

# REACH Museum COVID-19 Safety Plan



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## INTRODUCTION

This plan is available at the following locations for inspection by state and local authorities: REACH Museum website [www.visitthereach.org](http://www.visitthereach.org) or at 1943 Columbia Park Trail, Richland, WA.

Museums are permitted to operate, provided all requirements are met. The museum must adopt a written procedure for operation that is at least as strict as the procedures below and complies with all safety and health requirements.

### Phase 1

- Private rentals/tours for individual households of no more than 6 people permitted maximum for the entire facility. General admissions prohibited.
- No events allowed.

### Phase 2

- Museums may operate exhibit and galleries; total capacity is limited to 25 percent. Individual rooms shall be monitored periodically to ensure they are not above 25 percent capacity.

<b>Room</b>	<b>Phase 2</b>	<b>Phase 3</b>
Gallery I	45	TBD
Gallery II	26	TBD
Multipurpose Room	18	TBD
Entry Hall	60	TBD
Gallery 1 Theater	6	TBD
Museum Store	6	TBD
Rotating Gallery	8	TBD

### All Phases

- Mask use required at all times.
- Restaurants and shops must adhere to required guidelines for food service and retail for the phase that their respective region is in.
- Utilize on-line or phone reservation systems with timed ticketing if possible to allow pre-pay and to limit interactions. In the absence of time ticketing use staggered entry to control capacity limits.
- Install signage to discourage group congregation, or to limit numbers of people in certain areas.

Employers must ensure social distancing for employees and visitors, frequent and adequate employee handwashing, and that sick employees stay home. Employers must also provide basic workplace hazard education about coronavirus and how to prevent transmission in the language best understood by the employee.

If employees have safety concerns they should immediately address their concerns with their direct department manager and/or Human Resources.

This plan is a living document and the guidance is based on data retrieved during development. The guidance within this document will continue to be monitored and the REACH will respond to any updates required by local, state or federal authorities. This plan will remain in effect until further notice which will be determined based upon local, state, and federal guidelines.

## BACKGROUND & PURPOSE

The COVID-19 worldwide pandemic has required that additional protective measures be taken to ensure the health and safety of the REACH Museum employees, volunteers and visitors. This policy will set general program guidelines that prescribe physical and procedural practices developed to maintain a safe working environment. Success of this program relies heavily on sound health practices on the part of all employees.

## ROLES & RESPONSIBILITIES

All REACH Museum employees are tasked with maintaining a clean workplace. This includes regular disinfecting of any assigned workspace, appropriate use of Personal Protective Equipment (PPE), and following personal hygiene practices prescribed by the Center for Disease Control (CDC), to include frequent hand washing and social distancing as outlined in this plan. Employees will be responsible for requesting additional PPE when needed.

All managers will adhere to the plan and ensure that employees under their direction follow items outlined in this plan in a reasonable and consistent manner.

REACH staff will work together to develop and implement procedures and processes to ensure the wellness and safety of employees, volunteers, and visitors. Facility and operations management will manage PPE, supplies, logistics, social distancing protocols, and communications to employees.

All volunteers are required to follow the same requirements as employees. Volunteers are encouraged to contact their staff liaison with any questions or concerns.

The health and safety of the people who use the building is a shared responsibility. Each employee is also encouraged to bring forth suggestions or safety concerns for consideration and inclusion to the plan.

It is important for employees to be responsible and comply with any state or local stay-at-home and social distancing orders to protect themselves and minimize potential exposure to their co-workers.

## COVID-19 SAFETY TRAINING

All employees and volunteers are required to receive training on the following:

- Phased Reopening Plan requirements.
- Information on how to use and clean cloth face coverings.

- The signs, symptoms, and risk factors associated with COVID-19 illness.
- Prevention as it relates to the spread of the coronavirus at work; including steps being taken in the workplace to establish social distancing, frequent handwashing, and other precautions.
- The importance of hand washing and how to effectively wash hands with soap and water for at least twenty (20) seconds.
- Proper respiratory etiquette, including covering coughs and sneezes and not touching eyes, noses, or mouths with unwashed hands or gloves.

