



GLANMORE
National Historic Site

Glanmore National Historic Site

COVID-19 Safety Plan

Recreation, Culture & Community Services

Updated: September 20, 2021



COVID-19 Safety Plan for the Glanmore National Historic Site – Snapshot for the Public

This snapshot provides a list of actions that are taking place to ensure the health and safety of our visitors, public and staff while at Glanmore National Historic Site.

Business name:

City of Belleville, Recreation, Culture and Community Services

Glanmore National Historic Site, 257 Bridge Street East, Belleville ON K8N 1P4

Date completed:

January 22, 2021

Revision date:

September 20, 2021

Developed by:

RCCS Management Team/Manager of Museum Services

Questions about the Safety Plan

Contact Glanmore National Historic Site should you have any questions or concerns.

glanmoreinfo@belleville.ca or 613-962-2329 ext.3652

Measures we're taking

- Increasing our cleaning and disinfection protocols, especially in high touch areas.
- Materials will be thoroughly cleaned/disinfected/sanitized between users in relation to any interactive exhibits, activities, or games offered onsite.
- Placing signage with public health reminders.
- Encouraging contactless payment methods (use of debit or credit, instead of cash). Limit in person registration, encourage it to be done by phone or online.
- Timed entries for visitors, limiting the number of visitors onsite, at any time, to 20.
- Ensuring admissions line-ups are physically distanced, using stantions to maintain 2metres distance between visitors in line.

- Complying with all public health guidelines and updating our procedures as changes are made.
- Ensuring staff is wearing the necessary personal protective equipment related to COVID-19 and that visitors are wearing face coverings in all designated areas (except those with exemptions).
- Changing workstations/museum areas to ensure physical distancing is being respected. Employ 'Work From Home' policy to facilitate this as needed.
- Staff educate, remind and enforce all new COVID-19 protocols (face coverings, hand hygiene, physical distancing, etc.) for all visitors.
- Manager or designate educate, remind and enforce all new COVID-19 protocols (face coverings, hand hygiene, physical distancing, etc.) for staff.
- During outdoor events (non-seated), attendees will be required to wear a mask while on the grounds, a mask that covers the nose, mouth, and chin. Capacity will be restricted to 100 people or fewer. Sanitization stations will be available on site, along with signage outlining COVID-19 protocols—like maintaining social distancing and self-screening.
- Outdoor events (non-seated) which including singing/musical performances, performers will be separated from audience, 2metres or more.
- Staff working at outdoor events must wear Level-3 face mask and eye protection.

How we're screening for COVID-19

- Management staff work with public health to ensure most up to date screening tool is being used for both staff and visitors.
- Upon reopening (July 20th 2021) Glanmore's visitors must self-screen using current (and posted) screening tools.
- Passive screening (or self- screening) must be undertaken by visitors upon arrival, but before entering the premises, using the posted screening materials which reflect the most up to date public health screening guidelines. Staff will confirm that visitors have self-screened before entry.
- Visitor notices posted at entrances and staff doors asking staff/visitors with symptoms (i.e. failing screening) to not enter the museum.
- Staff members are actively screened upon entry to the building. Regular audits are conducted by staff.
- Screening questions, including symptoms, are posted in staff and visitor areas.

- If visitors/staff do not pass the screening, entry to the building is not permitted. Visitors/staff are advised to stay at home and self-isolate immediately, contact their health care provider or Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions.
- While at the museum, if a visitor or staff person becomes unwell and they are unable to leave on their own, a designated isolation room is set up. Staff assisting will wear the proper personal protective equipment. An injury report is to be completed. Visitors/staff are advised to go home and self-isolate immediately, contact their health care provider or Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions. If the symptoms are severe, then 911 should be called.

