



Historic O'Keefe Ranch

COVID-19 Safety & Response Plan

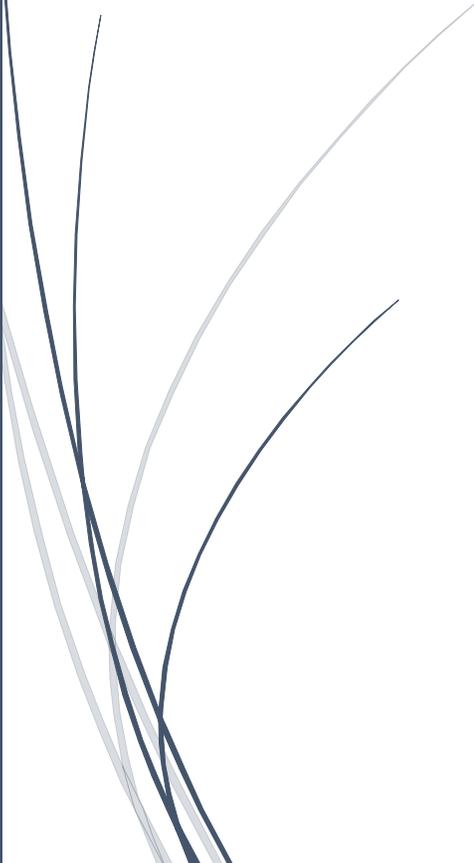
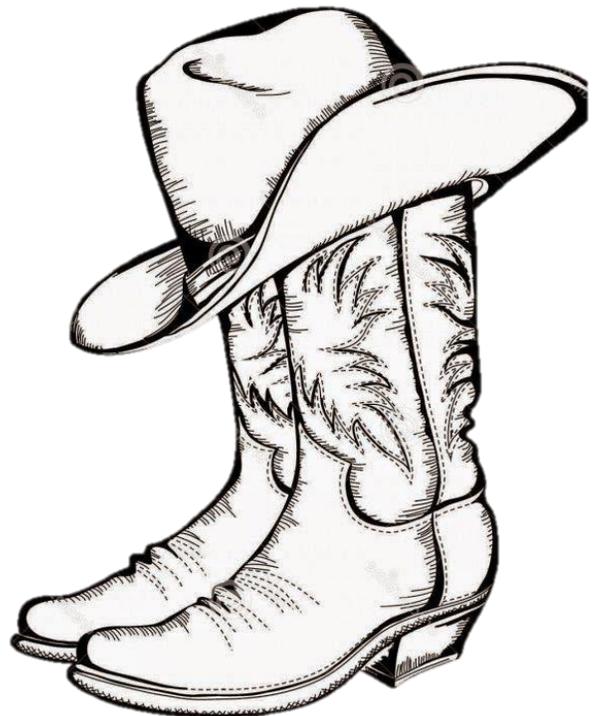


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COVID-19 SAFETY & RESPONSE PLAN

Definitions: Coronavirus and COVID-19

The novel coronavirus, is a respiratory virus that is transmitted person-to-person through contact with contaminated respiratory fluids (droplets from coughing, sneezing, nasal secretions, expressive talking, etc).

The vast majority of people who contract the infection will feel mild symptoms and need to be in isolation until the virus passes (generally 2 to 4 weeks). The remaining minority of people who contract the virus will have moderate to severe symptoms and likely require increased support through healthcare clinics and hospitals.

The symptoms of COVID-19 are similar to other respiratory illnesses like the flu and common cold. They include:

- Cough
- Sneezing
- Fever
- Sore Throat
- Difficulty Breathing

Coronavirus is transmitted via larger liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin. It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough. That's why it is recommended that staff cough and sneeze into their arm and wash their hands regularly.

People infected with COVID-19 may experience little or no symptoms with illness ranging from mild to severe (Source: BC Centre for Disease Control).

The Government of Canada identifies the following groups of people as facing higher risk for severe illness from COVID-19.

