen, rather than the breezeway.

Picnic Tables

- Set-up 2 beside store; 3 along riverbank; 2 in front of Implement Shed ; 5 in Picnic Shelter; 1 near garden, 1 near barns.
- All picnic tables will be placed 2 meters apart from other picnic tables and benches.

SITE CLOSURE / RE-OPENING

These procedures are for if the site must close and re-open part way through the season. Follow normal set up procedures as outlined in On-Site Procedures Manual and Season Set-Up Procedures on page 3 of this document.

Performed by: Staff and volunteers

Time frame: As required

Safety Precautions: Nitrile gloves and/or a dust mask are recommended personal protective equipment for cleaning if required or if the individual prefers. Staff and volunteers have the right to refuse unsafe work. For individuals working in close contact during set-up, homemade non-medical masks are required to prevent the spread of COVID-19.

Closing Cleaning Procedures

Buildings

Store

- Store and seal any candy that may go stale.
- Remove any perishable food from store and BBQ.

All other buildings

- Clean out any vermin or insect remnants.
- Empty and deactivate mouse traps.

Packing Procedures

When handling artifacts, use only designated cotton or disposable gloves, or follow specific instructions of the Curator.

Artifacts

Fish Camp

- Remove and store artifacts from sleeping tent in smokehouse.

All other buildings

- With guidance from the Curator, remove and store any artifacts that are a high risk for damage or theft.

Display/Set-up Procedures

When handling artifacts, use only designated cotton or disposable gloves, or follow specific instructions of the Curator.

Artifacts

Fish Camp

- Return artifacts to sleeping tent.

All other buildings

- With guidance from the Curator, return any artifacts that had been removed.

GENERAL PROCEDURES

Scheduling

Employees are given a work schedule at the beginning of the season, with two days off during the week.

Changes to Schedule:

Sick Leave

- If you are sick, stay home.
 - During a pandemic, there is zero-tolerance for attending work while sick.
- Contact your supervisor as soon as possible.
- Make up work will be dependent on grant funding.

- See P103 Leaves and Time Off for full policy and procedure.

COVID-19 Employee Illness and Leave

- Contact your supervisor as soon as possible if you are experiencing symptoms related to COVID-19, are diagnosed with COVID-19, or are required to self-isolate as a result of exposure to COVID-19.
- Symptoms of COVID-19 include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, and loss of appetite.
- If you require time off for other reasons related to COVID-19, discuss them with your supervisor.
- See P128 COVID-19 Employee Illness and Leave for full policy and procedure (Appendix A).

Family Loss

- Contact your supervisor as soon as possible and discuss a plan for time off, if required.
- Make up work will be dependent on grant funding.
- See P103 Leaves and Time Off for full policy and procedure.

Shift Change

- Contact your supervisor for proposed shift change approval.
- If approved, contact appropriate co-workers to agree on arrangements.
- If agreed upon, fill out Shift Change agreement and submit to your supervisor.
- See P120 Hours of Work for full policy and procedure.

Pandemic Hazard Mitigation Procedures

Masks

- Staff will wear masks when indoors, and outdoors while working with visitors or coworkers. Employees may remove their masks when working alone outdoors.
- Visitors will wear masks while in indoor spaces and when participating in programming with staff or other visitors outside their household group.
- Signage will be posted throughout the historic site reminding visitors of the need for masks in indoor spaces.
- The Society will follow public health recommendations regarding masks.
 - The Society will ensure staff are properly trained and updated on proper mask procedures.
 - See Appendix B for current guidelines.
- Each employee will be provided with three masks for their exclusive use.
- After use or if dirtied, masks are to be placed in designated disposable container (plastic bag) for washing.
- Employees will be responsible for washing their own masks. Staff will not place their

- masks in the same bag as other staff.
- Staff will not share masks, even after washing.

Physical Distancing

Physical distancing is a key measure in preventing the spread of COVID-19.

