

## CI COVID Town Hall 3/26 Notes

*54 connections to the call*

**These are some notes from the online town hall for general reference**

**\*\*\* accuracy has not been confirmed \*\*\***

Newfields - essential personnel include: all facility, skeleton security, 2 gate open 7-8:30 am only (3-4:30 free exit)

Carter - essential staff: facilities, security housekeeping, accounting for payroll, most staff working remotely.

- canceled interior projects, allowed outside projects if they managed themselves.
- security notifies FM if any staff re-enter and their office area cleaned afterwards

Exploritorium - very minimal staff on site, tracking access (needs permission of senior leadership team), would quarantine crew if staff tests positive.

- building empty except critical facility staff and critical maintenance, day to day review but being very cautious so everyone working from home as possible

SI - closed on the 14th, worked to arrange inventory, extra cleaning high touch areas, arranged backup contractors if needed to do backup cleaning

- essential staff: security, maintenance and custodial, some of the other departments required to protect artifacts and research center operations.
- priority has been the safety of staff and contractors so majority doing telework, allowed administrative leave options for hand-on workers,
- follow strict protocols, stood up operations response group that coordinated all COVID protocols and respond to employee exposures, identified actions to be required by housekeeping.
- continued with construction projects and contractors,
- control access at single location for each location now,
- suspended mail operations last week but have special response for critical mail. they pickup and hold incoming mail with about 30% of staff working

NGA - deferring major pm,

- cleaning crews doing active use areas then sanitizing portions of the building
- people who can work remote do, others getting administrative pay and they are on a call list if needed,
- only one entry point, require permission for access (on the list)
- formed incident team with daily teleconference.
- had one employee test positive and they removed them from rotation list.
- mail normally goes to off-site warehouse, limited mail to gallery normally and that is further reduced.

#### Boston MFA - stopped all construction

- essential personnel list was large in beginning but now much smaller in lockdown mode, most people working from home,
- one watch engineer and stationary engineer per shift. have in-house staff called in as nec.
- cleaning staff has been reducing, now just one shift and they have reduced the travel paths being used to minimize cleaning,
- one person from collection care comes in and gathers things that others need, does tasks required by conservation card,
- reduced FM activities to save money,
- have disaster preparedness plan and they are asking people to document how they are actually working to update that.

#### US Holocaust Museum - similar, to others

- closed up areas so only cleaning the areas actively being used.
- mail once every 2 weeks, allowance for checks that need to be cut or gifts with permission of director

#### Winterthur - housekeeping staff looking for hazard pay

- staff is not complying with desire to limit use to designated bathrooms
- construction projects continue (roof project),
- facility staff working, some collections staff, security,
- mail operations is based in an on-site federal post office which still operates but no longer open to the public

#### FSL - CFO, head of security, head of operations are essential, have split into a rotation to provide executive leadership, all external visits need to be approved,

- DC's directive used for essential personal: security staff, FM staffs 12 hour shifts, max of 2 on site, no closer than 6 feet,
- 3 full time housekeepers, cleaning offices not occupied 1x week, occupied offices cleaned every other hour.
- most staff not on site and any not able to work remotely are currently on administrative leave.
- evaluating incentive pay for essential personnel (on-site).
- contractors permitted only for construction projects (and also IT contractor who is essential but works from home.)
- no formal plan for staff who tests positive, staff from risk areas self-quarantined.
- access to building has to fall within requirements per order from mayor.
- trying to push their asbestos abatement projects while limited # people on site.

#### Art Institute - have high pressure steam so full facility staff, setup in 2 different areas, Tom also has license and staying away as a contingency person, also have arranged for contractor if needed.

- allowed staff to come in on 23rd pre-closing,
- now housekeeping is cleaning building, have contractors as backup, once deep cleaning, sealed and marked, will re-do 2 weeks before reopen,

- all off-site staff being paid, on-site staff paid time and 1/2 half - to be re-evaluated,
- no contractors on site.
- facilities working on backlog, updating LEDs, other PMs, wearing gloves and respirators and social distancing as possible.

Clark Art - similar to the others,

- trying to limit # people in the building, tracking those who are onsite
- directors team meeting 3x week, response team meeting regularly
- planned on bringing staff back April 7 but depends on governor order, will allow people to continue to work from home if they can
- facility staff put into 2 teams and rotate every two weeks
- had a emergency plan but now documenting what they are actually doing to improve it.
- 2 mail people rotate every 2 weeks and filter mail for important mail
- shut down to contractors
- have high activity of neighborhood on their outdoor trails who seem to practice social distancing
- intent to use 10' social distance on-site,
- FM staff been doing OSHA 30 training, also updating their procedures for all equipment
- everyone being paid.

Carnegie - split their skilled crews into 2 per day + lead on team A and B, 12 hour shifts scheduled for 2 week rotations

- they are going to furlow some staff,
- have high pressure steam so staff required on-site
- mail room 3 hours/day and senior staff picks up their respective mail from mail room
- Security has list of essential staff and only these allowed into the building
- critical construction projects continue, all regular inspections.
- had misting machines for high touch areas and continue to use (ok on supplies, QT3 product - microbial agent?)

Ingenium - closed end of 13<sup>th</sup> like all CA Gov organizations, health and safety is priority

- mail coming in is held by Canada post, incoming shipping just being held at receiving area
- 90% contractors on direct deposit and finance making arrangements with others
- cleaning staff did a deep clean until last week and now minimal staff, cleaning control rooms and restrooms, security areas
- skeleton staff on -site, facility staff not in contact with other staff - rotating inspections about 1/2 day per site (3 sites)
- using their plan from SARS and major contractors provided written plans, working reduced hours for staff

Nancy – reminded all of IAMFA COVID info on website, especially information about cleaning schedules. Also there is a newly prepared procedure on response to positive test for staff that others may find helpful

CA History/War - implemented the go dark principle at unoccupied areas of building because virus has limited shelf life on inert surface.

- will do deep clean of those areas prior to reopening building.

Phila Art - similar approach to others

- limited staff,
- taking care of some deferred maintenance and will go to reduced staffing in April, limited access list and one access point
- still have service contracts such as pest and elevator maintenance but on reduced frequency
- most of staff is doing telework if they can
- receive mail daily and pick PO box weekly, on Thursday the executives and finance come in and go thru mail.
- construction contractor (major renovation) has hired a medic to check staff prior to work.

Question: anyone paying hazard pay? (Art Institute has time+half for on-site staff)

Question: optics of cleaning vs shelf-life of virus and waiting to save \$,

Question: anyone use UV light wands for cleaning?

Philadelphia art had UV lighting put into new air handlers (and happy about that decision now)