# COVID-19 INDUSTRY GUIDANCE:

## Outdoor Museums and Galleries

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# OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by employees (where respiratory protection is not required) and customers/clients/visitors,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

# PURPOSE

This document provides guidance for outdoor museums, open air galleries, botanical gardens, and other outdoor exhibition spaces to support a safe, clean environment for workers.

> **NOTE:** This guidance is not intended for zoos, amusement parks, or indoor gallery and museum spaces. Each of those types of establishments should remain closed until they are allowed to resume modified or full operation through a specific reopening order and guidance. Outdoor museums and galleries with indoor exhibits, gift shops, cafes, restaurants, convention space, etc. should keep those areas closed until each of those types of establishments is allowed to resume

modified or full operation. Employers should refer to appropriate [guidelines](#) for retail, restaurants, etc., as they become available.

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA.[1] Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more comprehensive guidance on their [Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage](#). CDC has additional requirements in their [guidance](#) for businesses and employers.

# Workplace Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each location to implement the plan.

- Identify contact information for the local health department where the operation is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the location for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

# Topics for Employee and Volunteer Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks, using CDC guidelines.

- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.

- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

- Proper use of face coverings, including:

  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).

  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.

  o Employees should wash or sanitize hands before and after using or adjusting face coverings.

  o Avoid touching the eyes, nose, and mouth.

  o Face coverings should be washed after each shift.

- Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.

- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.

# Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers (including docents, interns, volunteers, etc.) at the beginning of their shift. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

- If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC

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guidelines, as described in the Topics for Employee Training section above.

- Encourage workers, volunteers, and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.

- Employers should provide and ensure workers and volunteers use all required protective equipment including face coverings and gloves where necessary.

- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

- Face coverings are strongly recommended when employees are in the vicinity of others. Workers and volunteers should have face coverings available and wear them when in shared work areas, such as offices and other areas on the property. Face coverings must not be shared.

- Outdoor museum and gallery operators must take reasonable measures including posting signage in strategic and highly-visible locations to remind visitors that they should use face coverings during their visit.

# Cleaning and Disinfecting Protocols

- Frequently disinfect commonly touched surfaces such as grab bars, railings, placards, light switches, door handles, etc.

- Clean outdoor surfaces made of plastic or metal. Do not spray disinfectant on playgrounds, wooden surfaces, or sidewalks, as recommended by the CDC.

- Perform thorough cleaning of any indoor work areas that employees must use or occupy in order to maintain operations of outdoor exhibits. This should include high traffic areas and shared workspaces (offices, meeting rooms, break rooms, etc.), and areas of ingress and egress (handrails, stairways, elevator controls, etc.)

- Avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. Never share PPE.

- Where such items must be shared, disinfect with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, terminals, ATM PIN pads, staplers, staple removers, letter openers, surfaces in reception areas,

shared work stations, audio and video equipment (microphones, microphone stands, mixer boards, TV monitors), walkie talkies, etc.

- Instruct employees to wipe down and disinfect equipment that passes between employees and customers/visitors such as pens, reusable maps, etc.

- Provide disposable or single-use maps, pamphlets, guides, etc. to customers/visitors and make these available digitally so that customers/visitors can view on a personal electronic device, if possible. If single-use items cannot be provided, properly disinfect reusable ones before and after customer use.

- Discontinue the use of audio headsets and other equipment lent to customers/visitors unless they can be properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.

- Equip workplace terminals with proper sanitation products, including hand sanitizer and sanitizing wipes.

- Ensure that sanitary facilities for employees and guests stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide hand sanitizer for visitors where possible at high traffic areas such as entrances.

- Install and encourage the use of hands-free devices, if possible, including motion sensor lights and automatic soap and paper towel dispensers.

- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties.

- Modify hours, if necessary, to ensure regular, thorough cleaning of workspaces, as appropriate. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.
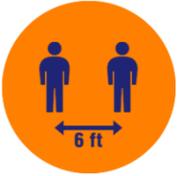
# Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers and customers/visitors and between customers waiting in lines. This can include use of physical partitions, Plexiglas barriers, or visual cues (e.g., floor markings or signs to indicate to where employees and customers/visitors should stand).

- Designate separate routes for entry and exit into outdoor exhibits, galleries, and indoor employee workspaces to help maintain physical distancing and lessen the instances of people closely passing each other, if possible. Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees and guests from passing by one another.

- Display signage at entrances, waiting areas, and throughout outdoor gallery and museum spaces to remind people of physical distancing and face coverings usage at every opportunity. Dedicate staff to direct guests at high traffic and bottleneck areas to avoid congregating.

- Adjust maximum occupancy rules to limit the number of people at outdoor museums and galleries as appropriate to support physical distancing.

- Consider implementing timed and/or advanced reservation ticketing systems to stagger patron visits and help maintain physical distances.

- Limit visitor group size to six or fewer. People from the same household do not need to be six feet apart.

- Discontinue tours that combine individuals from different households into the same tour group. Tour guides must maintain at least six feet of physical distance from customers/visitors.

- Rearrange seating areas and/or remove seats to allow for a minimum of six feet of physical distance between customers/visitors. Post signage at shared, immovable seating (benches, etc.) to remind customers/visitors to physically distance from others outside their party.

- Close interactive exhibits, playgrounds, etc. where physical contact is necessary and customers or visitors may congregate.

- Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).

- Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g., staggering start/end times), establishing alternating days for on-site reporting, returning to workspaces in phases, or continued use of telework when feasible.

- Reconfigure office spaces, workstations, check-out counters, etc. to allow for at least six feet between employees while at their workstations.

- Reconfigure, restrict or close breakrooms and create alternative space for breaks where physical distancing is possible. Discourage employees from congregating in high traffic areas such as bathrooms and hallways. Limit the number of employees riding in an elevator and encourage the use of face coverings.

- Discourage employees and visitors from congregating in high traffic areas such as bathrooms and hallways.

- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

- Avoid sharing vehicles when traveling on the property. When employees or customers/visitors must travel together the use of face coverings is strongly recommended.

- Eliminate person-to-person contact for delivery of goods to worksites.

- Avoid touching others' pens and clipboards. If possible, install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs.

- Redesign parking lots to limit congregation points and ensure proper separation (e.g. every other space, contactless payment, etc.)

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