The REACH will also:

- Regularly communicate important safety messages and updates.
- Post readable signs prominently throughout the worksite with messages about social distancing, frequent hand washing, required PPE, respiratory etiquette, and illness reporting.
- Post relevant information from DOSH, Occupational Safety and Health Administration (OSHA), local and state health departments, the Centers for Disease Control and Prevention, and other similar COVID-19 authorities.
- Provide ways for workers to express any concerns and ideas to improve safety.
- Include topics such as worksite policies, sanitation requirements, social distancing protocols and preventing transmission of COVID-19 in discussion during regular weekly staff meetings.

In the circumstance where an employee has either been potentially exposed or tests positive for COVID-19, the REACH will maintain confidentiality as required by the Americans with Disabilities Act (ADA). The REACH will be required to follow CDC and Local Public Health Recommendations for Community-Related Exposure.

### SYMPTOM MONITORING

All employees are required to self-monitor for signs and symptoms of COVID-19 and report any concerns to their supervisor. Employees are required to contact their manager and either stay home or go home if they feel or appear sick or have any of the coronavirus symptoms. The REACH recognizes that employees with ill family members may need to stay home and care for them as well. If options are available, employees are encouraged to work together with their manager to seek potential telework arrangements.

According to the Centers for Disease Control and Prevention (CDC), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. CDC reports people with the following symptoms may have COVID-19: Cough

- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Any person with symptoms of COVID-19 or who is a close contact of someone with confirmed COVID-19 should not be allowed to enter the facility and should contact his or her primary care provider or other appropriate health-care professional and follow DOH and local public health isolation and quarantine guidance. People with underlying health conditions should consult with their medical provider regarding participation in high risk activities.

Have you been in close contact with a confirmed or presumptive case of COVID-19?

- Within 6 feet (for more than 10 minutes)
- In a confined space (car, small room, bedroom, shared office, etc.)
- Had direct contact with secretions (been coughed or sneezed upon, etc.)

Visitor Log:

Customers are not required to provide a business with contact information, and businesses should not condition service on a customer's unwillingness to do so. Business are obligated to maintain a customer log of those who voluntarily provide their information. The purpose of the log is to notify individuals if they have been exposed to COVID-19. This information will not be used for any other purpose. If the list is not used within 30 days, it will be destroyed.

The health and safety of the REACH's workforce is priority. The REACH has the right to refuse service and access to the facility to anyone who appears ill or who refuses to follow safety protocols.

#### HIGH-RISK POPULATION

If an employee is in a high-risk group and would like to request a reasonable accommodation, please contact Human Resources. Each employee's individual circumstances will be evaluated based on the needs of the employee and the REACH.

#### PPE UTILIZATION

Masks required for staff, volunteers and visitors at all times.

It is the employee's responsibility to inform their supervisor or designee that PPE supplies are running low and additional supplies are needed.

Face coverings (cloth masks, disposable masks, scarves and bandanas) covering mouth, nose and chin, are required to be worn by employees when leaving all personal workspaces, such as offices and cubicles as a best practice measure to prevent the wearer from transmitting droplets from coughs and sneezes. Face coverings are required except when working alone in a room, vehicle, on jobsite.

If employees are unable to wear a cloth face covering for medical reasons, they should contact Human Resources for possible alternatives.

Employees not using PPE properly or adhering to cloth face covering requirements and safety guidelines may be subject to disciplinary action. Disposable masks will be made available to employees and volunteers.

#### ADDED SAFETY MEASURES

Employees have been supplied with disposable face coverings, sanitizing wipes, facial tissue and hand sanitizer at individual workstations and in common areas. Gloves for individual workspaces can be made available upon request. Employees can request any additional PPE and/or replacement items through their manager.

