

OHS - Safe Work Procedure				
COVID-19: Museum Studies for ACM courses				
Created by	Amy Barron	Approved by	Angela Pind	Pages 1-4
Created Date	August 11, 2020	Revised Date	Oct 4, 2020	
Department/Lab	Heritage Programs – Peterborough Museum Portable – Museum Studies courses	Document #		
Note: This SWP applies to the following PROGRAMS/COURSES:				
Program		Course Code		
Museum Management and Curatorship		MUSM4		
Museum Management and Curatorship		MUSM6		
Museum Management and Curatorship		MUSM10		
Museum Management and Curatorship		SCIE33		

1. Concern

The aim of this document is to establish a Safe Work Procedure for the Fleming College Heritage Programs classroom portable located at the Peterborough Museum and Archives. Fleming College is responsible for implementing all possible prevention and disinfection measures under the guidance of Provincial and local public health units to ensure the health and safety of all. However, there is always a risk of contracting COVID-19 at Fleming facilities, as is the case in any other public space.

COVID-19 is a respiratory disease caused by a new type of coronavirus. Public Health Ontario suggests that the virus is spread predominantly through respiratory droplets produced by an infected person when coughing, sneezing, or talking to others within 2-meters (6 feet).

This Safe Work Procedure must be used in conjunction with the Fleming College Operational Procedures and with the City of Peterborough regulations for the museum.

If an employee or student begins to feel unwell while at the museum, please contact ext.4444 immediately to receive instruction and guidance on next steps. As well as immediately advise museum staff.

2. Restricted Campus/Museum Access

All occupants must be pre-approved prior to arrival. All individuals attending class at the museum are required to complete "Return to Campus" training in advance and participate in daily health-related screening as per Public Health recommendations. Additionally, all employees and students are required to wear a non-medical mask or face covering while at the museum and practice physical distancing and personal hand hygiene.

3. Scope

This document will provide guidance on working safely based on all COVID related H&S sector-specific and Public Health guidelines. This procedure applies to all Fleming staff and students and community members that use the museum portable. ALL staff and students will be required to complete COVID-19 screening, prior to campus access or prior to participating in any off-campus academic activity using the Fleming Safe app.

4. Overview of Tasks / Outline of Activities in museum portable classroom

- Seminar work, group discussions.

- Individual work on larger group projects.
- Work independently on individual projects.
- Occasional use of shared equipment (computers, tools, exhibition supplies).
- Handling of artifacts will be done using nitrile gloves as standard museum protocol.

5. Recognize Hazards / Potential Exposure while Performing Work

- a. Close contact (less than recommended 2-meters) when working on group projects or in discussions.
- b. Handling shared equipment and materials.
- c. Handling of porous materials (i.e. textiles, papers).
- d. Potential for congregation and groupings of individuals.

6. Detail the Controls that are implemented to Reduce Hazards

- a. **Close Contact** - Physical distancing at 2-meters is identified as necessary for the prevention of transmission and is to be practiced at all times. Students will take their lecture classes online so that they will only ever be in the museum portable in their smaller section groups. The classroom has enough six-foot tables that each student will be assigned to one of these as their personal desk space. Non-medical face masks will be worn at all times. Group discussions will take place in a physically distanced fashion within groupings of desk rather than moving into closer groups.
- b. **Shared Equipment** - Vigilant hand hygiene and routine disinfection practices will be put in place. All previous computer equipment in the room has been removed, students will be expected to use their own laptop. The one museum-specific computer will only be used at designated previously signed up time slots and will be disinfected between uses. Students will be encouraged to bring their own keyboards and mouse to attach to this station for use. The pre-existing kitchenette area will be removed and students will need to bring their own food utensils and take them home every day.
- c. **Porous Materials** – The classroom does not have porous surfaces itself. When artifacts that consist of porous materials are examined they will be handled by one student alone, wearing gloves and following proper donning and doffing procedures. Students will be expected to provide their own gloves as is standard procedure for this class. Extra boxes of nitrile gloves in multiple sizes are available if necessary. Faculty and students will follow Fleming's safe work protocol for disinfection and hand hygiene. No paper handouts will be used in class.
- d. **Congregation** - Floor markings, individual worktables, a separate entrance and exit, and a separate faculty consultation station with plexi-shield will be implemented to ensure that physical distancing will be maintained in the classroom.

