



## Action Plan & Guidelines

### UPDATE:

As of September 22, 2021, people ages 12 and older must be fully vaccinated against COVID-19 to visit the Art Gallery of Northumberland. This is in response to a public health order by the Government of Ontario.

To make your visit as smooth as possible, be prepared to present proof of vaccination along with official government ID upon entry to the Gallery.

Please note that face masks and physical-distancing measures remain in effect.

Read the FAQs below for more details about our revised COVID-19 rules. We thank you for your cooperation in our shared efforts to protect the health and safety of the Gallery community.

### ***Am I fully vaccinated?***

You are considered fully vaccinated if:

- At least 14 days have passed since your second dose of an approved two-dose vaccine (AstraZeneca/Serum Institute of India, BioNTech-Pfizer, Moderna)

OR

- At least 14 days have passed since you have received an approved single-dose vaccine (Janssen/Johnson & Johnson)

### ***Where will I show my proof of vaccination?***

You will be asked for proof of vaccination when you enter the Gallery. Please have your vaccine certificate and government ID ready when you arrive at the Gallery.

### ***Where can I find my vaccination certificate?***

You can download your vaccination receipts from the Government of Ontario's vaccine booking portal [COVID-19 vaccine booking support | COVID-19 \(coronavirus\) in Ontario](#)

Alternatively, you can use the official immunization receipt you received when you got your final dose. If you were vaccinated out of province, please contact the local public health unit about obtaining an official receipt.

***What about people with medical exemptions?***

The province's vaccination guidelines allow for exceptions for people with documented medical exemptions. Affected visitors must present their government ID and a written doctor's note stating they are exempt for a medical reason from vaccination against COVID-19.

***Do I still have to mask and physical distance?***

Yes. The Art Gallery of Northumberland continues to follow public health guidelines requiring face masks and physical distancing.

***Does this policy apply to Gallery staff and volunteers?***

Yes. As part of our efforts to keep the Gallery community safe, our staff and volunteers are required to be fully vaccinated against COVID-19.

***Will the Art Gallery keep my personal information?***

No. When you present your vaccine documentation, your health information will not be recorded. This is part of the Gallery's commitment to protecting your privacy.

**Purpose**

- To ensure the AGN is adhering to the provincial government guidelines for the health and safety of our staff, volunteers and visitors;
- To enact clear communication of the guidelines onsite, on the website, and to our members;
- To provide staff and volunteers with guidelines and protocol for opening to the public;
- To plan for potential rolling closures and future contingencies.

**Preparations for Opening**

- Consult both the Workplace Safety and Prevention Services ([wsps.ca](https://www.wsps.ca)) and refer to municipal policies when planning protocol for reopening.
- Establish protocols for visitors that are not compliant with the guidelines.
- PPE for volunteers and staff (gloves, masks, shields) and masks for visitors; hand sanitizer at both entrances.
- Post signage at entrance to the galleries reminding visitors to respect social distancing.

- Install framed Plexiglas protection at reception desk.
- Update hand held POS machine with tap function.
- Hard copy of the policy is accessible at reception, on our website and social media.
- Track any COVID-19 related costs that may be eligible for federal financial compensation.
- Train staff and volunteers to ensure guidelines are followed.

### **Attendance**

- Gallery capacity 25 people maximum.
- Front desk reception to monitor visitor numbers.
- Prioritize member and donor only hours + hours for seniors.

### **Entry**

- Visitors can access the Gallery through the front doors of Victoria Hall.
- All individuals, including children, will be screened upon arrival at the entrance.
- Screening will include hand sanitizer and health screening questions.
- Entry will be denied to any individual who answers yes to any screening question.
- A record of all individuals who attend services or enter the facility will be kept (including names, contact information, dates and times), which may help support case and contact tracing in the event of an outbreak.

### **During Visit**

- Flow of individuals will be managed throughout the Gallery to prevent crowding and maintain 2 metre separation of individuals, especially at entrances, exits, and restrooms.
- Ensure physical distancing of at least 2 metres between all individuals not in the same household.
- All individuals shall wear a face covering.
- Exiting the building will be through the same door as entry.

### **Communications**

- Craft pre-opening messaging that outlines procedures.
- Continue digital engagement across all platforms – share visitor moments after reopening.
- Issue updates when any changes arise by the AGN or Town of Cobourg.
- Prepare Communication Plan to deploy quickly in case of rolling closures.

### **Facility**

- AGN staff will remind patrons to respect social distancing.

- One person in the elevator at a time unless they're from the same household (2 pp max).
- Rotate working shifts for staff.
- Large backpacks and purses are not permitted.
- Restrict facility rentals.
- Food and beverages will not be permitted.

## **Hygiene**

- Sanitizer stations at entrance/exit points.
- Provide face masks, visors, and gloves for staff and volunteers.
- Have tissues available for staff and volunteers to cover coughs and sneezes.
- Maintain cleanliness of high traffic areas:
- Wipe down front desk, phone, arms of chair and pen between each shift of volunteers and/or staff;
- Wipe down elevator buttons and door handles after each patron;
- Wipe down debit machine between every transaction;
- Wipe down desks, keyboards, mouse, etc. when staff are sharing desks;
- Change out pen for guest book after each use.

## **AGN Staff**

AGN staff are required to do a self-assessment every morning and complete an online health screening questionnaire provided by the Town of Cobourg prior to arrival.

If any AGN staff member is experiencing symptoms of a cold, flu or COVID-19 (i.e. coughing, fever, tired, shortness of breath) it is mandatory that they stay home. In the event that AGN staff are experiencing any of these symptoms they are required to:

- Notify the AGN's Executive Director immediately;
- Stay home and get tested;
- Ensure the AGN's Executive Director is informed with updates on their condition.

## **Onsite Activities**

- Reduce hands-on activities in the gallery.
- Reduce the use of plastics and stainless steel.
- Connect onsite and at-home digital + DIY activities.