Museums operating in Nova Scotia

A guide for creating your reopening plan

Follow the Phased Nova Scotia Reopening Plan

- Review the Nova Scotia Reopening Plan: novascotia.ca/reopening-plan/

Ensure physical distancing

- Make sure you are up to date on the latest public health guidelines on social distancing.
- Signage at, or before, payment area asking patrons to self-screen for signs/symptoms of COVID-19. These include having symptoms, having been in close contact with a person who has tested positive for COVID-19 in the past 14 days, having been out of Nova Scotia in the past 14 days, or currently waiting for a COVID-19 test result.
- Maintain a log of patrons and employees who are on site each day. This log should be retained for 28 days before being destroyed.
- Adhere to public health gathering limits on number of visitors, including limits in specific areas. Monitor areas and visitor numbers.
- Consider closing specific buildings/galleries if physical distancing is not possible.
- Install plexiglass partitions at visitor services desks.
- Develop and utilize time entry/guided tours for households/bubbles in small spaces, where possible.
- Promote contactless payment, whenever possible and pre-booking of admission to restrict numbers to gathering limits.
- Single point of entry/exit and clearly marked signage indicated. One-way visitation route through buildings where possible.
- Stanchions/blocking bottleneck areas.
- Create visible cues for social distancing, including floor markings.
- Increased public health signage throughout space.
- Enhanced use of outdoor spaces.

- Assign staff in a way that maintains gathering limits in certain spaces and monitors number of patrons attending exhibits.
- Limit elevator and confined spaces use to one household at a time.
- Limit capacity in washrooms using signage.
- Consider modifying hours to allow access/visitation by highly vulnerable populations (seniors, immunosuppressed individuals).
- Place limits on programs or cancel if directives cannot be met.
- Facility rental programs —follow gathering limits ensuring physical distancing, ensuring Public Health guidelines are met, cancelling rental programs if necessary.
- Ask that groups renting or using facilities have a COVID plan in place that is shared with your museum staff.
- Wherever possible, conduct meetings virtually. Limit in person meetings.
- Stagger start times and breaks for staff. Place capacity limits on break rooms to allow for physical distancing.
- Reposition workstations to increase physical distance or install barriers and partitions.
- All staff should wear non-medical masks inside, in shared spaces, in areas of poor ventilation, and whenever social distancing may not be possible.

Practise and promote good hygiene

- Make sure you are up to date on **the latest public health guidelines on hygiene, including hand hygiene.**
- Make sure you are following public health guidelines for cleaning and disinfecting.
- Promote frequent hand hygiene throughout the space.
- Provide hand-washing/sanitization stations throughout the space to promote hygiene.
- Increase staff breaks to promote more frequent hand-washing.
- Make sanitization and cleaning efforts and public health practices highly visible.
- Document frequency of cleaning.
- Frequent cleaning and disinfection of surfaces, particularly high touch surfaces.
- Order adequate supplies (soap, hand sanitizer) for staff and visitor use.
- Remove or redesign interactives, remove access to high-touch features, remove handsets, implement enhanced cleaning protocols.

Stay informed, be prepared and follow public health advice

- Make sure you're up to date on **the latest public health guidelines and requirements.**
- Regularly visit **novascotia.ca/coronavirus/** for latest updates.
- Rely on information from trusted sources.
- Train staff on how to message and reinforce new guidelines with the public.
- Implement supports and networks for sharing staff concerns/issues, including staff meetings and regular check-ins.
- Use public health posters to promote guidelines, encourage hygiene practices in both public and staff areas **https://novascotia.ca/coronavirus/resources/**.
- Ensure staff are familiar with policies/protocols around public health guidance, and know how to enforce those protocols when necessary.

Limit non-essential travel

- Staff must follow **travel restrictions and self-isolation requirements after travel.**
- Postpone non-essential face-to-face appointments or convert to virtual/video appointments.
- Postpone travel for professional development, look for virtual opportunities to support professional development.
- Consider extending artifact and specimen loans where possible.
- Use video and teleconferencing where possible.

Increase environmental cleaning and ventilation of public spaces and worksites

- Make sure you are up to date on **the latest public health guidelines and best-practices around cleaning and ventilation.**
- Ensure enhanced cleaning and disinfection of frequently touched surfaces.
- Where possible, don't share telephones, keyboards, desks or workstation and put in place enhanced cleaning protocols if sharing is necessary.
- Make cleaning part of everyone's daily duties.
- Regularly clean and disinfect museum spaces.
- Document frequency of cleaning.

- Enhance cleaning of shared equipment and high-touch surfaces.
- Remove interactives where possible.
- Consider outdoor spaces for programming and interpretation offerings.
- Make sanitization efforts and public health practices highly visible.
- Encourage fresh air flow in enclosed spaces. Avoid the use of floor mounted fans.
- Perform regular maintenance on ventilation systems.
- If the area is naturally, rather than mechanically, ventilated, open doors and windows when possible to ensure good fresh air flow.

