

COVID-19 Preparedness Plan for Historical and Cultural Society of Clay County

Historical and Cultural Society of Clay County (HCS) is committed to providing a safe and healthy workplace for all our workers and visitors. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Staff members are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and communities, and that requires full cooperation among our workers and visitors. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplace.

Staff members are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. HCS staff members have the full support of the Board of Directors in enforcing the provisions of this policy, and we encourage our staff to ask questions, raise safety and health concerns, and offer suggestions related to the plan and its implementation.

Our staff members are our most important assets. We are serious about safety and health and keeping our staff working at HCS. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by 1) establishing a Re-opening Committee to discuss policies and practices and 2) taking challenging issues to the full staff for deliberation. Suggestions from the full staff have been integrated into this plan. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.
8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

Staff members have been encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. In keeping with best practices, staff will report to the Executive Director every morning before starting work to report on their current health status. Staff showing or reporting symptoms at home should remain at home and call in sick. Those who come to work and report experiencing symptoms will be isolated in their offices until they can leave for home.

HCS has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. All full-time staff members earn 4 hours a month paid sick leave up to 240 hours accrued. In addition, other staff members may donate VACATION time to someone in need of additional sick leave. If the staff member is seeking medical confirmation or the sickness is confirmed to be Covid-19 by medical examination, the Families First Corona Response Act goes into effect (see Note 1). Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented (see Note 1).

HCS has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time: until at least 10 days have passed since symptoms first appeared; AND at least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath). As soon as this situation is detected, all staff having had contact with the sick individual will be told in person or by phone and required to quarantine at home for fourteen days. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. The identity of any staff diagnosed with COVID-19 or in quarantine because of exposure to someone with COVID-19 will remain strictly confidential with only the Executive Director being informed.

Social distancing – maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between staff, between staff and visitors, and between visitors in the workplace through the following engineering and administrative protocols: in the museum proper, floor and stand signage will remind all to maintain a six-foot distance from each other. In staff offices, staff will maintain six-foot distance without the reminder. We will also be guided by the State of Minnesota requirements regarding occupancy for museums at each phase of re-opening. Social distancing will be monitored by museum staff throughout the hours of operation. Visitors and staff not adhering to this requirement will be courteously reminded to do so. Those who refuse to comply will be asked to leave.

2. Worker hygiene and source controls

Staff hygiene and source controls are being implemented at our workplaces at all times. Staff are asked to wash their hands upon entering the building and washing or sanitizing their hands every two hours throughout the

day. Staff are required to wear masks that cover nose and mouth except when working at their own desks. Staff are asked to wear clean (laundered and not-yet-worn) apparel each day.

Visitors will also be required to wear face coverings, and if they do not have one, they will be given one free of charge. Visitors will be monitored by the staff throughout the hours of operation. Visitors and staff not adhering to this requirement will be courteously reminded to do so. Those who refuse to comply will be asked to leave.

Water fountains will not be used. The City will turn them off and post a sign.

Tissue paper and no-touch disposal bins will be available throughout the museum to encourage proper sneeze/cough etiquette.

3. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. Because the building belongs to the City of Moorhead, City staff are responsible for maintaining the ventilation system and plumbing.

4. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Staff have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users. Disinfecting wipes will be available on the main office table for convenient use.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. Gloves must be worn with the industrial-strength sanitizer used on public surfaces which will be cleaned twice a day.

Visitors will be asked to wash their hands after going through admissions and to sanitize at stations throughout the museum. Staff will be asked to wash their hands or to sanitize regularly throughout the work day.

5. Drop-off, pick-up and delivery practices and protocols

Whenever possible, conduct drop-offs, pick-ups or deliveries via a contactless method. Maintain a six-foot distance while verifying receipt of delivery between staff and delivery person. Whenever possible, conduct transactions electronically to eliminate the need for close contact. Deliveries must be pre-scheduled and should take place only one at a time. Delivery personnel must wait in their vehicles if another delivery, drop-off, or pick-up is being performed. Staff must minimize sharing any tools with delivery personnel.

6. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated in writing to all workers June 9, 2020 and necessary training was provided verbally via Zoom June 10, 2020 and in person June 12, 2020. Training included ways

Covid-19 is spread, applicable policies, procedures, practices, and protocols. The Re-opening Committee members are to monitor how effective the program has been implemented by spot-checking with every staff member at least once a day on at least one policy, procedure, practice, or protocol. Staff are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Executive Director Dr. Maureen Kelly Jonason and was posted throughout the workplace June 12, 2020. It will be updated as necessary.

