



## BC Province Re-Start Phase: Phase 2

*“In this phase, we are asking people to stay close to home and avoid any travel between communities that is not essential.”*

## Restoring Richmond Plan: Step 2

### Scope of Work for this Assessment:

The City of Richmond Archives is located in the Minoru Cultural Centre. The Archives provides research and reference services to staff and the public. This Safety Plan focusses on a Step 2 Restoration of Services at the Archives. Step 2 includes: open Richmond Archives by appointment only for in-person, one at a time, urgent research services. All other research requests will be handled through our expanded remote-only reference services. Staff complement includes only the Archivist.

*Provide description of the scope of this assessment – where does it apply, which groups or activity does it apply to?*

**Location:** City of Richmond Archives \_\_\_\_\_ **Address:** 7700 Minoru Gate (Cultural Centre)  
**Issue Date:** \_\_\_\_\_ **Revision Date:** \_\_\_\_\_  
**Division:** Law and Legislative Services \_\_\_\_\_ **Department(s):** City Clerk’s Office \_\_\_\_\_  
**Director:** Claudia Jesson \_\_\_\_\_ **Manager(s):** Dovelie Buie \_\_\_\_\_

### Location Profile

Open to the public:  Yes  No Anticipated opening date: Late July 2020 \_\_\_\_\_

Anticipated visitor level:  low (>10)  medium (11–100)  high (100+)

Total number of staff in location: 1.5+ staff\_ Department(s): City Clerk’s Office \_\_\_\_\_ Number of staff: 1.5+ \_\_\_\_\_

### Risk Assessment:

Direct contact to **known** (confirmed or presumed) COVID-19 case is dependent on the level of community transmission. See *Pandemic Exposure Control Program COVID-19 (REDMS 6471177)*.

#### LOW RISK

# of Staff	Department/Position	Area/Location of Operations
1	City Clerk’s Office / Archivist	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Field
.5+	City Clerk’s Office / Records Analyst. (Note: Pre-COVID-19, the Records Analyst worked half time at the Archives and half time in the Records Section. For Step 2, the staffing complement at the Richmond Archives will only include the Archivist. Step 3 includes scheduling the Records Analyst to work at the Archives as well weekly shifts for the Corporate Records Assistants)	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Field

**X MEDIUM RISK**

Number of Staff	Department/Position	Area/Location of Operations
0		<input type="checkbox"/> Office <input type="checkbox"/> Field

**HIGH RISK**

Number of Staff	Department/Position	Area/Location of Operations
0		<input type="checkbox"/> Office <input type="checkbox"/> Field

**COVID-19 Precautions**

Coronavirus disease (COVID-19) is a respiratory illness caused by a coronavirus. Coronavirus is spread from an infected person through:

- Respiratory droplets spread when a person coughs or sneezes;
- Close personal contact such as touching or shaking hands; and
- Touching an object or surface with the virus on it, then touching your mouth, nose or eyes.

**Prevention**

- |  |   |
|--|---|
| <input type="checkbox"/> Proper handwashing.                       | <input type="checkbox"/> Stay home – if you are ill, have symptoms of flu such as a fever or cough. |
| <input type="checkbox"/> Avoid touching your face.                 | <input type="checkbox"/> Practice physical distancing (2m as much as possible).                     |
| <input type="checkbox"/> Practice good cough and sneeze etiquette. | <input type="checkbox"/> Clean high touch surfaces regularly.                                       |

**Mitigation / Preparedness**

**REDUCE RISK OF SURFACE TRANSMISSION**

**Cleaning Protocols**

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g. which surfaces, tools, equipment, and machines).

My department is required to provide Cleaning/Disinfecting.       Yes       No

Cleaning services provided by: Building Service Worker will clean facility area such as doors.

Additional requirements by department staff include:

The Cultural Centre Building Service worker will provide, once a day, general cleaning and disinfection of the common areas in which the Richmond Archives is located (Community Services Facilities: Cleaning and Disinfection Protocols, REDMS 6473823).

In addition to this, the following high-touch surfaces of the Archives Reference Room will be cleaned and disinfected based on usage, following the Facility “Cleaning and Disinfection Protocols” (REDMS 6473823):

- entrance doors handles
- tables and chairs
- counter
- microfilm reader

Since regular cleaners and over cleaning has the potential to damage archival material irreparably, archival materials will not be cleaned but will, after use by a researcher, be put into quarantine.

**FIRST LEVEL PROTECTION: ELIMINATION**

**Screening**

Individuals are required to assess themselves and/or their child(ren) for symptoms before attending programs and/or entering the facilities. This includes staff, society or association staff, volunteers, participants, visitors, delivery people or courier drivers, and other individuals or groups.

Does the work require other person(s) to enter the facility?  Yes  No

How will your department communicate screening requirements (provide details)? (e.g. signage, booking confirmation, etc.)

