

COVID-19 General Checklist for Outdoor Museums and Galleries

July 2, 2020

This checklist is intended to help employers at outdoor museums and galleries, implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Outdoor Museums and Galleries](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).



Topics for Worker and Volunteer Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of face coverings, including information in the [CDPH guidance](#).

- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- Train any independent contractors, temporary or contract workers, and volunteers in these policies and ensure they have necessary PPE.



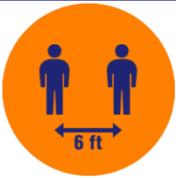
Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers, volunteers, and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide and ensure workers use and all necessary PPE.
- Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- Post signage to communicate to customers that they must use face covers, practice physical distancing, wash their hands frequently with soap, use hand sanitizer, and not touch their face.
- Remind guests to bring a face covering and make them available to those who arrive without one.



Cleaning and Disinfecting Protocols

- Perform thorough cleaning in indoor high traffic areas and shared workspaces.
- Frequently disinfect commonly touched surfaces.
- Clean outdoor surfaces made of plastic or metal but not on playgrounds, wood, or sidewalks.
- Clean and sanitize shared equipment between each use.
- Disinfect equipment that passes between workers and customers, such as pens, reusable maps, etc.
- Provide single-use maps, guides, etc., and make them digitally available for visitors' electronic devices.
- Only use audio headsets if they can be properly disinfected after each use.
- Equip workplace terminals with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Provide hand sanitizer for visitors at high traffic areas, such as entrances.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).
- Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- Install hands-free devices if possible.



Physical Distancing Guidelines

- Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and customers/visitors should stand).
- Designate separate routes for entry and exit into outdoor exhibits, galleries, and indoor workspaces to help maintain physical distancing, and establish directional hallways to prevent employees and guests from passing by one another.
- Dedicate staff to direct guests at high traffic areas to prevent congregating.
- Limit the maximum occupancy to support physical distancing.
- Consider using an advance reservation ticketing system to stagger patron visits.
- Limit visitor groups to six or fewer people and do not combine people from different households into the same tour group.
- Rearrange or remove seats to allow for physical distancing between visitors.
- Close interactive exhibits where physical contact is necessary.
- Utilize work practices to limit the number of workers at the facility at one time.
- Reconfigure office spaces, workstations, checkout counters, etc., to allow for at least six feet of physical distancing between workers.
- Stagger worker breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close break rooms and provide alternative where physical distancing can be practiced.
- Avoid sharing vehicles when traveling on property.
- Limit the number of individuals riding in an elevator and encourage the use of face covers.
- Eliminate person-to-person contact for delivery of goods.
- Redesign parking lots to limit congregation points and ensure proper separation, and limit contact at pay stations.