- People with medical conditions including:
 - Heart disease
 - Hypertension (high blood pressure)
 - Lung disease
 - Diabetes
 - Cancer
 - People with weakened immune systems from a medical condition or treatment, such as chemotherapy
- Older adults

Droplet Contact versus Airborne Transmission

Droplet Contact: Some diseases can be transferred by large infected droplets contacting surfaces of the eye, nose or mouth. For example, large droplets that may be visible to the naked eye are generated when a person sneezes or coughs. These droplets typically spread only one to two metres and are too large to float in the air (i.e. airborne) and quickly fall to the ground. Influenza and SARS

are two examples of diseases capable of being transmitted from droplet contact. Health experts currently believe that coronavirus can also be transmitted in this way.

Airborne Transmission: This occurs when much smaller evaporated droplets or dust particles containing the microorganisms float in the air for long periods of time. Transmission occurs when others breath the microorganism into their throat or lungs. Examples of diseases capable of airborne transmission include measles, chickenpox and tuberculosis. Health experts currently believe that coronavirus cannot be transmitted through airborne transmission.

Definitions: Self-Isolation

Self-isolation means staying home and avoiding situations where people could come in contact with others. The purpose of self-isolation is to limit passing COVID-19 on to others. Some of the steps to take include (Source: BC Centre for Disease Control)

- Stay home. Do not go to work, school, or public areas, do not use public transport or taxis, or go for walks;
- Wash your hands or use alcohol-based hand sanitizer often;
- Ask friends or relatives if you require help with buying groceries, other shopping or picking up medication. Alternatively, you can order groceries and medication by phone or online;
- Do not have visitors in your home except if they are providing care or delivering goods and supplies, and in that case, maintain a distance of 2 meters at all times;
- Clean and disinfect high-touch surfaces like doors tables and countertops;
- Self-isolation can end 14 days after the last contact or return to Canada if you have not developed any symptoms of COVID-19.

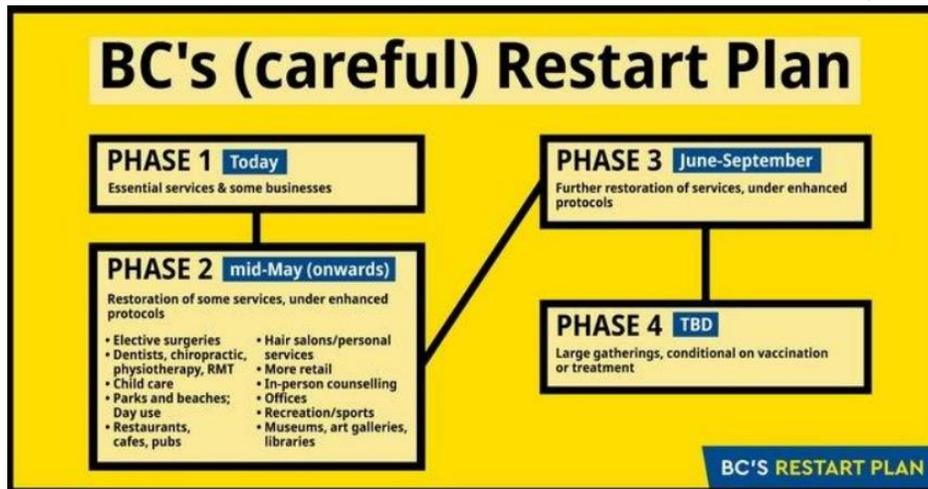
Definitions: Self-Monitoring

While staff and volunteers are self-isolating, they will be required to monitor for new symptoms or signs of coronavirus such as fever, cough, sore throat, etc. To help with the self-monitoring process, staff and volunteers can follow these recommendations (Source: BC Centre for Disease Control):

- Take and record temperature daily and avoid the use of fever reducing medications (e.g. acetaminophen, ibuprofen) as much as possible. These medications could mask an early symptom of COVID-19. If these medications must be taken, staff and volunteers should advise their healthcare provider.

