

# RELAUNCH CONSIDERATIONS

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## Guidelines:

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### Distancing Measures

- Both Workplace Guidance for Business Owners and the guidance document for Museums and Art Galleries have been consulted in developing the Provincial Archives of Alberta's business resumption plan.
- There are restrictions on visitor numbers in the Archives, with Reading Room capacity initially limited to six researchers, with signage to that effect. Visitor numbers in the foyer and Archives Store are also limited. All areas will be monitored.
- The Archives Store is limited to two patrons at a time, and is monitored.
- Timed appointments for all areas are in effect, as is contactless payment.
- We strongly encourage the use of payment cards, rather than cash. We accept Visa, Mastercard, American Express, and Debit.
- Spacing markers and signage will provide reminders about physical distancing.
- Physical barriers, including Plexiglas shields at public reception and in the Reading Room, have been installed to serve as an additional barrier between visitors and staff.
- High-touch amenities are not available. This includes vending machines.
- A limited number of lockers are available.
- Hand sanitizer stations are located throughout the facility.
- Staff work areas have been assessed, with guidelines provided on how to establish and maintain distancing and hygiene.
- A hazard assessments has been completed on all staff work areas and controls have been put in place regarding physical distancing and hygiene practices.
- Public programs, facility tours, and group visits have been suspended at this time.

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### Cleaning –

- Signage and website material remind staff and visitors of handwashing and other hygiene practices.
- There is substantial access to hand sanitizer and hand washing facilities.
- The Reading Room has “no touch” signage.
- Cleaning staff have received appropriate training on procedures and hazards, including WHMIS, Safety Data Sheets (SDS) and PPE.
- There is an increased cleaning schedule of frequently touched surfaces.

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### Screening for Symptoms -

- Staff and visitors are asked to self-assess their health prior to entering the facility.
- Signage and website provide information on self-assessment.
- Staff and visitors are asked to stay home if experiencing any COVID-19 symptoms.
- Staff and visitors are encouraged to use the ABTraceTogether app.
- There are protocols in place should staff or visitors report COVID-19 symptoms while on site.
- A log of staff attendance is maintained.

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## Personal Protective Equipment (PPE)

- The Archives has completed a hazard assessment on all areas prior to re-opening and controls have been established.
- PPE will be made available to staff who require it.
- There is substantial access to hand sanitizer and hand washing facilities.
- Face masks or face coverings are mandatory for our visitors under City of Edmonton bylaw 19408.
- Signage throughout the site reminds staff and visitors of distancing and hygiene practices.

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## Responsibilities

- Staff contact information is being maintained.
  - Building and public access is monitored and controlled.
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