- Public health guidelines recommend:
 - Keeping a distance of 2 meters between individuals who do not live in the same household.
 - Avoiding crowded places and gatherings.
 - Avoiding greetings such as handshakes.
 - Limiting contact with people at a higher risk of contracting disease.
 - Staying home when you are sick.
- Signage will be posted throughout the historic site reminding visitors of the need for physical distancing.
- Barriers will be in place to protect staff and visitors at the till in the General Store, and at the order window at the barbeque.
- Physical guidelines in the form of floor markers or stanchions will be provided for visitors at the General Store and barbeque window.
- Picnic tables will be spaced at least 2 meters apart. Signage will be posted on each table requesting one party per table and a maximum of six people. If used, picnic tables will be sanitized at least once per day. All tables will be cleaned with visibly dirty. Employees will track table usage to ensure proper cleaning is completed. Additional cleaning may be requested by visitors throughout the day.

Visitors

When visitors are not conforming to mask wearing or distance guidelines in the presence of staff, staff will request that the visitors respect the guidelines for the safety of the staff and other visitors.

All buildings must be able to adhere to public health policies regarding physical distancing and if buildings are unable to meet the guidelines they will be closed to visitors.

- Huble House: occupancy is limited to 2 visitors or one household group.
- General Store: occupancy is limited to 2 visitors at one time.
- Welcome Barn: 20
- Animal Barn: 24 (loft)

In the unlikely event that a guest becomes belligerent or physically threatening, follow the steps outlined in the Health and Safety Plan:

1. Politely tell them to calm down.
2. Tell them they are exhibiting unwanted behavior, that you are feeling threatened, in danger, etc.

3. If they do not stop unwanted behavior, give them office contact information and kindly ask them to leave.
4. If they do not leave, go get a supervisor or co-worker.
5. The supervisor may call authorities if warranted.
6. Fill out an Incident Investigation Report.

Staff

- Employees will complete daily health checks at the beginning of their shift.
- Employees will wear masks.
- Staff will also endeavour to maintain physical distance from visitors, and from other staff members.
 - The recommended physical distance is 2 meters.
 - Only one staff member may be in the General Store back room at any one time.
 - A maximum of two staff members should work in the kitchen at any one time.
 - Employees will not carpool.
 - If a staff member requires a ride from a co-worker, the passenger will sit in the passenger side back seat and both individuals will wear masks.
- When working in the General Store, staff should step back from the counter when a visitor steps forward near an area without a barrier.
- If employees are unable to maintain physical distancing while eating, lunch breaks will be staggered.
- Clothing will not be shared. Employees will have assigned costumes, aprons, hats, and shawls. Employees will be assigned a cubby hole in which they may keep their personal belongings.
- Employees will be provided with hand sanitizer to keep in their vehicles.
- If staff have safety concerns or suggestions, they are encouraged to:
 - Bring them directly to their supervisor,
 - Write them in the communication book, or
 - Raise them at the next staff meeting.

Food Service

- The Society will follow all provincial public health orders and guidelines regarding food service.
 - The Society will ensure staff are properly trained to comply with these orders and guidelines and will update staff of any changes to the orders or guidelines.
 - Staff are reminded that gloves are not a substitute for good hand hygiene.
- Staff will serve visitors all food, drink, condiments, and utensils.
 - Coffee, hot water, sugar, and creamers will not be left out for self-service.
 - All condiments, stir sticks, straws, and utensils will be kept in the backroom of the General Store and behind the counter in the BBQ, and will be provided to visitors as necessary or upon request.
 - Floats, sundaes, and pancakes will automatically be provided straws and utensils respectively.

- Condiments for food and drink will be added by staff unless self service packages are available.
- Napkins will be kept in the backroom of the General Store and behind the counter in BBQ and will be provided with each order or upon request.

Signage

- Up-to-date signage will be placed around the historic site instructing visitors and staff of current public health recommendations and changes to regular site operations.
- Information will include:
 - Welcome Barn:
 - Mask requirements.
 - Physical distancing guidelines for site and building occupancy.
 - The locations of hand wash stations and sanitizer.
 - Stay home if you are sick.
 - Games available upon request at General Store.
 - Brochures available upon request.
 - Animal Barn:
 - Mask requirements.
 - Maximum occupancy – 24 (loft).
 - Picnic Shelter:
 - The location of hand wash stations and sanitizer.
 - House:
 - Mask requirements.
 - Maximum occupancy – occupancy is limited to 2 visitors or one household group.
 - General Store:
 - Mask requirements.
 - Maximum occupancy – occupancy is limited to 2 visitors.
 - Distance indicators on floor and ramp.
 - Kitchen/Back Room of General Store:
 - Daily health check form.
 - List of symptoms of COVID-19.
 - Bleach concentration measurements for disinfection and sanitization.
 - Proper mask etiquette.
 - Physical distancing guidelines.
 - Phone number for non-medical information on COVID-19.
 - Kitchen Sink:
 - Handwashing instructions.
 - Hand sanitizing instructions.
 - Outhouse:
 - Hand sanitizing instructions.
 - Hand Wash Stations:
 - Hand washing instructions.
 - Barbeque:

- Hand washing instructions.