O'Keefe Ranch Opening

The Government of British Columbia has announced that museums are included in Phase 2 of BC's Restart Plan. Phase 2 began in mid-May and Phase 3 is currently slated to begin between June and September 2020. The province's plan includes steps that will everyone will take together to protect people and sure that the province of BC can come back from COVID-19 stronger than before.



From the outset, the BC Health Minister and Provincial Health Officer established clear guidance, transparency and an evidence-based approach as a way for the province of BC to fight against COVID-19. In the initial phase, protective measures taken included:

- Providing physical distancing and hygiene guidelines for people, businesses and essential services to follow;
- Banning mass gatherings of more than 50 people to reduce the risk of outbreaks;
- Closing bars, dine-in service at restaurants and personal service operators, like barbers and dentists, to reduce the risk of transmission;
- Reducing in-classroom learning and childcare;
- Requiring travelers to develop and stick to a 14-day isolation plan when arriving in BC from abroad;
- Restricting visitors to health care and assisted-living facilities to protect vulnerable people, and;
- Postponing non-urgent and elective surgeries while maintaining urgent and emergency procedures.

In response to these measures, the O'Keefe Ranch remained closed until further notice. While the province of BC is implementing plans to reopen some businesses and relax some of the measures taken during the initial phases, due diligence still needs to be taken. Even though the O'Keefe Ranch is in the process of opening during Phase 2 of BC's *Restart Plan*, COVID-19 outbreak procedures are still in effect. Precautions, diligence, and steps to ensure self-protection and the protection of others need to be adhered to as the risk of infection is still present in the community.

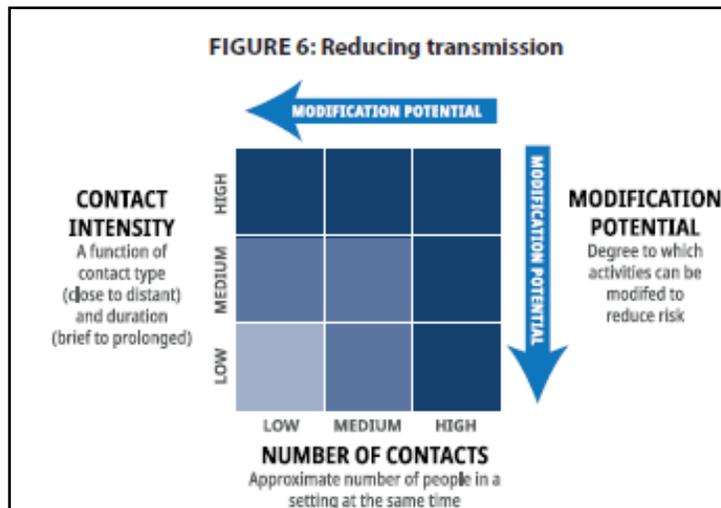
In order to continue to protect seniors and at-risk individuals and to ensure that the health care system can respond to the virus, staff and volunteers are expected to continue to do their part to lower the risk of transmission by:

- Staying at home and keeping a safe distance from family when you have cold or flu symptoms, including coughing, sneezing, runny nose, sore throat and fatigue;
- Not shaking hands or hugs outside of your household;
- Practicing good hygiene, which includes regular hand washing, avoiding touching your face, covering coughs and sneezes, and disinfecting high touch surfaces frequently, and;
- Keeping physical distance as much as possible, when at work and in the community, and when this is not possible, consider using a non-medical mask or face covering.

The risk of transmission in the workplace is a direct function of two variables (1) the number of contacts and (2) the contact intensity.

