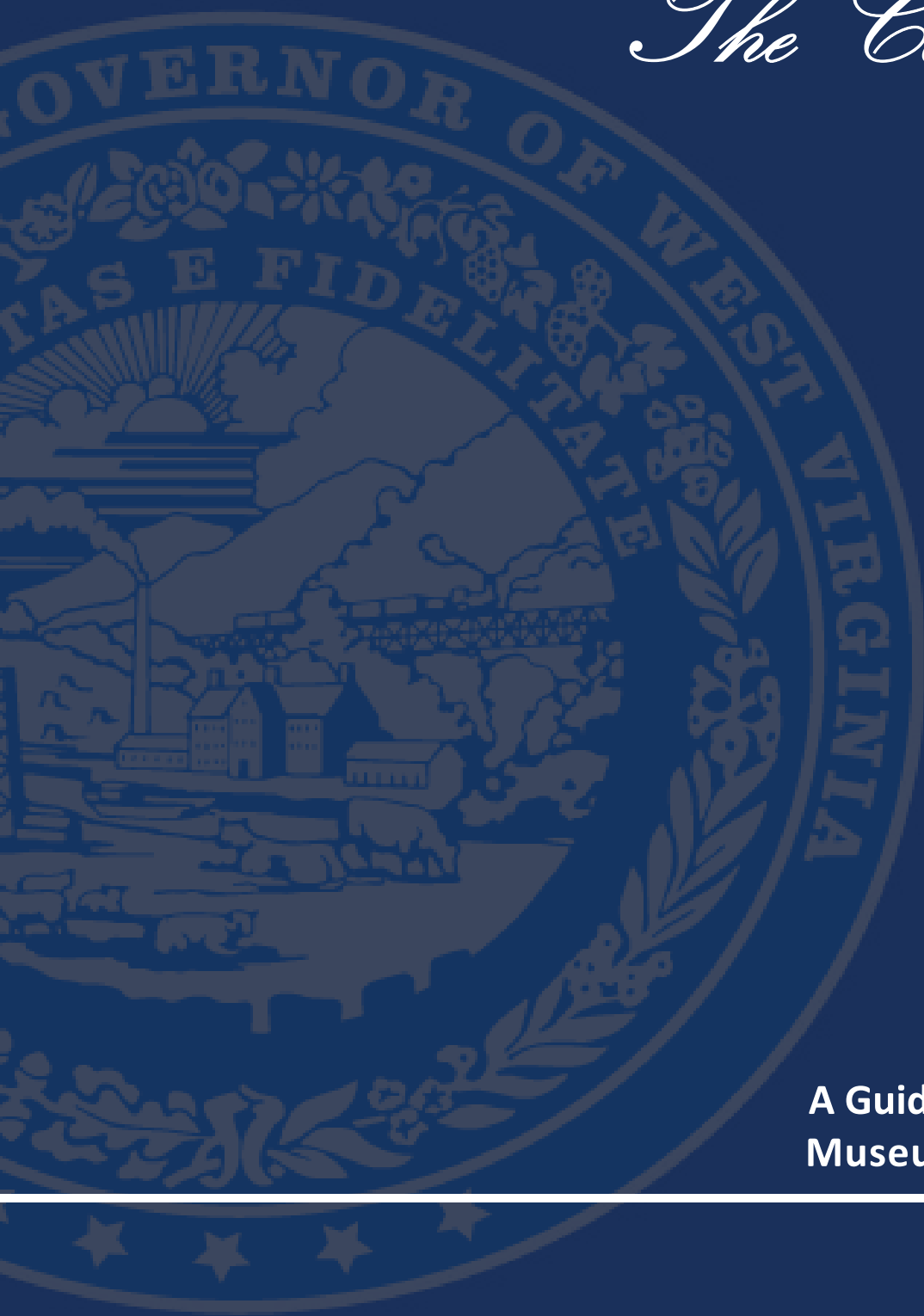


WEST VIRGINIA STRONG

The Comeback

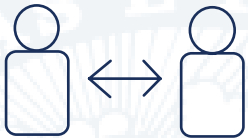


**A Guide to Safely Reopening
Museums & Visitor Centers**

Issued on May 19, 2020
Revised May 20, 2020

A Guide to Safely Reopening Museums & Visitor Centers

Under Gov. Justice's reopening plan, **West Virginia Strong — The Comeback**, museums and visitor centers are to be allowed to re-open. To do so, Gov. Justice has issued the following guidance to mitigate the exposure and spread of COVID-19 among employees and patrons. These guidelines, in addition to any and all relevant guidelines established by the West Virginia Department of Health and Human Resources as well as the Centers for Disease Control (CDC), will help West Virginians safely obtain the services provided by such businesses. Businesses are strongly encouraged to implement more stringent protocols as they see fit.



As your business reviews and implements these new measures, we encourage you to share and discuss them with your employees and your customers.

Please note: The following guidelines are being published in advance of Governor Justice's Executive Order — currently anticipated to be effective Tuesday, May 26, 2020 — that will allow for the re-opening of, among other things, museums and visitor centers in a limited capacity.

Failure to adhere to these guidelines may result in appropriate enforcement measures.

A GUIDE TO SAFELY REOPENING MUSEUMS & VISITOR CENTERS

OPERATIONAL SAFETY

- **Limit capacity:** Limit capacity of all indoor facilities to 50%.
- **Social distancing:** Both employees and patrons should avoid congregating and should practice social distancing wherever practical. Employees should minimize contact with patrons as practical.
- **Online ticket sales:** Where practical, implement an online ticket sales system to reduce congregation at ticket window.
- **Common areas:** Close public seating areas, play areas, and any other locations at which individuals may congregate.