Games & Other Items for Visitors

- Lawn games will be kept in the back room and will be made available to visitors through a sign-out system operated out of the General Store.
- Visitors will be able to sign out one game at a time.
- Visitors will return games to General Store when finished.
- Staff will sanitize game pieces and containers (if applicable) when games are returned to the store.
- Games available will be limited to bocce, horse shoes, croquet (if pegs set up), and badminton (if net set up).
- Any other items lent to visitors will be cleaned upon their return, i.e. umbrellas, pencils, etc.

Tours

- Staff will maintain physical distancing of at least 2 meters when providing guided tours, both inside and outside of buildings.
- Both staff and visitors will wear a mask while on tours.
- If self-guided tour books are available and requested by visitor, staff will provide them. No guide books are to be left accessible to the public.
 - If a guide book is left behind by a visitor, the guide book will be disposed of in the garbage.
- Staff may also refer visitors to informational tour signs located around the historic site.
- The Accessibility Binder will be available upon request and will be returned to Store.
 - Staff will sanitize binder and interior pages after each use, and complete the cleaning log at the front of the binder.
- Staff will provide information about the Huble House from outside and will not enter the building with visitors. Staff will refer visitors to tour signs in the House and will wait outside to answer any questions the visitors may have. Tours will continue after the House as usual.
- Staff will provide historical information about the Store from outside the Store to limit the number of visitors inside at one time.

Animals

- Animals will not be handled, pet, or fed by visitors.
- An employee will wash their hands before and after handling or feeding animals.
- If there is a prolific infectious disease that is shown to transfer between animals, or between humans and animals, staff interaction with the animals will be limited for feeding and watering, and animals will be returned to their owners as soon as possible.
- Horses do not belong to the site and staff will tell visitors they belong to private individuals and are not to be petted. No personal identifying information about ownership of the horses will be provided to visitors.

First Aid

During the COVID-19 pandemic, first aid attendants will still provide treatment to employees or visitors as necessary. First aid protocols will be modified to comply as closely as possible with COVID-19 safety guidelines. If first aid is required follow the following recommendations:

- Ascertain the circumstances surrounding the need for assistance. If critical interventions are likely to be required, contact 911.
- If the patient is exhibiting signs of COVID-19, send the patient home or to a hospital.
- If no critical interventions are required, interview the patient from a distance. Ask:
 - Is anyone sick or in self-isolation in your household?
 - Have you been in contact with anyone who has been sick?
- Assess whether the patient has a minor injury that they can self-treat with instruction and supplies.
- If the patient cannot self-treat, put on the appropriate level of personal protective equipment, which will include a medical mask and gloves, and also possibly safety glasses or disposable coveralls.
 - If possible have the patient wear a mask. Medical masks are stored with each first aid kit, with extras kept in the General Store.
- After treatment, sanitize all equipment with soap and water or 70% isopropyl rubbing alcohol. Wash or dispose of all PPE.

DAY-TO-DAY OPERATIONS

Follow normal opening, closing, and cleaning procedures as outlined in On-Site Procedures Manual, except where noted below.

Performed by: Staff

Safety Precautions: Employees will wash or sanitize their hands after performing these tasks.

Opening Procedures

Time frame: 9:30 – 10:00 am daily

Buildings

Welcome Barn

- Ensure hand sanitizer is out for visitors and refill if required.

Hand Wash Stations

- Set up between outhouses and between Store and BBQ every day.
- Replace water jugs and refill soap and paper towel as necessary.

Site General

- Ensure all signage is securely posted, and repost as necessary.

BBQ (when opened)

- Utensils and napkins from BBQ supplies bin will be placed behind counter for staff to distribute.
- Throughout the day, clean front counter.
- Ensure hand sanitizer is out for visitors and refill if required.