7. What customers and clients can do to minimize transmission of COVID-19

Anyone coming into the building will encounter a written Code of Conduct they will be asked to follow including self-surveying for COVID-19 symptoms, close contacts with confirmed cases and quarantined cases, and recent out-of-continent travel; staying away if sick; wearing a mask; social distancing; and washing their hands or sanitizing regularly. Anyone who experiences symptoms compatible with Covid-19 while in the museum should immediately leave and go home. Visitors will be reminded not to touch anything as often as possible.

8. Additional protections and protocols for receiving and exchanging payment

Cash and credit card transactions will be limited to the fewest staff members possible each day. Those who handle cash or credit cards will sanitize their hands each time after handling. Individuals should maintain a six-foot distance. Acrylic barriers will be in place between patrons and staff.

9. Additional protections and protocols for managing occupancy

Occupancy capacity will be limited to 25% regular capacity or 52 visitors in the museum at one time. Twelve (12) will be allowed in the theatre, fifteen (15) will be allowed in the ship gallery, fifteen (15) will be allowed in Heritage Hall, and ten (10) will be allowed in the 4th-floor gallery at one time. Six (6) people will be allowed on church tours at one time in order to allow for 6-foot distancing. Only household groups of up to six (6) individuals may collectively gather in pods. Pods must maintain 6-foot distances with other pods or individuals. Patrons of “high risk” will be encouraged to consider postponing their visit. Signage will be posted throughout the museum specifying these protections and protocols. Staff will decline to provide services to anyone if there is any suspicion that they are sick or symptomatic, and they will be asked to leave the building.

10. Additional protections and protocols to limit face-to-face interactions

Admission and gift shop access will be delineated by a pre-existing line of stanchions with six-foot markers on the floor. Staff will always wear masks in the presence of visitors. Visitors will be asked to wear masks and provided with one if they do not have one. More frequent cleaning will be done on surfaces staff observe are frequently touched.

11. Additional protection and protocols for distancing and barriers

Restroom doors will be propped open to limit touching of doors. Signs will suggest only three people be in the restroom at one time with all others standing outside at six-foot intervals. The tables and chairs outside the gift shop will be cleaned every time visitors leave them. Additional trash receptacles will be placed throughout the museum to limit the amount that any visitor must travel to dispose of something.

Certified by: Maureen Kelly Jonason

Executive Director

Notes

(1) Generally, the Act provides that covered employers must provide to **all employees**:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

Opening Cleaning List 12-5pm

To be done before each day before opening the museum for business

• Date: _____ Time: _____ Completed By: _____

- Cleaning Supplies are available and will be provided by the City of Moorhead.
- The disinfectant spray provided by the city is going to be the most effective and cost efficient way of cleaning our spaces. Use this generously (the surface should be visibly damp) and wait 15 seconds before wiping off or let air dry.
 - You can use paper towels or a damp cloth. You will have to replace the damp cloth often for a clean one.
- Paper towels and cleaning cloths are available in the custodian’s closet on 1st floor.
- Alert city staff if bottles need to be refilled ASAP.
- This disinfectant is not safe for use on Plexi or acrylic surfaces. DO NOT use the disinfectant on display vitrines.
- It is recommended to use rubber gloves when handling the disinfectant spray as it is very harsh on the skin.

Surface to be cleaned – 1 st Floor	Area	Finished
Tables and chairs	Gift Shop	
Light switch	Gift Shop	
Rosemalled bench	Gift Shop	
Computer mouse	Gift Shop	
Credit Card machine	Gift Shop	
Ipad	Gift Shop	
Computer keyboard	Gift Shop	
Gift shop register desk	Gift Shop	
Sanitizer station	Gift Shop	
Office door handles	Gift Shop	
Phone receiver and key pad	Gift Shop	
Writing implements	Gift Shop	
Bathroom door	Bathroom	
Sink handles	Bathroom	
Toilet flusher	Bathroom	
Paper towel dispenser	Bathroom	
Admissions desk	Admissions	
Writing implements	Admissions	
Light switches at admission desk	Admissions	
Computer mouse	Admissions	
Computer keyboard	Admissions	
Elevator buttons	Admissions	

