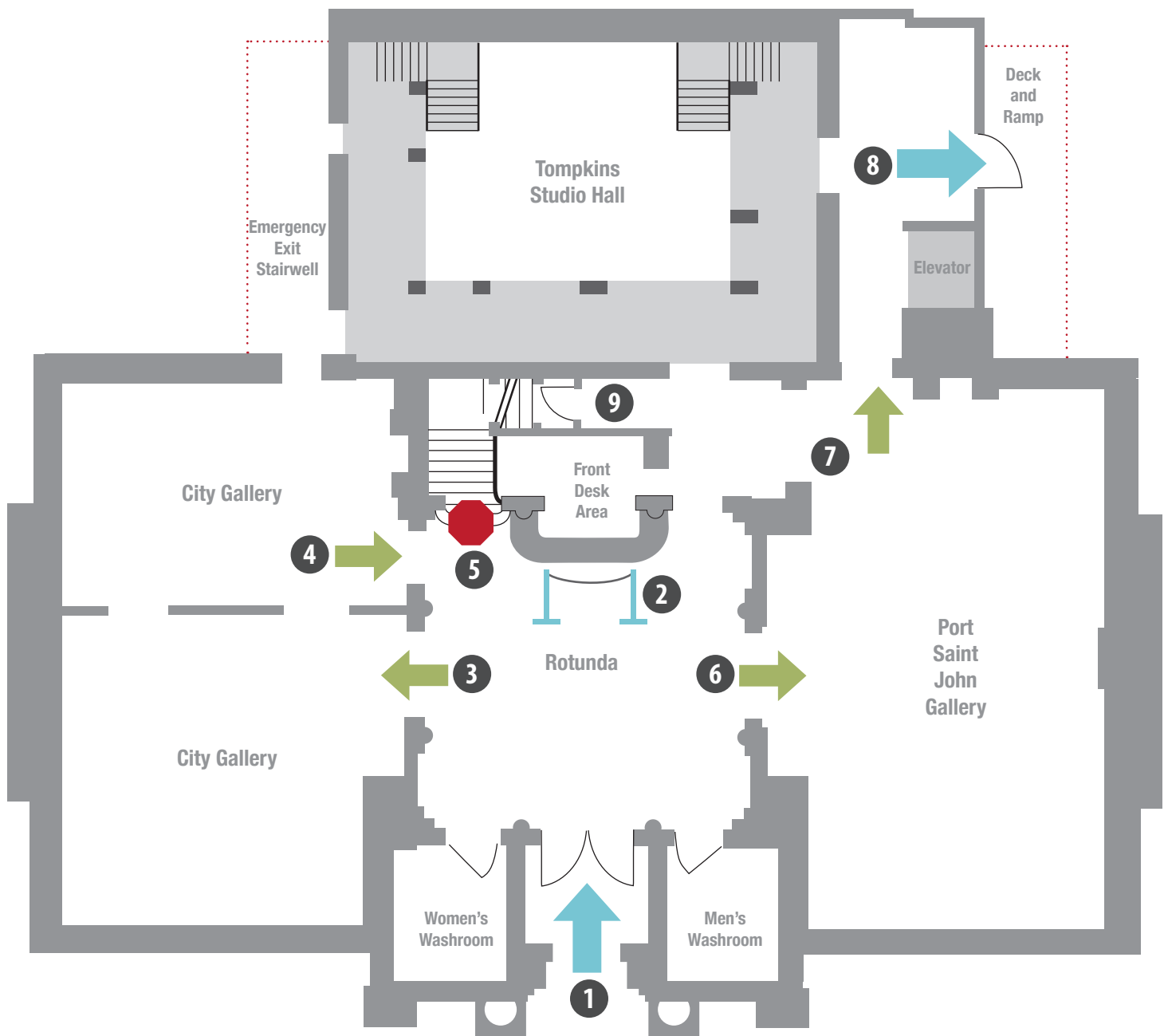


APPENDIX A: GALLERY VISITOR FLOORPLAN/GUIDE



- 1 Building entrance here only (sign inside indicates not to use for exit)
- 2 Visitors check in at front desk for contact tracing (stanchions and rope maintain social distancing.)
- 3 Enter here for City Gallery
- 4 Exit here for City Gallery

- 5 Sign indicating upper galleries closed
- 6 Enter here for Port Saint John Gallery
- 7 Exit here to side deck/ramp exit
- 8 Exit only (sign on outside door indicates to use front entrance, except for mobility access)
- 9 Basement door sign indicates employees only, check in with front desk staff for meetings, etc.

APPENDIX B: COVID-19 SIGNAGE



APPENDIX C: DAILY SANITIZING CHECKLISTS

Protocols Checklist

Signage

- ☐ Are COVID-19 Awareness and other directional signs visible and current?

Office & Front Desk Work Areas

- ☐ Do the areas allow for proper separation between people? (2 metres or other barriers, adjust if necessary)
- ☐ Are disinfectant products stocked and readily available in the area?

Washroom Cleanliness

- ☐ Are 2X daily cleaning checklists posted and current?
- ☐ Are disinfectant products stocked?
- ☐ Trash emptied?

Other Work Areas Cleanliness

- ☐ Does each area have a cleaning guideline established?
- ☐ Trash emptied?

Cleaning Products

- ☐ Are soap dispensers at all sinks filled?
- ☐ Are hand sanitizer dispensers filled?
- ☐ Has supply level of all products been checked and ordered if necessary, allowing for delivery delays?
- ☐ Check paper towel dispensers
- ☐ Are disinfectant products returned to their storage spots?

Cleaning Checklist

Washrooms

- ☐ Doorknobs (inside and out)
- ☐ Stall door knobs/pulls/locks
- ☐ Toilet surfaces
- ☐ Sanitary bins
- ☐ Sinks & countertops
- ☐ Faucet handles
- ☐ Soap dispensers
- ☐ Paper towel dispensers
- ☐ Garbage cans
- ☐ Check TP/paper towel
- ☐ Check garbage/sanitary bins, empty frequently

High-touch surfaces

- ☐ Door knobs/pulls/push bars
- ☐ Stair railings
- ☐ Light switches
- ☐ Elevator buttons
- ☐ Thermostats
- ☐ Security system panels
- ☐ Desks and countertops
- ☐ Electronics: computer keyboard, mouse, printers, photocopier, Square POS device

Other

- ☐ Kitchen high-touch surfaces: countertops, faucets, fridge door handles, microwave, water cooler tap