Adding wall-mounted hand sanitizer dispensers at the entrances to public restroom exterior doors. Increased signage and floor markings have been added in our building to remind employees to maintain a 6-foot distance or discourage gathering in individual workspaces.

#### MANDATORY SOCIAL DISTANCING

Employers are required to maintain the six-foot physical distancing requirements for employees and visitors; adopt other prevention measures such as barriers to block sneezes and coughs when physical distancing is not possible for a particular job task; provide services while limiting close interactions with visitors.

If a member of the public has an appointment with a staff member, visitor services staff will contact the staff member directly for entry.

Gatherings of any size, any time two or more persons must meet, ensure there is a minimum 6-foot separation and utilization of face coverings.

The REACH will post notices for walk-up guests regarding access to the facilities. The notices must include the phone number that the public should call to determine availability and access of services.

Department managers will work together to establish work groups, which will be asked to adhere to their work schedule, consisting of either working in the office, teleworking, or a combination of both. This will also limit the number of workstations in use at any given time.

Casual visiting or social gathering at cubicles, workstations, hallways, etc. is not acceptable. Visual cues will be placed in all workspaces to remind employees to maintain at least six feet of social distancing, such as markings on floors and reminder posters.

Smaller enclosed office spaces or cubicles are only to be occupied by workers assigned to those office spaces. Shared offices areas shall only be occupied by workers assigned to those office spaces. Larger offices with additional tables and chairs, must be spaced more than six (6) feet apart, which can be cleaned before and after each use, and can be utilized for one-on-one meetings on a limited basis for short periods of time. Employees should avoid using other employee's phones, desks, offices and/or other work tools and equipment, whenever possible.



Limited access to meeting rooms and must be scheduled in advanced to avoid potential conflicts (priority will be based upon business needs). Please adhere to your scheduled meeting start and ending times. Meetings must be scheduled at least 30 minutes apart so proper cleaning can be conducted between each meeting. Plan ahead: all tables, chairs, doorknobs, and any other frequently touched areas must be properly cleaned before and after each meeting by the staff member(s) responsible for organizing the meeting and attendees. Gloves, sanitizing wipes, and trash bins will be supplied in all meeting rooms for this purpose. If staff members notice the supplies are getting low, they are required to notify the manager after their meeting. Meeting rooms will also be cleaned by custodial staff on normally scheduled cleaning days.

Congregation in the lunchroom and kitchen areas are strongly discouraged. Plan ahead: bring bottled drinks, lunches in coolers, or other items that limit access to these areas. If employees choose to use items like the microwave or coffee pots, it is the responsibility of each employee to clean the items before and after usage. Gloves, sanitation wipes, and trash bins will be provided in these areas; discard after a single use.

Bathrooms will be cleaned regularly. Visual cues will be placed in all bathroom spaces to remind employees and volunteers to maintain at least six (6) feet of social distancing and proper handwashing techniques.

Use of the copy center area should be limited to avoid multiple people gathering in these areas. When using these areas and equipment, it is the responsibility of each employee to clean the items before and after each use in these areas. Sanitation wipes, and trash bins will be provided in these areas.

Shared computers or workstation usage of these areas should be scheduled in advance with at least thirty (30) minutes between usage when possible to avoid interactions and to ensure the space is cleaned. If thirty (30) minutes is not possible, employees are required to wear masks in these areas. When using these areas and equipment, it is each employee's responsibility to clean before and after each use. Plan ahead: all counters, desk areas, chairs, keyboards, mouse, and any other frequently touched areas must be properly cleaned before and after each use by the staff member(s) responsible for utilizing the space.

The water fountain will be shut off, employees and volunteers are encouraged to bring bottled water. Bottled water will be offered for purchase to guests in the museum store. No food or drink allowed in the Galleries. No food service at the museum.