Closing Procedures

All employees do these tasks, except where indicated. Employees will wash or sanitize hands after locking up.

Time frame: 5:00 – 5:30 pm daily

Hand Wash Stations

- Put away in Staff Cabin and BBQ, respectively.

General Store

- Clean all staff common areas at the end of each day. See Store Cleaning Log (page 20) for full list.

Cleaning Procedures

Employees must strictly adhere to the following steps in order to maintain health and safety standards and regulations. All PPE is to be disposed of in the garbage unless specifically instructed otherwise. Goggles may be reused after being disinfected.

Time frame: Daily, weekly, or as required (as indicated on Duty Sheets and Cleaning Logs)

Cleaning

Cleaning will be divided between duty sheets but staff will ensure that all areas are cleaned with the frequency indicated. A staff member being off does not exempt an area from being cleaned. When cleaning has been carried out, employees will record it on the appropriate Cleaning Log (Appendix C).

Clean the following areas with Lysol, Fantastik, or bleach solution (see Appendix D for concentration) with the frequency indicated, and when visibly dirty.

- Store (daily)
 - Screen door push bars and door handles
 - Front counter
 - Stair railings
 - Debit machine
 - Till barriers (front and back)
- Outhouses - lower (daily)
 - Toilet
 - Metal garbage can lid
 - Ledges
 - Hand sanitizer pump
 - Door handles and hooks
- Outhouse - upper (weekly)
 - Toilet
 - Metal garbage can lid
 - Ledges
 - Hand sanitizer pump
 - Door handles
- Welcome Barn (Monday, Thursday, Saturday)
 - Craft table and benches
- House (Monday, Thursday, Saturday)
 - Screen door handles both inside and outside
 - Breezeway door bar
 - Stair railing
- Hand Wash Stations (Monday, Thursday, Saturday)
 - Water jug handle and spout
 - Soap pump
 - Table top and edges
- Picnic Tables (once daily if used)
 - Sanitize tops and edges of table tops and benches
- Salmon Valley Post Office (weekly)
 - Screen door handles
- Barbeque (when open)
 - Door handles and hooks
 - Freezer and cupboard handles
 - Counter top
 - All food preparation surfaces
 - Water jug handle and spout
- Games (when returned)
 - Games pieces
 - Container

- Laminated instructions
- Accessibility binder (when returned)
 - Pages
 - Binder
- Activity materials & other items lent to visitors (when returned)

Outhouses

To clean the bathrooms, do the following:

- Gather all cleaning items labeled RED. Never bring these items into the store or BBQ area!
 - Disposable gloves
 - Disinfectant cleaner spray bottle
 - Paper towel
 - Mop, mop bucket, and floor cleaner
 - White garbage bag
- Boil water and bring outside to buckets
- Put on disposable gloves and mask.
- Pour floor cleaner into mop bucket; use label to determine cleaner to water ratio.
- Using spray and paper towel, wipe down all ledges; door surfaces, handle(s) and hook; sanitizer pump; metal garbage can lid; pencil/pen; toilet surfaces.
 - Place used paper towel in garbage bag for disposal.
- Sweep and mop floors.
- Check metal garbage cans and discard of any garbage.
 - Do not hold garbage against your body while handling.

Repeat steps until finished all bathrooms.

- Put all products and tools in designated storage area.
- Wash or sanitize hands.

APPENDIX A – COVID-19 Employee Illness & Leave

P128 – COVID-19 Employee Illness and Leave

Policy

The Society's expectations with regard to leaves during an outbreak or pandemic is that employees will act in good faith and be accountable in respect to reporting and monitoring their health and wellness, reporting illness or suspected illness, and following all guidelines and parameters set out by the Society in regards to health and safety to prevent the spread of infection or illness.

Definition

"Relevant symptoms of COVID-19" as per the BC Centre for Disease Control include cough, sneezing, fever, sore throat, and difficulty breathing. Other symptoms may include muscle aches, fatigue, headache, loss of appetite, chills, runny nose, nausea, vomiting, diarrhea, and loss of sense of smell or taste.

