

American Civil War Museum | COVID-19 Action Plan (DRAFT)

Main strategies:

1. *Keeping our sites clean and sanitized*
2. *Keeping staff healthy*
3. *Adjusting for financial impacts*

Strategy details, followed by task chart below.

Yellow = questions to resolve

Keeping sites clean and sanitized:

1. Create plan to sanitize surfaces that people touch often and more frequently:
 - a. Sanitize front desks and its computers
 - b. Sanitize door handles, handrails, elevator buttons, drinking fountains
 - c. Sanitize touch screens and interactives
 - d. Sanitize bathrooms (handles, sinks and counters, faucets, stall door latches, hand driers)
 - e. Keep soap, sanitizer, and paper towels stocked
 - f. Communicate plan to staff
2. Purchase increased supplies for keeping sites cleaner
 - a. Add more hand sanitizer stations (outside exhibits, at front desks)
 - b. Explore adding foot-opening hardware to bottom of doors
 - c. Add paper towel dispensers and paper towels in all bathrooms (not just stacks of paper towels)
3. Create and add detailed handwashing signs to all bathrooms (4 Admin, 5 Tredegar museum, 2 Clay VC, 2 house, 4 APX)
 - i. Something with details about using soap, scrubbing all parts of the hand, for 20 seconds, drying completely. Maybe like [this](#) (from [this](#) BuzzFeed article), [this](#) one (my favorite), or [this](#) one (if they'd done a better job reminding of all the parts of the hand to scrub)

Keeping staff healthy:

1. Encourage staff to stay home if feeling ill
 - a. Educating staff on virus, symptoms, and its spread by sharing simple resource via email
 - i. Maybe this one?
<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>
 - b. Explicitly encouraging the importance of all staff to stay home if sick, including opportunities for remote work.
 - i. Do we need any additional protocols for remote work? Is this a supervisor-by-supervisor thing?
 - c. Reminding part-time staff of PTO balances
 - d. Paying part-time staff for shifts

- i. Is this only for after they exhaust PTO? If they exhibit any COVID-19 symptoms? Are we releasing the PTO illness cap for P/T staff until the epidemic passes (therefore, for anyone who is sick)?

Adjusting for financial impacts:

1. Monitoring for decrease in attendance, adjusting budgets if necessary
 - a. Monitor general walk-in attendance, as well as groups
2. Monitoring staff cost impact on budget (ex: PTO)
3. Monitoring expenses for initial supplies (ex: sanitizing cleaner, bathroom signs, etc.)

Strategy Task List and Timeline

Strategy Item	Lead Staff Person	Goal Completion Date	Status
Keeping sites clean and sanitized:			
1. Create plan to sanitize surfaces that people touch often and more frequently: <ol style="list-style-type: none"> b. Sanitize front desks and its computers c. Sanitize door handles, handrails, elevator buttons, drinking fountains d. Sanitize touch screens and interactives e. Sanitize bathrooms (handles, sinks and counters, faucets, stall door latches, hand driers) f. Keep soap, sanitizer, and paper towels stocked 	Daniel	3/9/20	
g. Communicate plan to staff	Kirk?	3/11/20	
2. Purchase increased supplies for keeping sites cleaner <ol style="list-style-type: none"> h. Add more hand sanitizer stations (outside exhibits, at front desks) i. Explore adding foot-opening hardware to bottom of doors j. Add paper towel dispensers and paper towels in all bathrooms (not just stacks of paper towels) 	Daniel	3/9/20	
3. Create detailed handwashing signs for bathrooms	Rachel	3/6/20	
Add signs to all bathrooms (4 Admin, 5 Tredegar museum, 2 Clay VC, 2 house, 4 APX)	Bob/Daniel	3/9/20	

Keeping staff healthy:			
<ol style="list-style-type: none"> 1. Educating staff on virus, symptoms, and its spread by sharing simple resource via email 2. Explicitly encouraging the importance of all staff to stay home if sick, including opportunities for remote work. 3. Reminding part-time staff of PTO balances 4. Paying part-time staff for shifts 	Kirk	3/6/20	
Adjusting for financial impacts:			
<ol style="list-style-type: none"> 1. Monitoring for decrease in attendance, adjusting budgets if necessary <ol style="list-style-type: none"> a. Monitor general walk-in attendance, as well as groups 2. Monitoring staff cost impact on budget 3. Monitoring expenses for initial supplies 	Kirk	ongoing	