Social distancing will be enforced using a variety of measures, depending upon the facility size and attendance. As appropriate, these measures may include:

- Timed ticketing or staggered entry.
- One-way paths through galleries to regulate visitor flow.
- Identifying, controlling, and limiting "choke points" in our facility where staff and visitors may come into close proximity.
- Placing staff or volunteers in galleries and other spaces to enforce social distancing of visitors.
- Allowing only one social grouping of visitors entrance at a time
- Placing visual cues on floors for 6 foot spacing where visitors may be required to stand in line.

## HYGIENE

Handwashing is available in employee restroom and kitchen so employees can wash their hands frequently with soap and warm running water. Employees are required to wash their hands frequently and effectively when they arrive at work, leave their workstations for breaks, use the bathroom, before and after they eat or drink, after coughing, sneezing or blowing their nose, and after touching any surfaces suspected of being contaminated. Proper handwashing techniques will be posted in each area. If soap and water are unavailable, employees and volunteers are required to use hand sanitizer that is available throughout the museum. You can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Tissues are available at each workstation and in common areas. Employees are asked to use tissues when coughing and sneezing, and immediately disposing of the tissue after a single use, followed by hand sanitizing.

## SANITATION

The REACH has established a housekeeping schedule that addresses regular, frequent, and periodic cleaning with an emphasis on frequent cleaning and sanitizing of commonly touched surfaces. Custodial staff have been provided guidance of what and how often common areas need to be cleaned and/or disinfected following the cleaning guidelines set by the CDC. Restrooms are cleaned and appropriately disinfected by janitorial during their scheduled service. It is also the responsibility of each employee to be respectful of others and maintain a clean working environment.

Sanitation Protocols – Every 1 – 2 hours depending on visitation
Disinfectant – cleaners / wipes / spray
All door handles & windows
Drawers in the galleries
Push buttons
Touch screens
All countertops in the museum
All surfaces and railings in the galleries
Restrooms – all sinks/faucets, counters, toilets, restroom doors and dispensers
Proper hand washing and hygiene protocol signs in the restrooms and in the galleries
Hand sanitizer stations located at the gallery entrance and at admissions
Tissues available at admissions

Maintenance log displayed in the restroom with list of duties, day and time last completed.

Employee workspace is the responsibility of each employee to clean and disinfect their own personal workspace on a daily basis upon arrival and before exiting for the day. This includes, but is not limited to desktops, tables, countertops, handles, doorknobs, light switches, and desks. Be sure to also clean electronics, such as tablets, touch screens, keyboards, remote controls, phones, and other frequently touched office machines in your workspace using the sanitizing wipes provided and allow surfaces to dry.

## VENTILATION

Ventilation is important to have good indoor air quality. Ensure that ventilation systems operate properly. Increase air circulation and ventilation as much as possible by opening windows and doors. Offer more outside time, open windows often and adjust mechanical ventilation systems to bring in as much outside air as possible.

## INCIDENT REPORTING

If an employee has either been exposed or potentially exposed at work, the employee must notify their manager by phone immediately.

If the REACH is informed by an employee that they have either been exposed or potentially exposed outside of work (by a family member or friend), the employee should stay home and report this to their manager.

In either case, the REACH will inform potentially affected employees as soon as possible. It is important that managers have relevant employee contact information available should the need for contact tracing arise.

## LOCATION DISINFECTION PROCEDURES

Once the REACH has been notified that an employee is sick with COVID-19 symptoms, the area(s) where the employee was working will immediately be closed off to others and Facility staff will follow the proper cleaning and disinfecting procedures as outlined by the CDC. Employees working near the area, or that were in close contact of the ill worker, will be notified and may be asked to work from home until operations can safely continue.

Facility staff will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and machines.

Once area has been appropriately disinfected, it can be opened for use.

Employees without close contact with the person who is sick can return to work immediately after disinfection.

If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection procedures.

