



## **RE-OPENING PLAN 2021**

*A reopening date of April 1, 2021 for the Museum of Craft and Design has been determined by MCD leadership in conjunction with State and Local officials, as well as our capacity to provide a safe work environment for staff using guidelines to limit and mitigate exposure to COVID-19. Museum leadership will follow Centers for Disease Control guidelines for indoor museums to ensure the health and safety of staff and visitors.*

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### **In Preparation for Reopening**

- Deep cleaning and disinfection of public spaces, offices, and parklet
- Hand sanitizer stations added at entrance, store, bathrooms, offices, storage, back entrance
- Plexiglass facade designed, fabricated, installed at front desk
- All necessary products provided for staff and visitors including sanitizing spray, alcohol wipes, paper towels, and hand sanitizer
- Staff provided access to CDC Covid-19 Prevention guidelines to ensure they are informed and proactive in monitoring their health  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Staff provided ongoing training on COVID-19 safety and best practices

### **Museum Entrance and Store Reconfiguration**

- Plexi-glass safety barrier at Store counter/reception
- Social distancing floor and entry signage
- Self-storage of large bags and backpacks under the jewelry counter
- Touchable product samples removed from the front counter and jewelry display
- Limited contact/cashless POS systems implemented
- Visitors will be allowed to touch items much like a grocery store
- Two to three shoppers at one time, socially distanced
- Stanchions on each side of the counter to protect store staff
- Both front doors to remain open for fresh air as weather permits

### **Visitor Experience and Safety Guidelines**

- New hours of operation
- Timed/ticketed entry available for purchase in advance online
- Designated member and donor hours
- Designated early hours for at-risk visitors
- Small group tours by appointment
- 25% reduced visitor capacity to ensure social distancing

- Visitors required to wear an appropriate face mask over mouth and nose before entering and at all times during visit
- Masks given free of charge if visitor does not have an appropriate mask
- If a visitor refuses to wear a face mask they will not be allowed entry or will be escorted out of the museum – enforced by gallery ambassadors and staff

### **Signage**

- Covid-19 health and hygiene reminders will be placed strategically at entrance, store counter/reception, bathrooms, back door, and in offices
- Floor signage for social distancing throughout the museum

### **Office and Meeting Space Reconfiguration**

- Increased spacing between workstations
- Telecommuting plan as needed
- Measured access to communal spaces
- Videoconferencing or teleconferencing for meetings
- Limited work-related meetings or gatherings that can only occur in-person
- If video conferencing not possible, staff meets with social distancing measures

### **Staff Health and Safety Guidelines**

- Staff required to wear appropriate face masks at all times
- Additional masks, gloves, and face shields available to staff as needed
- Frequent hand-washing essential
- Daily employee health assessments will be completed. Employees must notify their supervisor and stay home from work if they have symptoms of respiratory illness consistent with COVID-19 such as fever, cough, chills, muscle pain, headache, sore throat, or shortness of breath
- Staff encouraged to stay home if feeling ill so as not to infect others
- Staff privacy will be enforced and upheld
- Staff required to be hyper-vigilant so as not to spread illness to the team

### **Cleaning and Sanitation Procedures**

#### **Galleries and Store**

- Frequently touched surfaces will be thoroughly sanitized each morning and throughout the day including Store counter/reception and computer keyboards, door handles, handrails, etc
- Drinking fountains closed
- Sanitization stations positioned throughout the museum cleaned and maintained daily
- Janitorial cleaning schedules will include deep cleans as necessary
- Products used and procedures implemented will be in accordance with CDC's recommended guidelines for regular Covid-19 sanitizing

**Restrooms**

- Cleaning checklists implemented to include routine cleaning of toilet handles, sinks and counters, faucets, door handles, changing table, paper towel, and soap dispensers
- Staff access to two locked bathrooms and must disinfect after each use

**Staff Offices, Entrances, and Break Areas**

- Offices configured per social distancing guidelines
- Each employee desk furnished with auto hand sanitizer and provided with disinfectant wipes to clean surfaces, cell phones, and keyboards
- Social distancing signage at break areas, kitchen, alarm keypad, tool, and storage areas
- Shared items will be sanitized before and after each use

**Storage Areas**

- Gloves to be worn by preparator team and registrars when handling art
- Staff utilizing the space will regularly disinfect the areas and tools used

**HVAC Systems**

- Filters will be changed as recommended

**Interactive Visitor Touch-Screens and Technical Equipment**

- In-gallery interactive touch-screens eliminated from future exhibitions and public spaces

**Parklet**

- Open with required social distancing signage
- Weekly cleaning schedule and maintenance

**All cleaning and safety protocols will be followed per the most current CDC guidelines:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>