Procedure

Rights and Responsibilities of Employer and Employees

1. All employees that are in good health and able to work should continue to work while continuing to follow all appropriate safety precautions put in place to minimize the risk of potential illness.
 - Employees are accountable to follow all Society directions and guidelines regarding reporting to work and workplace health and safety procedures.
 - All employees are accountable to use safety equipment provided to them, and comply with all instructions and guidelines set forth by the Society concerning the health and safety of employees, visitors and others.
 - All employees have the right to refuse work if there is reasonable cause to believe that the work duty presents a danger to themselves or another employee. Employees must be at work in order to legitimately refuse work duties.
2. All employees are expected to self-monitor for any relevant symptoms of COVID-19. If an employee develops any of the related symptoms, especially but not limited to, fever, new cough, or difficulty breathing, they will:
 - Put on a mask if they are not already wearing a mask.
 - Inform their supervisor immediately to report that they are ill.
 - Leave the worksite and proceed directly to their home.

- If the employee is unable to safely drive themselves home transportation will be arranged for the employee.
 - The employee will follow all advice and directions given by health authorities with regards to seeking medical attention and self-isolating and report these directions to the employer as soon as they are safely able to do so.
 - If the employee is confirmed by a health care provider that they are or were infected with COVID-19 while they were in the workplace, this would constitute a workplace hazard under the *Canada Labour Code*.
 - The employee is required to report this hazard to the Society in order to determine a time period when the employee was in the workplace before self-isolation in order to determine if other employees, visitors or otherwise could have been exposed to COVID-19.
3. Supervisors will monitor the health status of employees. If an employee feels ill, or is observed exhibiting symptoms of illness at work, the employee will:
- Be asked to put on a mask if they are not already wearing a mask.
 - Be sent home by their supervisor.
 - If the employee is not able to get home safely from the worksite the supervisor will arrange for safe transportation for the employee to go directly home.
 - Follow all advice and directions given by health authorities with regard to seeking medical attention and self-isolating.
 - Communicate with their supervisor or designate about work-related orders from the health authority.
 - Report back to work when they are symptom-free and cleared by a medical professional or health authority to take part in normal work duties.
 - Under the *Canada Labour Code* the Society can lawfully request that an employee provide the following information regarding COVID-19, to the extent that it directly relates to ensuring the health and safety of employees in the workplace:
 - If the employee is exhibiting symptoms of COVID-19 in the workplace,
 - If the employee is undergoing testing for COVID-19 and the result of that testing, and if the employee was present in the workplace while potentially infected,
 - If the employee was in close contact with someone diagnosed with COVID-19,
 - If the employee has travelled internationally in the last fourteen (14) days.

Illness Leave

1. An employee is eligible for ten (10) days of paid leave if they are unable to work because they are:
 - Diagnosed with COVID-19,
 - Experiencing COVID-19 related symptoms,
 - Required to self-isolate by a medical professional or health authority due to being exposed to another individual who was diagnosed with COVID-19.
2. Paid Illness Leave beyond ten (10) days, or subsequent leave requests for the same reasons listed above, will be subject to Sick Leave procedures outlined in P103, up to a maximum of twelve (12) additional days for full-time permanent employees, and one (1) day for each month of a temporary work term for seasonal employees.
3. Paid leave will not extend beyond the term of employment.

Other Leave

1. Other leave may be requested for COVID-related reasons, such as:
 - The need to care for family members who are ill,
 - Family responsibilities related to daycare or school closures,
 - Heightened risk of severe illness from COVID-19 as a result of underlying medical conditions or age,
 - Residence with a dependant that is at high risk for severe illness from COVID-19.
2. In circumstances where an employee makes a request for other types of paid or unpaid leave, supervisors, in consultation with the Executive Director, may need to examine individual cases on their own merits. The assessment may take into account such factors as:
 - The employee's personal risk,
 - The employee's working conditions,
 - The protective measures in place at the work site,
 - Budget considerations.
3. Leave requests granted for COVID-related reasons, other than sick leave, may include:
 - Provisions for working from home (where appropriate),
 - Unpaid leave,
 - Requested layoff.
4. Employees who are working from home, on paid leave, or on unpaid leave are expected to be in regular contact with their supervisor to assess the need for continued leave.
5. Employees who have had vacation approved and have not yet started vacation may request to cancel or shorten their vacation and work instead.
6. Paid leave will not extend beyond the term of employment.

