

# **Goodhue County Historical Society**

## **Covid -19 Preparedness Plan**

**2020**

### **Front desk protections and protocol for receiving exchanging payment**

1. Contactless payment will be used whenever possible. Goodhue County Historical Society will utilize an electronic fund-transfer service or credit-card payment method that allows the visitor to fully initiate and complete the payment transaction.
2. Installed barrier is located at the check-in and payment counter.

### **Protocol for visitors to prevent transmission**

1. Post signage at front door with messaging that all visitors are required to wear cloth face coverings or mask unless not recommended for health or physical ability reasons. Free masks are available at museum front desk. They are required to adhere to hygiene and social distancing instructions and the facility's 25 % occupancy limit.
2. Hand Sanitizing station placed in museum entrance. Post signage with messaging all visitors need to sanitizing their hands before entering museum.
3. Post signage throughout museum with message, Cloth face coverings are NOT a substitute for maintaining a physical distance of 6-feet from other people.
- 4.. Visitors will be advised of the added COVID-19 precautions that will be taken prior to arrival at the museum's websites, social media, pre-appointment phone calls and other outlets to educate visitors on the steps being taken for their protection and staff.
5. Signage throughout museum reminding patrons of protections and protocols, including social distancing, hand washing, and do not touch.

### **Communications and training practices and protocol**

1. All staff and volunteers will be trained regarding COVID-19 exposure, as well as applicable procedures, practices, and protocols.
2. The COVID-19 Business Preparedness Plan will be posted at the Goodhue County Historical Society workplace in readily accessible locations, and is shared with and reviewed by all staff and volunteers.

## **Workplace cleaning and disinfection protocols**

1. Establish a documented sanitation schedule and checklist, identifying surfaces/equipment to be sanitized, and the frequency at which sanitation occurs.
2. Frequently clean and disinfect all areas, such as offices, restrooms, common areas, shared electronic equipment.
3. Frequently clean and disinfect all high-touch items, such as doorknobs, countertops, barriers, railings, handles, and other surfaces.

## **Social distancing**

Workers must be at least six-feet apart

1. Maximize remote working from home when possible.
2. Stagger shifts and breaks.

## **Staff hygiene and source controls**

1. Goodhue County Historical Society will ensure workers and volunteers regularly wash their hands. Handwashing and/or hand-sanitizer facilities are readily available and will be appropriately stocked.
2. Post “hand-washing” and “cover your cough” signs.
4. Goodhue County Historical Society will require staff and volunteers wear face coverings (e.g. cloth face coverings or mask when in contact with visitors.
3. Goodhue County Historical Society will provide protective supplies, facemask coverings, gloves, disinfectant.
5. Goodhue County Historical will ensure supplies in restrooms are regularly monitored and continuously stocked.
7. Community drinking stations and water-fountains should not be available/used.
8. Food should not be shared communally.
9. Provide tissues for proper cough/sneeze etiquette and no-touch disposal bins.

## **Additional protections and protocol to limit face-to face interaction**

1. Evaluate activities that involve face-to-face interaction to determine if they can be done in an alternative way. Activities should not be permitted if adequate protective measures cannot be implemented.
2. Signage posted with Goodhue County Historical Society 25% occupancy limit.

## **Staff Health**

- Staff will maintain social distancing and practice good hygiene habits to prevent COVID-19.
- Staff and volunteers are required to wear facial coverings when in direct contact with any individuals in the building.
- Staff and volunteers will notify Director should they be experiencing COVID-19 like symptoms or having been in contact with a COVID-19 patient
- If a staff, member is diagnosed with Covid-19, all staff will quarantine and museum will close for cleaning.
- CDC symptoms include: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, Nausea or vomiting, diarrhea.