

Cal/OSHA COVID-19 General Checklist for Museums, Galleries, Zoos, and Aquariums

July 2, 2020

This checklist is intended to help employers at museums, galleries, zoos, aquariums, and other similar spaces implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Museums, Galleries, Zoos, and Aquariums](#). 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 Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- If the establishment keeps animals, information on how to prevent the spread of COVID-19 between people and animals, as it becomes available.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have symptoms of COVID-19 as [described by the CDC](#), such as a 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.
- 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, 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 temporary, contract, volunteer, and other types of workers in these policies and ensure they have necessary supplies and 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 and volunteers use all required protective equipment.
- ❑ Provide disposable gloves to workers as a supplement to frequent hand washing or for other tasks such as handling commonly touched items or conducting symptom screening.
- ❑ Post signage to communicate to the public that they should use face coverings, practice physical distancing, not touch their face, frequently wash hands, and use hand sanitizer.
- ❑ Remind guests to bring a face covering and provide them to those who arrive without one.
- ❑ Screen guests and visitors for symptoms on arrival and provide face coverings to those who do not have one.
- ❑ Display a set of rules at the entrance that are to be a condition of entry.



Cleaning and Disinfecting Protocols

- ❑ Perform thorough cleaning in indoor high traffic areas and shared workspaces, keeping in mind surfaces that children are more likely to touch.
- ❑ Frequently disinfect commonly touched surfaces.
- ❑ Encourage the use of credit cards and contactless payment systems.
- ❑ Disinfect any 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 guests' electronic devices.
- ❑ Only use audio headsets, strollers, and other lent equipment 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.
- ❑ Install hands-free devices if possible.

- ❑ Provide hand sanitizer and portable sinks 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 the [asthma-safer cleaning methods](#) recommended by the CDPH.
- ❑ Ensure that all water systems and features are safe to use after a prolonged facility shutdown.
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Consider upgrades to improve air filtration and ventilation.
- ❑ Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.



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 guests should stand).
- ❑ Designate separate routes for entry and exit into exhibits, galleries, viewing areas, and workspaces to help maintain physical distancing, and establish directional walkways, passageways, hallways, etc., to prevent crossflow of people.
- ❑ Display signage to remind people of physical distancing and use of face coverings.
- ❑ Dedicate staff to direct guests at high traffic areas to prevent congregating.
- ❑ Limit the maximum occupancy to support physical distancing.
- ❑ Reconfigure viewing areas for live demonstrations and shows so that physical distancing can be maintained.
- ❑ Limit customer groups to a household unit, and do not combine people from different households into the same tour group.
- ❑ Rearrange or remove seats to allow for physical distancing between users.
- ❑ Regulate or close interactive exhibits where physical contact is necessary or where people may congregate.
- ❑ Close playgrounds, play areas, climbing structures.
- ❑ Utilize work practices to limit the number of workers in shared workspaces 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.