Based on these factors, the O'Keefe Ranch is taking steps in the COVID-19 response plan based on four levels of protection:

- Elimination - Physical distancing measures – designed to reduce the density of people;
- Engineering controls – physical barriers or increased ventilation;
- Administrative controls – clear rules and guidelines, and;
- Personal protective equipment – e.g. use of non-medical masks and gloves



The focus of the Stage 2 response plan is to reduce the risk of transmission of COVID-19 by:

- Creating clear workplace policies that ensure staff, volunteers and guests with cold or flu symptoms do not come to work or enter any of CMHA's buildings;
- Implementing sick day policies that allow people to be off work or to work safely from home when they are ill or have symptoms of a cold or flu;
- Provide work from home options, when possible, to reduce contact intensity;
- Implement strategies that reduce the number and intensity of contacts including the use of non-medical masks;
- Clean "high-touch" areas in the workplace and retail outlets frequently and provide hand sanitizer at entrances, and;
- Focus on ensuring the health and safety of higher-risk employees, volunteers and program participants including those 60+ and those with underlying medical conditions.

Safety Precautions

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk. The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. The risk of surface transmission is increased when many people contact the same surface, and when those contacts happened in short intervals of time.

Staff will use the protocols that offer the highest level of protection and add additional protocols as required.

All staff/volunteers need to provide updated personal/emergency contact information upon returning to the Ranch. This will ensure that in the event of an emergency or health situation, the most up-to-date information is available.

First Level Protection (elimination) – These policies and procedures are designed to keep people at a safe distance from one another.

Elimination Goal#1: Staff, Guests and Volunteers Remain Home if they are Sick

If staff or volunteers develop symptoms of COVID-19, they are to remain home and self-isolate for at least 14 days so that they do not potentially spread the disease to others. During this period, staff and volunteers are to self-monitor for new symptoms during this period. If a staff member's or volunteer's temperature is normal after 14 days and they feel better, then at this time they will be able to return to work. If symptoms continue to persist after the 14 days isolation period the staff member or volunteer will not be permitted to work until the symptoms have subsided.

Symptoms of COVID-19 are like other respiratory illnesses. Commonly, these are fever/chills, cough, sore throat, and shortness of breath. Shortness of breath and chest pain can be signs of severe illness.

Elimination Goal#2: Signage

Signage asking guests and employees not to enter the premises if they have any of the symptoms of COVID-19 (fever, chills, cough, shortness of breath, muscle aches or headache, sore throat) will be posted on:

- The white gate
- Post by the main entrance to the Ranch
- Entrance to Cattlemen's
- Both Gift Shop Doors
- The Black Gate
- Staff entrance to admin building
- Playground

Signage showing how to prevent the spread of COVID-19 focused on proper handwashing techniques and well as proper coughing and sneezing techniques will be placed in all washroom facilities. In addition, proper handwashing, coronavirus preventions and mask donning procedures will be placed in the staff area in the main building as well as in the General Store.

Elimination Goal#3: Social Distancing

To ensure social distancing, signage limiting the number of people per building will be posted on all open buildings. In addition, "Physical Distancing in Progress Signs" will be posted on each of the buildings as well as on the playground and around the site.

To ensure the safety of everyone, the following buildings will remain closed for the season as one way traffic and small spaces make difficult to ensure that proper social distancing measures are maintained at all times:

- Museum
- Schubert House

- Log House

In the remaining buildings, "One-way" traffic arrows along with markers placed every 6ft will be placed on the floor of each of the following buildings:

- Balmoral School House
- Cowboy Bunkhouse
- O'Keefe Mansion
- General Store
- St. Ann's Church

The number of people permitted to attend a Ranch activity at any one time will be capped at 50 people. During the mini tours, social distancing will be practiced at all times. Interpreters will ensure that everyone is keeping their distance as they proceed through the tour.

During the Cowboy Campfire, benches will be 6ft apart and will be placed in about 4 rows stemming back from the campfire. Chairs will also be made available should guests want to sit further back. During the hayrides, the wagon will be marked with tape showing seats that are six feet apart. Each hayride will be limited to five people to ensure that appropriate Social Distancing can be maintained.

Second Level Protection (engineering controls) – In situations where physical distancing cannot be maintained, staff will install plexiglass to separate people.