APPENDIX B – Proper Mask Etiquette

Proper Mask Etiquette

How to put on a non-medical mask or face covering

1. Ensure the face covering is clean and dry.
2. Wash your hands with soap and water before touching the mask.
 - a. If none is available, use hand sanitizer with a minimum 60% alcohol base.
3. Ensure your hair is away from your face.
4. Place the face covering over your nose and mouth and secure to your head or ears with its ties or elastics.
 - a. Adjust if needed to ensure nose and mouth are fully covered.
 - b. The mask should fit snugly to the cheeks and there should not be any gaps.
5. Repeat Step 2.

While wearing a non-medical mask or face covering, it is important to avoid touching your face. If you do touch your mask or face, you should immediately wash your hands with soap and water or use hand sanitizer, as directed above.

How to remove a non-medical mask or face covering

1. Wash your hands with soap and water.
 - a. If none is available, use hand sanitizer with a minimum 60% alcohol base.
2. Remove the face covering by un-tying it or removing the loops from your ears.
 - a. Avoid touching the front of the mask when removing it.
 - b. It can be stored in a paper bag or something that does not retain moisture if you will be wearing it again.
3. After removing the face covering, repeat Step 1.

Cleaning and disposing of non-medical masks and face coverings

If you plan to reuse the mask, wash it before wearing it again.

1. Put it directly into the washing machine after removing from face or sealed bag.
2. Wash it with other items using a hot cycle, and then dry thoroughly.

Non-medical masks that cannot be washed should be discarded and replaced as soon as they get damp, soiled, or crumpled. After use, dispose of masks in a lined garbage bin.

From *Health Canada*, “Non-medical masks and face coverings: How to put on, remove and clean.” January 15, 2021.
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/how-put-remove-clean-non-medical-masks-face-coverings.html>

APPENDIX C – Cleaning Logs

Store Cleaning Log

Week: _____

	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Screen door push bar and handle (front)							
Front counter							
Stair railings							
Till buttons (when off)							
Debit machine							
Light switches							
Fridge and freezer handles							
Oven handle and stove knobs							
Screen door push bar and handle (back)							
Storm door handles (front and back)							
BBQ freezer handle							
Bear barrel handle							
Till barriers (front and back)							
Candy jar lids							

Building Cleaning Log

Week: _____

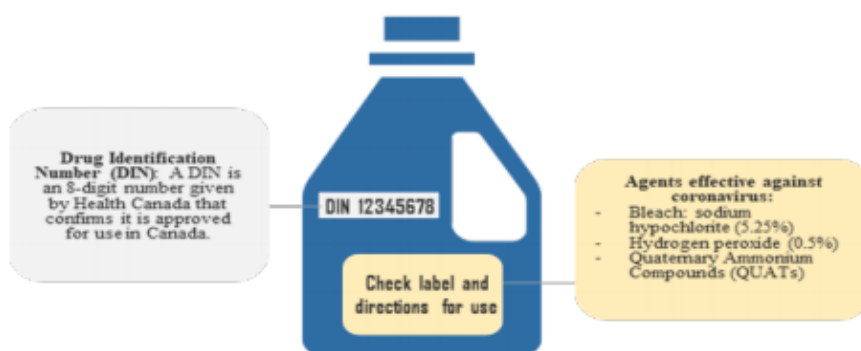
		Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Lower Outhouses	Toilet, ledges, sanitizer pump, handles and hooks							
Upper Outhouse	Toilet, ledges, sanitizer pump, handles and hooks							
All Outhouses	Mop							
SVPO	Door handles							
Welcome Barn	Craft table & benches							
House	Screen door handles, stair railing, breezeway door bar							
Handwash Stations	Water jug handle and spout, soap pump, table top							

APPENDIX D – Bleach Solution Concentration

Appendix C – Disinfection products active against coronaviruses

For frequently touched or contaminated surfaces, the below list will help you choose cleaning products. Often janitorial product outlets carry these products.

- ▶ Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- ▶ *Always follow the manufacturer's instructions* for dilution, contact time and safe use.
- ▶ Soiled surfaces should be cleaned before disinfecting (unless otherwise stated on the product).