Elevator railings	Admissions	
Phone receiver and key pad	Admissions	
Stair railings to Heritage Hall	Admissions	
Ship interactive touch items	Ship Gallery	
Sanitizer station	Ship Gallery	
Observation desk railings	Ship Gallery	
Computer mouse	Ship Gallery	
Door handles	Ship Gallery	
Window railings (back of ship)	Ship Gallery	
Chairs	Theater	
Remote controls	Theater	
Counter top	Theater	
DVD & Sound system controls	Theater	
Door handles	Theater	
Surfaces to be cleaned – 2 nd Floor	Area	
Door handles	Heritage Hall South	
Elevator buttons	Heritage Hall South	
Stair railings down to 3 rd floor	Heritage Hall South	
TV remote	Heritage Hall North	
Sanitizer Station	Heritage Hall South	
Surfaces to be cleaned – 3 rd Floor	Area	
Stair railings down to 4 th floor	3 rd Floor Corridor	
Hall case light switch	3 rd Floor Corridor	
Elevator buttons	3 rd Floor Corridor	
All door handles	3 rd Floor Corridor	
Bench in bathroom hall	3 rd Floor Corridor	
Sanitizer Station	3 rd Floor Corridor	
Waiting area chairs	HCSCC Offices	
All door handles	HCSCC Offices	
Main office table & chairs	HCSCC Offices	
Desk	HCSCC Offices	
Computer mouse	HCSCC Offices	
Keyboard	HCSCC Offices	
Phone receiver and key pad	HCSCC Offices	
Chairs	HCSCC Offices	
Office door handles	HCSCC Offices	
water bottles and coffee mug handles	HCSCC Offices	
Cell phone	HCSCC Offices	
Table and chairs	Breakroom	
Counter tops	Breakroom	

Microwave handles and key pads	Breakroom	
Refrigerator handles	Breakroom	
Coffee pot handle	Breakroom	
Sink faucet	Breakroom	
Tea kettle handle	Breakroom	
Cabinet and drawer handles	Breakroom	
Door handles	Breakroom	
Surfaces to be cleaned – 4 th floor	Area	
Elevator buttons	4 th Floor Gallery	
All door handles	4 th Floor Gallery	
Surfaces to be cleaned – Stave Church	Area	
Door handles of Hjemkomst Center back door	Ship Gallery	
Umbrella handles	Ship Gallery	
All door handles inside and outside the church	Church	
Leper's window handle	Church	
Altar cloth	Church	
Laminated church photos	Church	
Church booklet	Church	
Light switch	Church	
Security key pad	Church	
Outside edges of the portal door (people often grab this when coming inside the church)	Church	

Spot-Check Cleaning List 12-5pm

To be done throughout the day as needed, per museum attendance

Date: _____ Time(s): _____

Completed By: _____

Surface to be cleaned – 1 st Floor	Area	Finished
Tables and chairs	Gift Shop	
Light switch	Gift Shop	
Rosemalled bench	Gift Shop	
Sanitizer station	Gift Shop	
Office door handles	Gift Shop	
Bathroom door	Bathroom	
Sink handles	Bathroom	
Toilet flusher	Bathroom	
Paper towel dispenser	Bathroom	
Phone receiver and key pad	Gift Shop	
Writing implements	Gift Shop	
Admissions desk	Admissions	
Elevator buttons	Admissions	
Elevator railings	Admissions	
Stair railings to Heritage Hall	Admissions	
Ship interactive touch items	Ship Gallery	
Sanitizer station	Ship Gallery	
Observation desk railings	Ship Gallery	
Door handles	Ship Gallery	
Window railings (back of ship)	Ship Gallery	
Chairs	Theater	
Door handles	Theater	
Surfaces to be cleaned – 2 nd Floor	Area	
Door handles	Heritage Hall South	
Elevator buttons	Heritage Hall South	
Stair railings down to 3 rd floor	Heritage Hall South	
Sanitizer Station	Heritage Hall South	
Surfaces to be cleaned – 3 rd Floor	Area	
Stair railings down to 4 th floor	3 rd Floor Corridor	
Elevator buttons	3 rd Floor Corridor	
All door handles	3 rd Floor Corridor	
Bench in bathroom hall	3 rd Floor Corridor	
Sanitizer Station	3 rd Floor Corridor	
Surfaces to be cleaned – 4 th floor	Area	
Elevator buttons	4 th Floor Gallery	
All door handles	4 th Floor Gallery	