Plexiglass shields will be installed in the General Store and the Gift Shop. To ensure the integrity of the General Store, the plexiglass will be placed on a stand or fastened to the counter without having to drill into the wood.

Third Level Protection (administrative controls) – Staff will follow rules and guidelines, such as cleaning protocols and implementing one-way doors or walkways.

Administration Control Goal#1: Provision of Hand Sanitizer

A table of hand sanitizer will be placed by the white gate prior to each mini event. Guests will be asked to sanitize their hands prior to entering the Ranch and taking part in any activities. Hand sanitizer dispensers have been placed in several key locations around the Ranch for guests to use during the mini event including:

- Gift Shop
- General Store
- Between Admin Building washrooms
- Pavillion
- Between Outside Washrooms by admin building
- Red Barn Washrooms
- By the animal pens

Administrative Control Goal#2: Cleaning and Disinfecting

The World Health Organization notes that the COVID-19 virus can live on different surfaces for different amounts of time. Studies have suggested that the COVID-19 virus can survive for up to 72 hours on plastic and stainless steel, less than 4 hours on copper and less than 24 hours on cardboard.

While currently, the Government of Canada recommends that public washrooms be cleaned “regularly” to prevent the spread of COVID-19, the frequency for the O'Keefe Ranch will depend on use. When cleaned, staff will ensure that faucets, handles, soap dispensers, towel dispensers, toilet seats, garbage bin covers & lids, waste receptacles, light switches, paper towel handles, all door handles and locks, touch points on washroom stall doors and entrance doors are cleaned.

Effective cleaning and disinfection involves a two-stage process:

(1) Cleaning

To disinfect a surface effectively, staff and volunteers must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant. Use soap or detergent or degreaser as a cleaning agent.

(2) Disinfection

After cleaning, apply a disinfectant to the surface. Staff and volunteers are to leave the disinfectant on for a specified contact time (at least 20 seconds) to neutralize any remaining organisms. After the elapsed time, wipe off any residue with paper towel.

Cleaning and disinfecting will start with all the common surfaces that staff, volunteers and guests touch including doorknobs, light switches, hands, countertops, desks, phones, keyboards, touch screens, toilets, faucets and the photocopier.

Administrative Control Goal#3: Washroom Cleanliness

Staff will clean the washrooms before and after every mini tour or more regularly depending on demand. Once cleaned, staff will sign the cleaning tracking sheet, which will be posted in each of the washrooms. The purpose of this process is to reassure guests that cleaning procedures are being maintained. Washroom cleaning will include the following procedures and high touch point areas:

- Wash and disinfect all countertops, sink and toilets
- Wash and disinfect all handles on the washroom stalls, handles on the soap and paper towel dispenser, washroom doors, sinks and toilet & urinal handles
- Sweep and mop floors

Administrative Control Goal#4: High Touch Point Cleanliness

High touch point areas will be cleaned before and after each mini tour or more regularly depending on demand. This includes:

- Door handles, railings and doorknobs in all the open buildings
- Gift shop floors will be swept and mopped
- The railing on the hay wagon will be cleaned after each hayride and guests will have access to hand sanitizer
- The interact keypad will be covered in plastic and disinfected with a disposable disinfectant wipes after each use

Staff are to wash their hands regularly during their shift to ensure they are maintaining good hand hygiene practices.

Administrative Control Goal#5: General Store Protocol

When working in the General Store, staff and volunteers are to ensure personal hygiene by completing the following:

- Wear a different set of gloves for each transaction (candy to payment)
- Please refrain from touching your face while wearing gloves
- Please cough and Sneeze into your “elbow pit” and turn away from the Candy and Guests
- Please use the Hand Sanitizer as much as you see fit
- You will go through many sets of gloves on your shift. We won't be conserving gloves this year.
- Please feel free to wear a mask if you wish
- Please discourage guests from touching items on display (we can't wash these daily), it's unfortunate but with Covid we have to look with our eyes not our hands.
- Wiping down the countertop after each transaction

Candy:

- All Candy will either come prewrapped by the manufacturer or will be put into \$1 \$2 mystery bags and \$1 units of varieties of candy in plastic sandwich bags with twist ties. Eg. \$1 bags of Jelly Beans
- You can **NO longer sell candy by the ¼ pound.**
- Please make bags at the start or end of your shift. We don't want guest in the store while you're portioning out candy and the more focused you can be the less cross contamination there will be
- Please wear gloves while making candy bags
- We will have display jars that don't get opened and jars with the candy bags behind them in separate jars.