List of disinfecting agents and their working concentrations effective against coronaviruses^{1,2}:

Agent and Concentration	Uses
1. Chlorine: Household bleach – sodium hypochlorite (5.25%) 1:100 (500 ppm solution) 10 ml bleach to 990 ml water	Used for disinfecting general surfaces, e.g., hand railings, grab handles, door knobs, cupboard handles.
2. Chlorine: Household bleach - sodium hypochlorite (5.25%) 1:50 (1,000ppm solution) 20 ml bleach to 980 ml water	Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Allow surface to air dry naturally.
3. Accelerated Hydrogen Peroxide 0.5%	Used for disinfecting general surfaces (e.g. counters, hand rails, door knobs).
4. Quaternary Ammonium Compounds (QUATs)	Used for disinfecting of general surfaces (e.g., floors, walls, furnishings)

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products. If you have any questions about specific products for prevention of coronavirus, please contact PICNet at picnet@phsa.ca

From BC CDC, "Covid-19 Pandemic – Be prepared, Be Well: How to care for yourself and others." April 14, 2020.
<http://www.bccdc.ca/Health-Info-Site/Documents/COVID-19-Care-for-yourself-others.pdf>

Appendix E – Rental Safety Guidelines

COVID-19 Wedding Planning

At Huble Homestead Historic Site, the health and safety of our staff and patrons are of the utmost priority. We have put the following measures in place in accordance with COVID-19 public health orders, and we require all event organizers and patrons to comply with all historic site safety requirements and public health orders in effect at the time of the event.

Wedding Ceremonies

The absolute maximum seated occupancy of the Animal Barn and the Welcome Barn is 50* patrons. Seating must be arranged by household, so the maximum seated occupancy varies for each event.

The following procedures will be in place during the wedding ceremony:

- Households will be seated together with a minimum of two-metres between chair groupings
- Face coverings, i.e. non-medical masks, must be worn by all patrons for indoor ceremonies
 - Face coverings are not required for outdoor ceremonies, but they are recommended
- The bride and groom are not required to wear face coverings
- There will be a three-metre separation between the officiant and other patrons, including the bride and groom
- Receiving lines will not be permitted

Snacks may be provided after the ceremony, provided measures are in place to prevent the congregation of patrons, such as markers to indicate two-metre distancing

Wedding Receptions

The maximum seated occupancy of the Animal Barn or Welcome Barn for a wedding reception is 30* patrons. This is to allow for a maximum of 6 patrons per table with two-metre distancing between the backs of the chairs at one table and the backs of the chairs at another table.

The following procedures will be in place during the wedding reception:

- Patrons must be seated by household, with a maximum of 6 patrons per table
- Patrons must wear face coverings when they are not seated at a table, e.g. when serving themselves or being served from the buffet
- Patrons must refrain from moving between tables

- Dancing, with the exception of a first dance between the bride and groom is not permitted

At this time, informal/mingling receptions will not be permitted.

*Please note that these numbers are subject to change as per public health orders.

Responsibilities

Huble Homestead will supply the following:

- Hand sanitizer located at the entrance and in other locations around the historic site
- Handwash stations located next to the main outhouses and between the General Store and barbecue
- Physical distancing signs located at the entrance and in other locations around the historic site
- Floor markers to indicate the required three-metre distance between the wedding couple and officiant
- If lawn games are requested, signs indicating that the games are only for the use of wedding patrons, and requesting that patrons wash or sanitize their hands prior to use
- If a site tour is requested, sign-up sheets to limit the number of patrons on a tour to no more than 4
- If food or beverages are served, hand sanitizer and signs requesting patrons to sanitize their hands before use and maintain two-metre physical distancing will be provided
 - If food or beverages are being served via a buffet, markers to indicate two-metre distancing will be provided

The wedding organizer must ensure that:

- They are familiar with the current COVID-19 public health order pertaining to gatherings and events, and that they adhere to the order
- They have collected the first and last names and phone number and/or email address of each event patron, and provided this information to Huble Homestead Historic Site two weeks prior to the event
- All patrons are aware of the requirements of the current COVID-19 health orders, including the requirement to maintain a physical distance of two-metres from patrons outside their household
- All patrons of the event will have face coverings for use in indoor spaces or in any instance that they are required to be within two-metres of a patron outside their household**
 - Patrons should have masks on hand for planned outdoor ceremonies in case it is necessary for the ceremony to move indoors
- They have discussed the setup and number of patrons with their officiant prior to the event***

**Face coverings must be worn in all indoor public spaces. The wedding organizer may wish to purchase disposable face coverings to have on hand.

