

<p align="center">Worksite Specific COVID-19 Prevention Plan County of Ventura, State of California</p>				
<p>Business Name: _____</p>		<p align="center">Business Sector: Museums, Galleries, Zoos, and Aquariums</p>	<p>Person Responsible for Implementing Plan: _____</p>	
<p align="center">COVID-19 General Checklist Items for Employers (Release May 12, 2020)</p>		<p align="center">Procedure (write a short statement on how you will address the checklist item)</p>	<p align="center">Frequency (hourly, daily, etc...)</p>	<p align="center">Resources Needed (gloves, signage, barriers etc...)</p>
1	Follow state guidance.			
1. Worksite Plan				
1	Establish a written, worksite-specific COVID-19 prevention plan at every location and/or facility, perform a comprehensive risk assessment of all work areas, and designate a person at each area to implement the plan.			
2	Identify contact information for the local health department where the facility is located for communicating information about COVID-19 outbreaks among employees.			
3	Train and communicate with employees and employee representatives on the plan.			
4	Regularly evaluate the location for compliance with the plan and document and correct deficiencies identified.			
5	Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.			
6	Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.			
7	Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause a facility to be temporarily closed or limited.			
2. Employee and Volunteer Training				
1	Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus. Establishments that keep animals should provide information on how to prevent the spread of COVID-19 between people and animals, as it becomes available.			
2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.			

3	The importance of not coming to work if employees have symptoms of COVID-19 as described by the CDC such as a frequent cough, fever, difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.			
4	To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.			
5	The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol (preferred) or 70% isopropanol (if the product is inaccessible to unsupervised children) when employees cannot get to a sink or handwashing station, per CDC guidelines).			
6	The importance of physical distancing, both at work and off work time (see Physical Distancing section below).			
7	Proper use of face coverings, including: (1) Face coverings do not protect the wearer and are not personal protective equipment (PPE). (2) Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. (3) Face coverings must cover the nose and mouth. (4) Employees should wash or sanitize hands before and after using or adjusting face coverings. (5) Avoid touching eyes, nose, and mouth. (6) Face coverings should be washed or discarded after each shift.			
8	Ensure temporary, contract, volunteer, and all other types of workers at the facility are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.			
9	Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.			
3. Individual Control Measures and Screening				
1	Provide temperature and/or symptom screenings for all workers (including docents, interns, volunteers, etc.) at the beginning of their shift. and any vendors, contractors, or other workers entering the facility. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.			

2	If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC guidelines, as described in the Topics for Employee Training section above.			
3	Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.			
4	Employers should provide and ensure workers and volunteers use all required protective equipment, including eye protection and gloves where necessary.			
5	Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.			
6	Face coverings are strongly recommended when workers are in the vicinity of others. Workers and volunteers should have face coverings available and wear them when in shared work areas, such as offices and other areas on the property. Face coverings must not be shared. Employers are generally encouraged to provide face coverings but must provide them when required by employer rules or these guidelines.			
7	Museums must take reasonable measures, including posting signage at entrances, in strategic and highly-visible locations, and in reservation confirmations, to remind the public that they should use face coverings, practice physical distancing, to not touch their face, to frequently wash their hands with soap for at least 20 seconds, and to use hand sanitizer.			
8	Guests and visitors should be screened for symptoms upon arrival, asked to use hand sanitizer, and to wear a face covering. Face coverings should be provided to guests who arrive without them. Babies and children under age two should not wear face coverings, in accordance with CDC guidelines.			
9	Display a set of clearly visible rules for guests at entrance(s) that are to be a condition of entry. The rules could include instructions to use hand sanitizer, wear face coverings during the visit, maintain physical distance from employees and other guests/groups, avoid unnecessary touching of surfaces, contact information for the local health department, and changes to services. Whenever possible, the rules should be available digitally and include pictograms.			
4. Cleaning and Disinfecting Protocols				
1	Frequently clean and disinfect commonly touched surfaces such as grab bars, railings, placards, interactive exhibits, light switches, door handles, etc. Operators should identify and disinfect surfaces that children are more likely to touch, such as sections of windows and fence posts closer to the ground.			
2	Encourage the use of credit cards and contactless payment systems. If electronic or card payment is not possible, guests should come with exact cash payment or check.			