Overall Cleanliness:

- It is imperative to keep the General Store as clean as possible for our guests. Please check the following items are cleaned regularly using spray cleaner and paper towels on surfaces and window cleaner on plexiglass and windows/glass.
 - Candy Jars
 - Wooden countertop and candy stick area
 - Wipe iPad with soft cloth dampened with cleaner
 - Wipe down door handles inside and outside before guests arrive (before 10am), before first shift ends (roughly between 12:30 and 1pm. and at end of day)
 - Doors and Handles to Fridges/Freezers
 - Anything else you see is being touched
 - Please be careful of the historical items, we will not be not be cleaning them with our regular cleaning solutions
- Please check the hand sanitizer dispenser on the outside of the General Store and let a Staff member know so it can be replaced asap
- Please also keep an eye on regular cleaning as well. Dusting the items and sweeping the floor are encouraged and appreciated

Administrative Control Goal#6: Gift Store Protocol

When working in the General Store, staff and volunteers are to ensure personal hygiene by completing the following:

- Wear gloves of sanitize hands before each transaction
 - Please refrain from touching your face while wearing gloves
 - Please cough and sneeze into your “elbow pit” and turn away from Guests
-

- Please feel free to wear a mask if you wish
- Please discourage guests from touching items on display (we can't wash these daily), it's unfortunate but with Covid we have to look with our eyes not our hands
- Clean countertop after each transaction

Overall Cleanliness:

- It is imperative for to keep the Gift Shop as clean as possible for our guests. Please check the following items are cleaned regularly using spray cleaner and paper towels on surfaces and window cleaner on plexiglass and windows/glass.
 - Wooden countertop
 - Wipe iPad with soft cloth dampened with cleaner
 - Wipe down door handles inside and outside before guests arrive and regularly after that
 - Doors and Handles to Fridges/Freezers
 - Anything else you see is being touched.
 - Please be careful of the historical items, we will not be not be cleaning them with our regular cleaning solutions.
- Please check the hand sanitizer dispenser on inside the gift shop and by the lobby washrooms
- Please also keep an eye on regular cleaning as well. Dusting the items and sweeping the floor are encouraged and appreciated.

Administrative Control Goal#7: Historic Building Protocols

- Sweep or vacuum floors once daily
- Disinfect all high touch points regularly (doorknobs, plexiglass, hand sanitizer units etc.)
- Clean windows as needed (inside)
- Dust artifacts and displays as needed

Fourth Level Protection (PPE) – Staff and volunteers will have the option of wearing a non-medical mask during their shift. These masks will be provided. Staff and volunteers will also be provided with disposable gloves to wear during the cleaning routines and/or during their time working at the front desk or in the General Store.

A copy of COVID-19 Safety Plan, will be posted in the photocopy room and in the General Store for the reference.

Staff/Volunteer Illness Response

Step 1: Staff/Volunteer Develops COVID-19 Symptoms

If staff or volunteers develop symptoms of COVID-19, they are to remain home and self-isolate for at least 14 days so that they do not potentially spread the disease to others. During this period, staff and volunteers are to self-monitor for new symptoms during this period. If a staff member's or volunteer's temperature is normal after 14 days and they feel better, then staff will be able to return to work. If symptoms continue to persist after the 14 days isolation period, then staff or volunteers will not be permitted to work until the symptoms have subsided.