- **No-touch displays:** Request that guests do not touch displays. Where practical, remove high-touch points such as brochure racks.
- **Digital materials:** Where practical, encourage visitors to use digital informational pieces in place of printed pieces.
- **Groups:** Cancel or restrict group visits, guided tours, public programs, and special or private events with groups of more than 25 until the Safer at Home Order is lifted.
- **Traffic flow:** Establish one-way flow through the museum, galleries or visitor centers, to facilitate social distancing.
- **Payment:** To the greatest extent possible, encourage customers to make cashless and/or contactless payments and ensure point of sale equipment is frequently sanitized.
- **Touch points:** Contact with doorknobs, switches, buttons, and any point of sale equipment should be limited to the maximum extent possible and frequently cleaned and sanitized. The number of touch points in the building should be reduced and limited to the maximum extent possible. The entrance/exit doors should be sanitized routinely.
- **Restrooms:** To the maximum extent practicable, limit the number of individuals in a restroom to ensure proper social distancing and ensure that frequently touched surfaces are appropriately disinfected (e.g., door knobs and handles that cannot be otherwise removed).
- **Cleaning:** Implement workplace cleaning and disinfection practices, according to CDC guidelines, with regular sanitization of common surfaces. Ensure that staffing and supplies available for such facilities is sufficient to enable enhanced sanitization and cleaning measures in accordance with appropriate CDC guidelines.

EMPLOYEE SAFETY

- **Plan:** Develop and implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices:
 - Prepare the building for reopening;
 - Prepare your employees for their return to work;
 - Control access points;
 - Reduce touch points to the maximum extent possible;
 - Increase cleaning frequency and the availability of hand sanitizer, and disinfectant wipes;
 - Establish an open line of communication with employees regarding safety;