Stay home when symptomatic and follow public health advice

- Make sure you are following **the latest public health guidelines on what to do if you are experiencing symptoms of COVID-19.**
- Employees should monitor their personal health, and stay at home if they are feeling unwell or have been exposed to COVID-19. Do not come to work if you have COVID-19 symptoms. Book a COVID 19 test.
- Encourage staff to speak with their supervisor if they have any concerns about their work arrangements, or any concerns about their health.
- Provide clear messaging to staff about the importance of staying home when they're sick and working from home if they suspect they are sick, and ensure staff will be supported to do this (for example, do not require a doctor's note). If symptomatic, encourage COVID-19 testing.
- Post messaging on websites, social media and on building entrances reminding visitors to stay home if they are unwell or been exposed to COVID-19.
- If a visitor presents symptoms related to COVID infection, ask them to leave immediately and go online to: **novascotia.ca/coronavirus/symptoms-and-testing/.**
- Offer full refunds for visitors that have pre-purchased visits so they do not attend if they are unwell or have been exposed to COVID-19.
- Send staff home when they are not feeling well. Have them book a test at: **novascotia.ca/coronavirus/symptoms-and-testing/.**
- Have a plan for adjusted operations if staff are unable to work.
- Allow staff to use medical appointment time for testing, including asymptomatic testing, vaccine appointments.

- Remind staff to stay home when ill and get tested at: novascotia.ca/coronavirus/symptoms-and-testing/.
- Review Occupational Health and Safety guidance (see here: novascotia.ca/coronavirus/occupational-health-and-safety/).

Wear a non-medical mask when in indoor public spaces, including museums

- Masks are mandatory for staff and visitors at all NSM sites in indoor, and some outdoor public spaces. Children under the age of 2 are exempt, as well as children under the age of 4 when their caregiver can't get them to wear a mask. People with a valid medical reason for not wearing a mask are also exempt.
- If possible, consider having non-medical masks on site available to visitors at a low/no cost.
- We are taking a cooperative and positive approach to mandatory masking rather than an enforcement approach. Visitors who are unwilling to wear a mask, and do not fall into one of the exemption categories above, can be denied entry to our sites.
- If a visitor has identified that they are not able to wear a mask for medical reasons, staff should not deny entry, or press for further explanation. We cannot ask visitors about their personal medical history. We aim to have as many visitors comply with mask wearing in our spaces as possible, but do not have an enforcement role in mask wearing.
- Keep up to date on the latest Government of Nova Scotia guidance on mask use novascotia.ca/coronavirus/masks.

Museum operating in Nova Scotia

Template for reopening plan — meeting public health requirements

Museum COVID-19 Prevention Plan

Businesses and organizations are being asked to demonstrate how they meet public health directives and ensure the safety of employees and customers. Museums and businesses can be asked to produce a written copy of their COVID-19 Prevention Plan. The directives listed below are based on current public health directives and could be subject to change under the direction of the Chief Medical Officer of Health.

Organization Information

Site name: _____

Site manager: _____

Location: _____

Core public health measures

Please describe what actions your site will take to meet the following core public health measures.

_____

_____

_____

_____

_____

Ensure physical distancing

The latest public health guidelines on social distancing can be found here.

Identify specific measures you will implement at your site to ensure physical distancing can be maintained:

List them here.

Practise and promote good hygiene

The latest public health guidelines on hygiene can be found here.

Identify specific measures you will implement at your site to practise and promote good hygiene among staff and visitors:

List them here.

Stay informed, be prepared and follow public health advice

The latest public health guidelines on being prepared can be found here.

Identify specific measures you will implement at your site to ensure staff and visitors stay informed, prepared, and follow public health advice:

List them here.

Limit non-essential travel

The latest public health guidelines on travel and self-isolation requirements can be found here.

Identify specific measures you will implement at your site to limit non-essential travel:

List them here.

Increase environmental cleaning and ventilation of public spaces and worksites

The latest public health guidelines on cleaning public spaces and worksites can be found here.

Identify specific measures you will implement at your site to increase environmental cleaning, how ventilation will be handled, and how you will mitigate ventilation risks:

List them here.

Stay home when symptomatic and follow public health advice

The latest public health guidelines on working during COVID-19 can be found here.

Identify what specific measures you will be implementing at your site to encourage staff and patrons to stay at home when they are symptomatic or have been exposed to COVID-19:

List them here.

Wear a non-medical mask when in indoor public spaces, including museums

The latest public health guidelines on the use of non-medical masks can be found here.

Identify how non-medical masks or face coverings will be used at your site, and how proper use will be promoted:

List them here.