Symptoms of COVID-19 are like other respiratory illnesses. Commonly, these are fever/chills, cough, sore throat, and shortness of breath. Shortness of breath and chest pain can be signs of severe illness. If staff or volunteers develop these symptoms, or if they start to feel worse, they can contact their health care provider, 8-1-1, public health unit, or complete the COVID-19 Symptom Self-Assessment tool: <https://bc.thrive.health/>. If the symptoms are severe such as shortness of breath

(e.g. struggling to breathe or speak in single words) or chest pain, staff or volunteers are to call 9-1-1 or go to the nearest Emergency Department.

Staff and volunteers who develop COVID-19 or respiratory illness need to follow the recommendations of the Provincial Health Authorities. To help stop the spread of the virus, staff and volunteers should follow these recommendations (Source: BC Centre for Disease Control).

Stay home for a least 14 days after onset of symptoms

- Do not go to work, school, or public areas including places of worship, stores, shopping malls and restaurants
- Do not use public transportation, taxis or rideshares
- If leaving your home for medical care, call ahead and tell the medical facility that you are coming so they can prepare for you
- After 14 days, if your temperature is normal and you feel better, you can return to routine activities. Coughing may persist for several weeks, so a cough alone does not mean you need to continue to self-isolate for more than 14 days

Do not have visitors to your home

- It is okay for friends, family or delivery drivers to drop off food or other necessities, but try to have them drop off deliveries outside your home
- Keep away from seniors and people with chronic medical conditions (e.g. diabetes, lung problems, heart disease or weakened immune system).

Avoid contact with others at home

- Stay and sleep in a separate room away from other people in your home as much as possible and use a separate bathroom if you have one
- Make sure that shared rooms have good airflow

Keep distance

- If you are in a room with other people, keep a distance of at least two meters and wear a mask that covers your nose and mouth
- If you cannot wear a mask, people should wear a mask when they are in the same room as you

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze
- Cough or sneeze into your upper sleeve or elbow, not your hand
- Throw used tissues in a lined wastebasket, and wash your hands
- Lining the wastebasket with a plastic bag makes waste disposal easier and safer
- Wash your hands after emptying the wastebasket

Wash your hands

- Wash your hands often with soap and water
- Dry your hands with a paper towel, or with your own cloth towel that no one else shares
- Use an alcohol-based hand sanitizer if soap and water are not available

Wear a mask over your nose and mouth

- Wear a mask (surgical or procedural mask) if you must leave your house to see a health care provider
- Wear a mask when you are with other people

Step 2: Staff and/or Volunteer(s) are Informed They Have Been in Contact with a Person(s) Who Has a Confirmed Case of COVID-19

If staff or volunteers are informed that they have been in recent contact with an individual who has tested positive for COVID-19, they are to inform the HR & Operations Manager, the Finance & Marketing Manager or the Special Events and Volunteer Coordinator (Volunteers) immediately. As soon as they are informed, staff and volunteers are to self-isolate for a period of 14 days. If staff or volunteers are on shift when they are informed, they are to notify the HR & Operations Manager, the Finance & Marketing Manager or the Special Events and Volunteer Coordinator (Volunteers) immediately, return home and commence the 14-day self-isolation period.

Step 3: Prevent the Spread of any Potential Cases of COVID-19

The HR and Operations Manager or the Finance & Marketing Manager will determine which staff/volunteers may have been in contact with a staff member(s) or volunteer who are informed they had been in contact with an individual who tested positive for COVID-19 or who has identified that they have contracted the virus. All those staff/volunteers will be informed and will be required to self-isolate for a period of 14 days.

The HR and Operations Manager or the Finance & Marketing Manager will contact 8-1-1 and Interior Health to inform them that a staff member or volunteer has been informed they have been in contact with a person(s) who tested positive for COVID-19 or that a staff member/volunteer. Has contracted the virus. The purpose of this notification is to seek direction from health authorities on how to respond to what could be a potential outbreak if the virus has been transferred between staff or between staff and volunteers. This could involve testing all staff and volunteers who have been present on the Ranch for the virus