How we're controlling the risk of transmission in our workplace

- Offices have been arranged to ensure 6 feet physical distancing can be maintained.
- Ensuring staff and visitors are wearing face coverings in all areas required (except exemptions).
- Ensuring staff is donning proper personal protective equipment and has the necessary supplies as required.
- Open doors where allowable (not fire doors) to reduce the number of doors people have to touch.
- Isolation rooms in place for those that are unwell (visitors/staff).
- Contactless payment methods encouraged. All visitors coming into the building are encouraged to pre-book.
- Timed entries for visitors, limiting the number of visitors onsite at any time to 20.
- Ensuring admissions line-ups are physically distanced, using stantions to maintain 2metres distance between visitors in line.
- Staff meetings moved to larger room to ensure physical distancing.
- Added plexi-glass to the front reception desk.
- HVAC system checked on a regular basis.
- Paper towels used instead of hand dryers where possible and fans not in use. Hand sanitizer, Kleenex and lined baskets placed at all entrances.
- Developed enhanced cleaning protocols for all areas to ensure legislative compliance (including procuring recommended government approved cleaning supplies creating logbooks and ensuring staff aware of cleaning/disinfecting requirements).
- Signage placed throughout the building, including staff areas.
- All staff equipped with hand sanitizer and wipes to disinfect their stations frequently.

- Changed the traffic flow by changing entranceways/exits for different areas of the museum to ensure no crossovers/compliance with physical distancing requirements.
- Use of physical distancing arrows, stanchions, caution tape, delineators, fencing, signage, capacity signs and staff monitoring.
- Changed operating times of programs/bookings to limit the numbers to control traffic flows, (especially washrooms/lobby area, one rental in building at a time, program numbers limited to allow for physical distancing and avoid congestion in common areas).
- Created entrance guidelines for specific services/areas of the museums.
- Capacity numbers have been reduced in all program areas to meet the regulations and physical distancing requirements.
- Room capacity is posted and based on the ability for visitors to maintain 2metres distance from others.
- During outdoor events (non-seated), attendees will be required to wear a mask while on the grounds, a mask that covers the nose, mouth, and chin. Capacity will be restricted to 100 people or fewer. Sanitization stations will be available on site, along with signage outlining COVID-19 protocols—like maintaining social distancing and self-screening.
- Outdoor events (non-seated) which including singing/musical performances, performers will be separated from audience, 2metres or more.
- Staff working at outdoor events must wear Level-3 face mask and eye protection.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Reopening plans developed all include what to do should a visitor or staff become unwell while at work or visiting the museum.
- Policy created for COVID-19 Screening Process, Self-Isolation Probable Case and Confirmed COVID-19 Positive Diagnosis related to staff.
- Management Team works together to gather all necessary information and determine impacts on the workplace.
- If advised that one of our workers has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), notice in writing within four days is to be provided to:
 - the Ministry of Labour, Training and Skills Development
 - the workplace's joint health and safety committee or a health and safety representative

- the worker's trade union (if applicable)
- Visitor contact information is maintained by Glanmore for any admissions, programs, appointments, contractors and groups.
- Management Team would work with Hastings Prince Edward Public Health to determine if any staff/visitors were COVID-19 positive and assist with contact tracing of close contacts. Public Health would take the lead on communicating this to the community.

How we're managing any new risks caused by the changes made to the way we operate our business

- Regular check-ins with staff to review policies and procedures and address any concerns they may have in the workplace.
- Cross-trained staff to cover for staff absence.
- Redeployed staff or staff that had been off during closure provided with orientation and training on all COVID-19 related protocols.
- Updating staff on protocols/changes – ie) personal protective equipment requirements, cleaning protocols.
- Staff responsible for visitor screening required training, additional personal protective equipment.
- Educating staff on the reasons for new policies and procedures so they understand them and are able to better explain when visitors have questions.
- New risks/issues are discussed regularly with the Management Team and addressed accordingly. An action plan on how to resolve is created and followed up on.
- Regular audits with all areas in the museum to ensure we are adhering to all policies and procedures. Coach and address issues where needed.
- Consultation with Legal on program waivers and rental contracts. All updated to ensure COVID-19 specific language embedded in documents.
- In consultation with Legal, created Assumption of Risk documents and posted at museum.

How we're making sure our plan is working

- RCCS Management Team meets weekly and as required to discuss COVID-19 related issues.
- Regular check-ins with staffing groups (i.e. Meetings, email, one-on-one, virtual).

- Encourage regular feedback from staff and visitors – action accordingly and incorporate into plans/update services.
- Safety Plan is reviewed monthly and updated as required. Staff and visitors will be notified of any changes, as per highlighted sections.