Access to the Archives Reference Room will be by appointment only, to be confirmed by email. The confirmation email will include details as outlined in the “Pandemic Exposure Control Plan COVID 19.” The confirmation email will also include the following: “Before your appointment please confirm the following – You do not have any COVID-19 symptoms; you have not travelled outside of Canada in the last 14 days; you are not a close contact with someone who has tested positive for COVID-19.” Signage will include WorkSafe BC’s “Help prevent the spread of COVID-19: Entry check for visitors” or comparable/required City signage

**Physical Distancing: 2m or 6ft.**

**Details should address:**

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

Does the work environment have capability to be modified to eliminate contact?  Yes  No

How will your department achieve physical distancing through elimination strategies (provide details)?

Our Step 2 staffing is restricted to one person (Archivist) in the workplace. Periodic and short attendance by other departmental staff is restricted to when Archivist is not in the workplace. Only the Archivist will be in attendance during research appointments. Conversation with researchers will be kept to a minimum, most communication regarding their research can happen by phone or email prior to their visit. Our primary safety feature will be the maintenance of a 2 metre distance across our counter, on which is installed a plexiglass barrier.

For the safety of the Archivist, who will be working alone, Cultural Centre staff will be informed that the Archivist has a researcher booked. The Manager of Records and Information will also be informed and the Archives Outlook calendar will be used to book appointments to inform the broader Records & Information Section team to allow for backup and support should it be needed.

**Visitor Limits required? (Occupancy)**

Is it required to allow for 2m between persons to be maintained?  Yes  No

If yes, provide details:

Only one research appointment will be made in either of two blocks during the day (9-11:30 am or 1:30 to 4:00 pm). Each researcher will be able to bring with them up to 2 other household group members.

**SECOND LEVEL PROTECTION: ENGINEERING (BARRIERS/PARTITIONS)**

**Engineering Controls**

Does the risk assessment require engineering controls due to persons cannot keep physically distance from customers or others?  Yes  No

Approval level – Director and review by local Joint Health and Safety Committee.

Training all staff in the plan, record attendance and supply to [RU@richmond.ca](mailto:RU@richmond.ca) (Microsoft Macro – Shop talk or Roster format acceptable).



**OTHER RISK MITIGATION AND CONTROL MEASURES**

List all other mitigation strategies not previously included that has been implemented to reduce the risk of transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, installing hand sanitizer stations, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

Building Entrance: Booked researchers to enter building via a main entrance.

Archives Entrance: Researcher will enter doorway which will be propped open temporarily to avoid surface contact. Staff will not need to use this entrance as they will use the back door and then meet the researcher in the Reference Room from the Staff Work Room. No other people will be allowed to enter.

Staff and researcher’s health and safety are the primary priority at the Richmond Archives. When handling records, researchers will be required to wash hands and/or wear disposable Nitrile gloves (gloves will be provided). Since there is the possibility of damage to one-of-a-kind archival records, the use of hand sanitizer will be presented as a less desirable option. If, however, a researcher prefers to use hand sanitizer, they will be permitted to do so as long as they let their hands dry prior to touching the records.

Research material: To minimize surface contact all research material, such as finding aids and files will be available only by request. Requested material will be placed on the counter for researcher to pick up. After use the researcher will drop off their research material in a box, to be collected and stored for a quarantine period. Staff will use disposable nitrile gloves when picking up and dropping off material.

Microfilm reader: Available for researcher self-service. Microfilm will be made available as above.

**Facility Route**

Does your location have any facility routing (e.g. one way stairs)?  Yes  No

If yes, provide sketch of the details:

n/a

**Lunch Room/Break Room Requirements**

Does your location have any break/lunch room requirements?  Yes  No

If yes, provide details:

n/a

**Refusal of Unsafe Work**

Staff have been trained/informed on how to report unsafe hazards and the processes for refusal of unsafe work.

**Reporting and Documenting Unsafe Conditions and Injuries**

All unsafe conditions, injuries, diseases and near misses need to be reported to your supervisor as soon as possible.

**FOURTH LEVEL: PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**Personal Protective Equipment (PPE)**

Job requires use of person protective equipment.    Yes       No

List all required and demonstrate how to use correctly:

n/a
-----

**Plan Authorization:**

**DEPARTMENT APPROVALS:**

Director's Name: Claudia Jesson, Director, City Clerk's Office \_\_\_\_\_ Date: July 27, 2020\_\_\_\_\_

**REVIEWED BY JOINT HEALTH AND SAFETY COMMITTEE:**

Committee Name: JHSC\_\_\_\_\_ Co-chair Names: Sue Varley and John Woolgar\_\_\_\_\_

Date Reviewed: July 22, 2020\_\_\_\_\_