***Wedding officiants may refuse to conduct a ceremony if they feel it is unsafe. The wedding officiant may require further restrictions on the number of guests at wedding ceremonies.

Cancellations

- If a public health order prohibits wedding ceremonies at the time of your wedding, the rental fee less \$100.00 of the paid deposit will be returned to you.
- Cancellations due to other COVID-19 restrictions, such as a public health order limiting the number of patrons permitted will be subject to the cancellation policy outlined in the Wedding Rental Agreement.

Event organizers failing to comply with the procedures outlined in this document will incur a \$250 fee per instance after the first warning. Event organizers and patrons failing to comply with public health orders may be subject to additional fines enforced by the provincial government.

Procedures outlined above may not be required by public health orders at the time of your event. In that instance, exceptions to the procedures and applicable fines will be detailed below:

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Appendix F – Programming Safety Guidelines

COVID-19 Programming Procedures

Huble Homestead prioritizes staff and visitor safety. In order to provide heritage programming while minimizing risk of virus transmission, the following procedures will be followed and enforced by employees.

Demonstrations

Heritage demonstrations at Huble Homestead will have controlled access to the event with sufficient space available to allow the presenter and the audience to maintain proper physical distancing. The capacity for a demonstration may vary based on supplies, as well as group sizes; demonstrations will never exceed a maximum of 20 people. Staff will monitor the number of patrons present to ensure the number does not exceed the maximum. Upon booking, the first and last names of attendees, as well as a telephone number or e-mail address will be collected and retained for thirty days; after thirty days the information will be destroyed.

- Visitors are required to wear face coverings in order to participate in any programming provided by staff, including demonstrations.
- There will be sufficient space available to allow patrons to maintain a distance of two metres from each other, unless they reside together.
- The presenter will either have a physical barrier between them and the patrons to block the transmission of droplets, or at least a three metre separation between them and the patrons.
- Hand sanitation supplies will be supplied to patrons. A handwashing station will also be available.

After the conclusion of the demonstration, staff will ensure that all supplies and materials used are cleaned and sanitized. They will remind patrons not to congregate.

Games

Old-fashioned games at Huble Homestead will be regulated; there will be controlled access to the games area, with sufficient space available to allow participants to maintain proper physical distancing. Patrons wishing to participate will be required to sign up for a time slot, to best control participation numbers. The capacity for a game may vary based on supplies, as well as group sizes; however, they will never exceed a maximum of 10 people. The focus will be on activities that have a low risk of COVID-19 virus transmission. Staff will monitor the number to ensure the group does not exceed the maximum. If still required by public health officials, upon signing up, the first and last names of attendees, as well as a telephone number or e-mail

address will be collected and retained for thirty days; after thirty days the information will be destroyed.

- There will be sufficient space available to allow patrons to maintain a distance of three metres from each other, unless they reside together.
- Children under the age of 12 will not be required to wear a face mask, but it is preferred that they do. Adults participating in outdoor games must wear a face covering.
- The instructor will maintain at least a three metre separation between them and the patrons.
- Handshaking, high fives, hugging, or similar behavior will be discouraged.
- Hand sanitation supplies will be supplied to patrons. A handwashing station will also be available.

After the conclusion of the games, staff will ensure that all supplies and materials used are cleaned and sanitized. They will remind patrons not to congregate.

Crafts

Crafts will be made available at Huble Homestead through pre-made packages that will be located in the General Store. There will be controlled access to the craft kits; patrons will request the number desired from staff. There will be two kinds available:

- A craft package made available to all event participants
- A craft package available for purchase to all visitors

On days with special programming, a designated craft area will be set up outdoors. This area will allow for proper physical distancing, but the numbers will not be regulated by staff. Hand sanitizer will be located at the area, and handwash stations will be made available on site. Staff will clean and sanitize the area throughout the day.

In the instance of inclement weather, if staffing numbers allow for it, a designated craft area will be set up in the Animal Barn loft. The occupancy of the Animal Barn loft will be 20 people, and face covering for all participants over the age of 12 will be required, with masks recommended for children under 12. Staff will monitor the usage of this area, and will clean and sanitize the tables after use.