## EXPOSURE RESPONSE PROCEDURES

It is important for employees to stay home and immediately inform their manager and/or Human Resources if they have a potential exposure, actual exposure, if they are experiencing symptoms or have a confirmed case of COVID-19.

Employees who have been exposed or potentially exposed have the right to confidentiality to the highest extent possible. Managers will be conscientious about employee's medical situations and only share information on a need to know basis. If there are questions or concerns surrounding confidentiality, please contact Human Resources.

Understanding Isolation v. Quarantine: Isolation and quarantine are public health practices used to protect the public by preventing exposure to people who have or may have a contagious disease.

**Isolation** - separates sick people with a contagious disease from people who are not sick.

**Quarantine** - separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms.

CDC guidelines explain that employees may have been exposed if they were in "close contact" of someone who is infected, which is defined as being within approximately six (6) feet of a person with COVID-19 for a prolonged period of time.

- Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate.
- Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.
- All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their manager and stay home.
- Well employee with sick family member(s) should stay home, notify their manager.

If an employee is sick, they cannot return to work until the following criteria has been met:

- You have had no fever for at least 24 hours (that is one full days of no fever **without** the use of medicine that reduces fevers – below 100.4; and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- **People with COVID-19 who have stayed home (home isolated)** at least 10 days have passed since your symptoms first appeared.

Leave options depending on individual situations, employees should talk with Human Resources to discuss their eligibility and available options for the following types of leave:

- Employer Paid Sick Leave/Paid Vacation
- Employer Paid Floating Holidays
- Employer Shared Sick Leave
- WA State Paid Family & Medical Leave (PFML)
- Federal Family & Medical Leave Act (FMLA)

- Industrial Insurance (L&I)
- Unemployment Insurance
- FFCRA – Public Health Emergency Leave (PHEL/FMLA)
- FFCRA – Emergency Paid Sick Leave (EPSL)

## SIGNAGE & PRACTICES

Ensure the following:

1. Mark the floor to indicate physical distancing protocols where individuals congregate or line up for services. Follow all physical distancing protocols and marked areas where individuals congregate or line up for services.
2. Post signage on Gallery 1 & 2 doors, theater, multipurpose room, entry hall, rotating gallery, and museum store to identify maximum occupancy throughout. Follow guidelines and signage for conference room maximum occupancy and physical distancing inside conference room. Meeting organizers responsible for cleaning pre and post meeting. **Face coverings must be worn at all times.**
3. Mark the conference room tables and/or chairs to indicate physical distancing seating and, if possible, remove chairs from conference rooms to increase physical distancing.
4. Follow all listed guidelines for hand hygiene in throughout the museum and offices.
5. Discourage employees from using other employee's phones, desks, offices, or other worktools and equipment, when possible. If necessary, clean and disinfect them before and after use.
6. Continue videoconferencing or teleconferencing when possible for work related meetings or gatherings. When this is not possible, hold meetings in open, well-ventilated spaces.
7. Ensure health screenings are done every day and promptly when they arrive to work prior to arriving at workstation.
8. Abide by face cover policy and use gentle reminders to staff and community encouraging them to wear their face cover outside of their workspace.



## REACH Museum COVID-19 Safety Plan

### Acknowledgment

This acknowledgment is intended as written documentation of employee and volunteer receipt of the REACH Museum COVID-19 Safety Plan, policies and protocols regarding the mitigation efforts implemented to comply with public health orders and to reduce the risk of exposure to COVID-19 in the workplace.

This plan is a living document and the guidance is based on data reported during development. The guidance within this document will continue to be monitored and the REACH will respond to any updates required by local, state or federal authorities. This plan will remain in effect until further notice that will be determined based upon local, state and federal guidelines.

By signing, you acknowledge that:

- I have received a copy of the REACH Museum COVID-19 Safety Plan and agree to follow the plan.
- I realize it is my responsibility to read and become familiar with this document and its contents.

Employee / Volunteer Name (Printed): \_\_\_\_\_

Employee's / Volunteer's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_