3	Perform thorough cleaning of any outdoor and indoor areas that employees or the public are likely to use or occupy. This should include high traffic areas and shared workspaces (offices, meeting rooms, break rooms, etc.), and areas of ingress and egress (handrails, stairways, elevator controls, etc.)			
4	Avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. Never share PPE.			
5	Where such items must be shared, disinfect with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, terminals, ATM PIN pads, staplers, staple removers, surfaces in reception areas, shared work stations, audio and video equipment (microphones, microphone stands, mixer boards, TV monitors, etc.), walkie talkies, tables and chairs, penny machines, photo booths, vending machines, etc.			
6	Instruct employees to wipe down and disinfect equipment that passes between employees and guests such as pens, reusable maps, etc.			
7	Provide disposable or single-use maps, pamphlets, guides, etc. to guests and make these available digitally so that guests can view on a personal electronic device, if possible. If single-use items cannot be provided, properly disinfect reusable ones before and after customer use.			
8	To the extent it is consistent with the facility's obligations to individuals with disabilities, discontinue the use of audio headsets, strollers, etc., and other equipment lent to guests unless it can be properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.			
9	Equip workplace terminals with proper sanitation products, including hand sanitizer and sanitizing wipes.			
10	Ensure that sanitary facilities for employees and guests stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide hand sanitizer and portable sinks for visitors where possible at high traffic areas such as entrances.			
11	Consider installing and encouraging the use of hands-free devices, if possible, including touchless timeclocks, motion sensor lights, and automatic soap and paper towel dispensers.			
12	When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product instructions. Follow the asthma-safer cleaning methods recommended by the California Department of Public Health.			

13	To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown.			
14	Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties.			
15	Modify hours, if necessary, to ensure regular, thorough cleaning of workspaces, as appropriate. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.			
5. Physical Distancing Protocols				
1	Implement measures to ensure physical distancing of at least six feet between workers and guests and between people waiting in lines. This can include use of physical partitions, Plexiglas barriers, or visual cues (e.g., floor markings or signs to indicate to where employees and guests should stand).			
2	Designate separate routes for entry and exit through exhibits, galleries, viewing areas and employee workspaces to help maintain physical distancing and lessen the instances of people closely passing each other, if possible. Establish one-way directional walkways, passageways, hallways, etc. for foot traffic, if possible, to minimize crossflow of people moving around exhibit and workspaces.			
3	Display signage at entrances, waiting and viewing areas, and throughout exhibit spaces to remind people of physical distancing, face coverings usage, and proper hand hygiene at every opportunity.			
4	Discourage employees and visitors from congregating in high traffic areas such as bathrooms and hallways. Dedicate staff to direct guests at high traffic and bottleneck areas in indoor and outdoor facilities to avoid congregation.			
5	Adjust maximum occupancy rules to limit the number of people at museums as appropriate to support physical distancing.			
6	Consider implementing timed and/or advanced reservation ticketing systems to stagger patron visits and help maintain physical distances.			
7	Reconfigure viewing areas for live demonstrations, animal shows, etc. so that physical distancing can be maintained between household units. Consider implementing advanced reservations for demonstrations and having staff members usher households to proper viewing areas.			
8	Limit customer groups entering the facility to a household unit. People from the same household do not need to physically distance from one another.			
9	Discontinue tours that combine households or individuals from different households into the same tour group. Tour guides must maintain at least six feet of physical distance from guests.			
10	Rearrange seating areas, tables, chairs, benches, etc., and/or remove seats to allow for a minimum of six feet of physical distance between users. Post signage at shared, immovable seating (benches, etc.) to remind guests to physically distance from others outside their party.			

11	Consider removing, closing, sectioning off, or otherwise regulating interactive exhibits such as those with touchscreens, grab handles, buttons, telephone and other listening devices, handheld props, flip doors, etc. Consider providing disposable stylus pens, disposable covers, stationing a staff member to monitor and disinfect surfaces after each use, etc. Make hand sanitizer and/or handwashing facilities available at these stations and ask visitors to use them before and after interacting with exhibits. Strongly consider closing these exhibits whenever possible, especially when children are likely to interact with or share use of these exhibits without proper disinfection and hand sanitation.			
12	Close indoor playgrounds, play areas, climbing structures, etc., in accordance with CDC guidelines.			
13	Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with guests and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).			
14	Utilize work practices, when feasible and necessary, to limit the number of employees in shared workspaces at one time. This may include scheduling (e.g., staggering start/end times), establishing alternating days for on-site reporting, returning to workspaces in phases, or continued use of telework when feasible.			
15	Reconfigure office spaces, workstations, check-out counters, etc. to allow for at least six feet between employees while at their workstations.			
16	Reconfigure, restrict, or close breakrooms and create alternative space for breaks where physical distancing is possible. Limit the number of employees riding in an elevator at one time.			
17	Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.			
18	Avoid sharing vehicles when traveling on the property. When employees or guests must travel together the use of face coverings is strongly recommended.			
19	Eliminate person-to-person contact for delivery of goods to worksites.			
20	If possible, install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs.			
21	Redesign parking lots to limit congregation points and ensure proper separation (e.g. every other space or row, contactless payment, etc.)			
22	Museums, galleries, botanical gardens, zoos, aquariums, etc., should limit shuttle service whenever possible and in accordance with obligations to individuals with disabilities. Employers should follow this guidance in addition to applicable transit guidance as it becomes available on the COVID-19 Resilience Roadmap website.			

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Ventura. This checklist and procedures shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis.

Signature: _____

Date: _____

*After completing a written COVID-19 Prevention Plan,
businesses should register at www.vcreopens.com

