



CKISS Outreach Booth: COVID-19 Protocols

Updated: 2021-04-21

In order to minimize the spread of COVID-19 and protect our employees, the public, and vulnerable members of our community, The Central Kootenay Invasive Species Society (CKISS) requires that all staff must follow the COVID-19 protocols outlined below while working the outreach booth. This protocol document is a supplement of the "CKISS COVID-19 Safety Plan" document.

GENERAL WORK PROTOCOL

- Follow CKISS COVID-19 Safety Plan general work protocols at all times
- Communicate any COVID-19 safety concerns to Education Program Coordinator ASAP.

1. PRE-PLANNING

- Seek permission to set up outreach booth at specific location in an outdoor setting.
- Ensure there is washroom access options for staff who are at outreach booth all day.
- Check with B.C. health officials' Covid-19 Public Health Orders and daily update for any changes that would affect the outreach booth event.
- Ensure signs/posters are printed and laminated.
- Ensure there is adequate sanitizing/cleaning equipment and supplies. Do not use products containing hydrogen peroxide, ammonia, or bleach-based products, as these could damage some props.
- Ensure staff are not displaying any Covid-19 symptoms the day of work.
- Schedule staff with ample time for proper set up, take down and extra cleaning.
- For Farmers Markets or other events check and adhere to their safety policies i.e. masks, staggered set up times etc.

2. BOOTH SET UP

- Staff must fill out the daily health check form on Fulcrum prior to commencing work, and if ANY Covid-19 symptoms or high risk factors are present they must stay home.
- Ensure that hand sanitizer is on site for staff and public
- Place a table as barrier between public and staff
- Put out materials that can easily be sanitized after viewing - e.g. laminated posters, ZQM sample blocks
- Make a "touched" bin for props
- Hang posters/display for "do not touch / view only"



- Hang “social distancing in progress” government posters
- Tent **always** set up outdoors
- Put the tent walls up so public cannot access the back of the tent
- Put out limited take-home resources (5-10)
- Do not use the picture cut out stand during the COVID-19 pandemic

3. INTERACTING WITH THE PUBLIC

- Maintain recommended physical distance (2m) when talking to the public, remain under the tent and step back from table to keep the 2m.
- Be verbal about people staying back 6 feet.
- Encourage the public to use hand sanitizer before touching any of the props.
- Encourage the public that if they touch a paper resource to take it with them. Paper resources that have been touched do not require sanitization. As per the [“Guidance for Public Libraries During the COVID 19 Pandemic”](#) literature:
“There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products”
- If we are handing out any resources e.g.) TIPS sheet all staff pre-sanitize hands before touching the resource. In order to maintain physical distancing, place resource on the table for person to pick up.
- Limit to only 1 public person at the outreach booth at a time unless they are in the same household.
- CKISS staff to wear a face mask if physical distancing is not possible. Wearing face mask may make verbal communication more difficult (volume), as such, people move closer and closer to each other in order to hear, so start interaction at a farther distance
- During down times sanitize tablecloth, props and any other items as required.

4. BOOTH CLEAN UP

- Sanitize any items with shiny surfaces (ZQM samples, Bullfrog Samples, plant samples, laminated sheets.).
- Sanitize any items that were placed in the “touched” bin.
- Ensure staff wash /sanitize their hands after touching these items and avoid touching their face.
- Any paper resources (brochures, rack cards etc.) that were on display or touched can be put away in the booth bin. Paper resources are not required to be quarantined or disinfected.
- Wipe down/disinfect the tablecloth, tables front poles of tent and any other surfaces that the public may have touched.