



## Bill Smiley Archive Covid-19 Protocol Effective Immediately

The Prince Albert Historical Society has developed Covid-19 protocols to allow external researchers back into the archives. These protocols will be in effect for the foreseeable future. If there are any questions, please do not hesitate to contact the Historical Society at (306) 764-2992.

### General protocol

1. ALL people entering the archives MUST hand sanitize
2. Archives volunteers will try to social distance while in the archives. Without masks there is a maximum of three (3) people allowed in the archives. If 4 or 5 people are present in the archives or social distancing cannot be followed, EVERYONE will wear masks.
3. When volunteers are finished for a period of time, they will take the time to sanitize the archives. The Common Area Cleaning sheet is posted on the inside of the archives doors.
4. If an archives volunteer is the last out of the building, they will be responsible for wiping down the railings, main floor light switches and alarm panel.

### Researcher protocol

1. Researchers will make appointments to enter the Bill Smiley Archives.
2. Researchers will sign in at the guest book for contact tracing.
3. While there are researchers in the museum, ALL parties in the archives will wear masks and social distancing will be followed. Hand sanitizing will be required before entering the archives.
4. Only one outside researcher will be allowed in the archives at a time, unless they are in the same social bubble/family.
5. On-site researchers will provide an outline of what they are looking for and the archives volunteers will have the requested material available for them.
6. Researchers are encouraged to take pictures of archival material to continue research at home.
7. Once the researcher is finished with the items, volunteers will place the materials in "Quarantine" for 72 hours.
8. Once the researcher leaves, volunteers will sanitize the area.

To make an appointment with the Bill Smiley Archives volunteers, please call (306) 764-2992  
Monday to Friday 9am to 4pm or email [archives@historypa.com](mailto:archives@historypa.com)