7. Preparation of Work Area

a. Close Contact

- i. All unnecessary equipment will be removed from the classroom to promote physical distancing.
- ii. Students will be assigned to a permanent worktable for their own use throughout the semester and will not be permitted to move freely within the classroom without permission.
- iii. Faculty will take daily attendance.

b. Shared Equipment

- i. Students will be encouraged to bring in their own tools when possible. All students already have individual tool kits as part of the program.
- ii. Disinfection stations will be set-up. Students will be required to disinfect personal equipment prior to entering the space.

- iii. Diligent hand hygiene will occur before and after contact with a piece of equipment. The use of gloves is common practice for artifact handling and will continue to be encouraged.
- iv. All tools and equipment will be disinfected after use by each student.
- v. All tools, equipment and workstations will be thoroughly disinfected following each session and will be labelled with a 'clean' tag to ensure this is properly communicated. Cleaning regimens are carried out by the students according to a rotating class calendar. Our classroom is a dedicated space for only the students of our program.

c. Porous Materials

- i. Consumables that cannot be cleaned and disinfected will not be reused as per standard procedures in our program.
- ii. Porous artifacts will be handled using gloves. Students are each given a personal artifact for use in all of their projects, no one will be allowed to handle other people's objects.
- iii. No paper handouts will be used.

d. Congregation

- i. Lecture classes will take place virtually online. Students will only be in the portable in their smaller sections.
- ii. The museum portable is located in a large public park with plenty of outside seating areas for physical distancing. Students are encouraged to use this space and space in the museum adjacent for necessary breaks
- iii. Students line up for classroom access outdoors. Ground markings will indicate physical distancing while waiting for access.
- iv. Students' personal belongings will need to remain at their own assigned worktable.
- v. Students will enter and exit the museum portable classroom through separate doors as indicated.
- vi. All students and staff are required to maintain a distance of 2 meters (6 feet) from others in order to comply with physical distancing measures.

8. Procedure

- **Entering/Exiting and movement in the museum portable**

Students will enter through the main, southern door and exit through the western door. Markings outside on the ground will keep students waiting to enter the portable physically distanced. Where movement around the portable may be necessary (retrieval of equipment, washing of hands or access to cleaning supplies) students will be strictly controlled by a faculty member in accordance with protocols. Arrows on the floor will direct movement patterns.

- **Individual Faculty Consultation**

A plexiglass shield has been purchased to create a faculty consultation station where students can have a more face-to-face discussion with a faculty member. This standing shield is also portable so faculty can go to individual worktables and consult with students in situ.

- **Student Presentations**

- Remain 2 metres (6ft) away from any person in the class
- Use own laptop and attached cable and disinfect after use
- Faculty will be responsible for turning on projector and managing tech equipment while maintaining physical distance from students.
- Face coverings will be worn at all times.
- Student group presentations at their worktables will not be permitted

9. Sanitation Procedures

- Equipment Disinfection Guidelines

- i. Students will be responsible for completing the sanitation of all tools and equipment and reusable supplies. Students will use wipes provided. Tools, equipment and supplies will be allowed to air dry before being returned to storage.
- Daily Procedures
 - i. Each day students will be required to return all cleaned supplies to storage labelled as 'cleaned'.
 - ii. All community workstation surfaces will be cleaned by students or faculty using disinfectant wipes and allowed to air dry (i.e. sink area, doors, desktops, etc). This will follow existing protocols where students are assigned individual weeks that they are the assigned cleaning crew.
 - iii. Faculty and Students will be required to sanitize their personal workstations at the end of each day and allow to air dry.
- Weekly Procedures
 - i. Current thorough weekly cleaning checklist will be maintained. Checklist provided for both weekly and daily procedures.
 - ii. All tools and equipment and reusable supplies will be disinfected using guidelines listed above and returned to their appropriate storage location.
 - iii. The faculty podium and electronics (i.e. phone, computer keyboard and mouse, computer monitor, etc.) will be disinfected.

10. Evaluation

- a. Review and update this plan at the onset of each new section to ensure it reflects updates, amendments to legislation and best practices.
- b. Ongoing review of stock of disinfecting wipes, cleaning supplies and personal protective equipment.
- c. Weekly inspections to ensure spaces remains decluttered and organized.
- d. Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments.

11. Compliance

Failure to comply with this Safe Work Procedure in the Conservation Lab or any other procedures or policies of Fleming College will result in your dismissal from the lab, and therefore you will be asked to leave the College immediately until the College can be assured of your compliance for your safety and of those around you.

12. Approvals

Revision History

Date		Rev.	Revision Summary	by
		0	Original	
Oct 4, 2020		1	Revised what to do if sick	AB