



COVID 19 SAFETY PLAN

Revelstoke Visual Arts Centre

Updated as of Nov. 19, 2020

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1. RISK ASSESSMENT

- High touch zones
- Confined spaces
- Areas where people gather
- Tools/Machinery multiple people use

We have identified the current risks at the Revelstoke Visual Arts Centre for staff, artists with studios, woodshop users, pottery guild members, volunteers and visitors to the centre. The areas of concern are the: Kitchen, Pottery Studio, Gallery & Woodshop. These areas are where people are most likely to gather, have high touch zones and are in confined spaces. This is outlined below:

- High Touch Zones: Side Entrance Door, Front Door, Sign In Sheet, Bathrooms, Kitchen, Pottery Studio, Woodshop
- Confined Spaces: Gallery, Woodshop, Pottery Studio, Kitchen
- Areas Where People Gather: Kitchen, Gallery
- Tools/Machinery with multiple users: Pottery Equipment, Woodshop Equipment

2. PROTOCOLS TO REDUCE RISK

We have several protocols in place to reduce the risk of spreading COVID19. The following outlines our occupancy and strategies to reduce/eliminate the amount of contact people have with each other

Occupancy

- 15 people maximum in the gallery at any given time (this includes all four rooms)
- 3 people maximum in the pottery studio at any given time
- 3 people maximum in the woodshop at any given time
- 2 people maximum in the gift shop at any given time (this includes staff)

Rearrange work spaces so coworkers are far apart

- Kitchen space has been updated for social distancing practices

Barriers in place

- Plexiglass barrier at front desk to blockade staff from visitors or patrons using the payment system

Rules and Guidelines

- Masks are mandatory when in the building with the exception of artists working in their own private studios
- Sign in sheets at both entrances are mandatory for contact tracing
- Everyone must stay within their social bubble
- Maintain a distance of 6 ft between others
- Wash hands thoroughly and sanitize often or when in high touch zones

Masks

- Mandatory for everyone when in the building with the exception of artists working their own private studios
- Must be three ply
- Must be worn properly and clean/sanitized

3. CLEANING AND HYGIENE PRACTICES

We had a major deep clean of the building with a professional cleaning company and have continued to use this company on a weekly basis. Between cleans we are doing our best to ensure that all high touch areas are clean/sanitized

- Professional cleaners once a week
- All high touch zones must be wiped down between uses
- End of day sanitizing of all surfaces
- Wash hands thoroughly and sanitize often or when in high touch zones

4. EVENTS/GALLERY EXHIBITIONS

We have temporarily suspended events in our Centre as per the BC Health guidelines/notices. This includes our gallery exhibition opening nights.

We will continue to hold exhibitions in the gallery, inviting the public into our space but have changed the occupancy to no more than 15 people in the gallery at any given time, this includes the main gallery and galleries 1, 2 & 3. This ensures that there is a distance of more

than 6 ft per patron. The gift shop will remain open with a changed occupancy of no more than 2 people (this includes the staff member at the front desk.)

Each person entering the gallery and/or gift shop must wear a mask and sanitize before and after viewing the exhibition. Each person must maintain a physical distance of 6 ft from other people.

We will closely monitor the changing rules set out by the government of BC and the health minister and act in accordance with these rules.

5. WORKSHOPS, WOODSHOP & POTTERY GUILD

We will continue to operate our woodshop and pottery guild with several protocols in place. We have set up an online booking system to ensure no more than 3 members will be in the pottery guild or woodshop at any given time

We will suspend orientations of new guild members until further notice.

We have temporarily suspended workshops in our Centre as per the BC HEALTH guidelines

We will closely monitor the changing rules set out by the government of BC and the health minister and act in accordance with these rules.

6. POLICIES

The following are the policies in place for the Revelstoke Visual Arts Centre:

- If anyone is sick, showing symptoms of COVID19, has recently travelled outside of the country in the past 14 days and/or has been instructed to quarantine by the BC Health administer will not be allowed in the Revelstoke Visual Arts Centre.
- Anyone who has come in contact with someone who has tested positive with COVID19 and has not gotten tested will not be allowed in the Revelstoke Visual Arts Centre.
- If an employee does not feel comfortable with the current COVID19 situation, they do not have to come in to work and a discussion on how they can continue working will be had by the Executive Director.
- If an employee feels sick and does not come to work, all areas that they have used must be fully sanitized and a risk assessment regarding opening to the public and other employees/users of the centre must take place.
- Anyone entering the building must sign in on our contact tracing sheets
- If the Revelstoke Visual Arts Centre is informed that someone who has entered the building in the past 14 days has tested positive for COVID19 we will notify anyone who may have come into contact with them either in person or through high touch

zones/equipment use. We will assess whether the risk is high enough to shut down the entire building or not.

- We will closely monitor the changing rules set out by the government of BC and the health minister and act in accordance with these rules.

7. COMMUNICATION

All guidelines and rules will be discussed by the Revelstoke Visual Arts Society Board Members and the Executive Director of the Visual Arts Centre. These guidelines are reflected in the safety plan and must be posted for all staff, artists with studios, woodshop users, pottery guild members, volunteers and visitors to the centre to see.

Each artist with a studio at the centre must be informed of the safety plan and safety protocols by the Executive Director.

Staff members will be informed of the safety plan and safety protocols by the Executive Director.

If the Revelstoke Visual Arts Centre is informed that someone who has entered the building in the past 14 days has tested positive for COVID19 we will notify anyone who may have come into contact with them either in person or through high touch zones/equipment use. This will be done by the Executive Director.

8. SIGNAGE IN PLACE

We currently have the following signage in place throughout the building:

- Social Distancing posters
- Hand Washing/Sanitizing posters
- If You Are Sick Stay Home posters
- Stay In Your Social Bubble posters
- Mask Mandatory posters
- The Revy Rules posters
- Wayfinding signage
- One way arrows throughout the galleries
- Mandatory sign in contact tracing sheets

9. UPDATES

We will closely monitor the changing rules set out by the government of BC and the health minister and act in accordance with these rules.

Any questions and/or concerns of this plan can be made at executive@revelstokeartgallery.ca