A GUIDE TO SAFELY REOPENING MUSEUMS & VISITOR CENTERS

- **Screening:** Screen all employees reporting to work daily and all those who enter the building for COVID-19 symptoms with the following questions:
 - Temperature checks.
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath, or sore throat?
 - Have you had a fever in the last 48 hours?
 - Have you had new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
- **Sick employees:** Direct any employee or visitor who exhibits COVID-19 symptoms (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per CDC guidelines. Employers should maintain the confidentiality of any and all health information.
- **Tracing:** Develop and implement policies and procedures for employee contact tracing following employee with a positive COVID-19 test and inform the local health department of such positive test and tracing.
- **Training:** Train all employees on the importance and expectation of increased frequency of handwashing, the use of hand sanitizers with at least 60% alcohol, and provide clear instruction to avoid touching hands to face.
- **Monitor:** Monitor your employees for indicative symptoms and keep an open line of communication. Encourage workers to report any safety and health concerns to the employer.
- **Hygiene:** Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- **PPE:** Require employees to wear PPE when appropriate, with special considerations for those employees that come into contact with the general public.
- **Phase in:** If possible, return employees to work in phases and spread out shifts to reduce excessive or unnecessary interaction.
- **Telework:** Allow teleworking to the maximum extent possible, wherever possible (support and accounting staff).
- **At-risk individuals:** Consider special accommodations for employees that are members of a vulnerable population, like senior citizens or immunocompromised people, including encouraging teleworking to the maximum extent possible among other measures.
- **Cooperation:** Plan for potential COVID-19 cases and work with local health department officials when needed (i.e., monitor and trace COVID-19 cases, deep-clean facilities).

GUEST SAFETY & ADMISSION

- **Guest screening:** Guests are encouraged to self-screen for COVID-19 symptoms with the following questions:
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath, or sore throat?
 - Have you had a fever in the last 48 hours?
 - Have you had new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
 - Have you had a temperature over 100 degrees?

A GUIDE TO SAFELY REOPENING MUSEUMS & VISITOR CENTERS

- **No Admission:** Any guest who exhibits COVID-19 symptoms (i.e., answers yes to any of the screening questions or who is running a fever) will not be admitted, must leave the grounds immediately, and seek medical care and/or COVID-19 testing, per CDC guidelines.
- **Face coverings:** Guests should be encouraged to wear cloth or disposable cloth face coverings.
- **Social distancing:** Guests shall be advised to practice physical distancing by staying at least six (6) feet away from other visitors and following one-way traffic patterns.
- **Limit access:** Museums and visitor centers staff should monitor guest use of popular gathering spots. Use may need to be limited to avoid overcrowding and encourage proper social distancing.
- **Bring cleaners:** Guests should be encouraged to bring disinfecting cleaners and hand sanitizers for use throughout their visit.

COMMUNICATION WITH GUESTS

- **Online media:** Outfitters are encouraged to communicate new safety and social distancing measures to patrons through online mediums, including website, social media and email communication. Where applicable, questions from patrons are to be answered over the phone or through an online chat software to reduce face-to-face interaction.
- **Install barriers:** Where practicable, physical barriers such as partitions or plexiglass at cash registers or other areas of interaction.
- **Use technology:** Where practicable, use technological solutions to reduce person-to-person interaction for reservations and payment.
- **Signage:** Post extensive signage on health policies, including the following documents in the workplace to help educate all on COVID-19 best practices:
 - [CDC: Stop the Spread of Germs](#)
 - [CDC: COVID-19 Symptoms](#)

AMENITIES

- **Food & beverage services:** Onsite restaurants must follow Gov. Justice's most recent guidelines for restaurants.
 - [Click here to review restaurant guidelines.](#)
- **Meeting & conference spaces:** Onsite meeting and banquet arrangements shall allow for physical distancing between guests based on CDC recommendations. Note, that the 25-person limitation on purely social gatherings under the Governor's Safer-at-Home Order does not apply to group meetings, conferences, or other special events held for Essential Businesses and Operations, as defined by Executive Order 9-20, as amended; but such meetings, conferences, or other special events will need to plan for physical distancing between attendees based on CDC recommendations.
 - [Click here to view Safer at Home Order.](#)
- **Gift shops:** Onsite giftshops must follow Gov. Justice's most recent guidelines for specialty retail stores.
 - [Click here to view specialty retail guidelines.](#)