



## REOPENING MUSEUM GROUNDS

These are the notes from a discussion on this topic on open town hall web call hosted by Facility Issues April 30, 2020. (53 connections to the call)

Example: Winterthur is planning their Phase 1 Reopen because access to the grounds is highly valued by their members and is normally available 365 days/year. John Castle reviewed some of the things they are planning as part of their grounds opening such as having people park in every-other space and many of the items below.

### Draft Checklist of Issues for Your Organization to Consider

#### Prerequisites

1. Lifting of any state/local government ban on opening grounds
2. Willingness of your organization to re-open
3. Readiness per following items of this checklist

#### Staff Readiness

Posts/positions to staff? Access control, visitor check (normal staffing or supplemented?)

Volunteer or assigned to posts?

Scheduling and rotations; Cleaning practice for shift change

Requirements for reporting for work

Temperature

Health survey

Completion of "training" – developed by organization (who?)

Entry and exit procedures – suggest staggered times so no queue of employees

What will be required PPE for each post?

#### Work Environment (for those supporting the re-opened grounds)

System to mark used workspaces so cleaning staff knows

Designate break areas and areas for staff use

Common area practices

Social distancing

Closed areas (Cafes, small meeting rooms)

Room limits (break rooms, rest rooms)

Use of elevators

### **Facility Readiness and Operating Practices**

Normal facility preparation for re-opening

- Check HVAC systems

- Flush water systems

- Clean out break areas, coffee stations, fountains, ice machines

Provide Cleaning stations

- At key locations

- In restrooms

- By touch points

- (tip: provide small box of Kleenex at touch points - and trash cans)

Install sneeze guards for staffed posts (tip: if plexy not viable, use shrink wrap for temp measure)

Restroom options - touchless fixtures, hands free doors

How to mark capacity if restroom is more than one person/family group?

Special site preparation

- Sanitizing and cleaning staff areas (changes in schedule and activities?)

- Sanitizing and cleaning public areas (changes in schedule and activities?)

Response to Staff Exposure Event – have a procedure

### **Public Protocols – Communications to the community**

Notifications about being open

Need coordination with EMT services?

### **Public Environment**

Special signage:

- On site "behavior" guidelines: PPE, social distance, touching displays

- (Do you allow pets?)

- One-way signage? Spacing markers?

- How to monitor and enforce guidelines - problematic

- Mark off areas that are off-limits (e.g. children garden or play areas) (one option: added "sorry not working today" signs on outdoor exhibits)

- Put flagging tape on furniture or remove them

Special measures:

- Limited hours to allow for maintenance/cleaning

- Limited access points with spacing markers for queuing

- All public or Members only?

- Touchless system for access control and member signup (payment)

- Limiting # visitors based on ground capacity?

- Screening visitors with questionnaire / temperature?

- Provision of PPE?

- Waste management

- Monitor use levels – wear and tear

- Special cleaning of any touch points?

## **Other Issues and Discussion**

### ***How to provide stand-off distance for staff comfort?***

How can ground staff designate 6' zone for public to stay away from them?  
Mini-cones, hand sign?

This will be bigger issue with indoor staff.

Using tape on ground at bag check points for 6' standoff.

What are our colleagues in Asia doing (who may have reopened)?  
(We will reach out to contact in Hong Kong and Australia)

Mark DeMairo provided this: <https://cimam.org/news-archive/precautions-museums-during-covid-19-pandemic/>

### ***Anyone have info on portable hand washing stations for parks/grounds?***

Shani Krevsky provided this: They are not beautiful but were readily available. <https://www.rentnational.com/portable-toilets/ada-hand-wash-station/>

Other options are portable sinks for the food service and school furniture industries. The challenge is to find one that is access compliant but groups with shops in-house could probably make some things quickly modeled on this idea.

<https://www.globalindustrial.com/p/plumbing/sinks/portable-sinks/clean-hands-helper-portable-sink-38-counter-stainless-steel-sink>

Other comment: We're looking to source freestanding hand sanitizer stations and they are in short supply. Refills of soaps and sanitizers for proprietary systems may be difficult to obtain as well

### ***Follow up Items:***

- More info on the source of the metrics for visitor reactions and what they are desiring/or looking for from a facility.

## Next town hall: May 5 – Bringing Back Staff/Contractors

Some of today's discussion in advance of the next call:

### ***Anyone feeling pressure to hire outside company to come in and do additional cleaning?***

Cleaning has continued right along so not seeing a need.

Using the opportunity to do some additional cleaning during period of low visitation and staffing levels.

Smithsonian looking at how to (visibly) pre-position building service team for response to keep high level of comfort?

### ***Is there liability if employees do not feel comfortable coming back to work?***

Best practice at other organizations is if they wish to continue working remotely and can effectively perform their duties then they should continue that. (This is more the subject for next week's call.)

Some questions in chat in advance of next call:

- What is consensus on taking temperatures for guests and turning people away who indicate fever?
- what about elevators
- How are people considering managing staff kitchenettes/break rooms/lunch rooms in terms of social distancing? Is anyone considering closing these staff amenities?
- I'd like to know about the kitchenettes/break rooms as well...anyone reducing seating in these spaces
- We are repurposing event rental spaces and theater spaces, as staff breakrooms lunch areas where we can spread tables out.
- Employees with health pre-condition (Diabetic, asthma...) to be accommodated or not come to work.
- Martin Lotz provided this: <https://www.ifma.org/know-base/coronavirus-preparedness-resource-center>