

COVID-19 Sample Reopening Plan

Boone County History & Culture Center

Submitted by: Chris Campbell, Executive Director

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To help museums share thinking as they navigate the challenges and uncertainties of the COVID-19 pandemic, the Alliance is compiling examples of reopening plans from individual institutions. These plans are specific to each museum's circumstances and are not meant to be definitive guidance for developing your own. Instead, they provide reference for what other museums are considering as they chart a course toward safely reopening. Check the Alliance's [reopening guide](#) frequently for updates, as we will be adding new examples as we receive them. If you have a plan or perspective on reopening you'd be interested in sharing with the broader museum field, please contact content@aam-us.org.

Disclaimer: This sample document serves as an example of how one museum addresses a particular issue. Museums should compose original materials based on their unique circumstances. Any document produced by the recipient should not substantially use the contents of this sample as the basis. Materials are provided "as is," without any guarantee or warranty of any kind, expressed or implied. Information shared here is not intended to supersede guidance from public health officials, medical experts, and federal/state/local governments. Museums are encouraged to seek legal and other expert advice on their specific circumstances.

Support Free COVID-19 Resources for the Museum Field

AAM maintains an online collection of more than 1,000 sample policies, plans, and forms from museums of all types and sizes through the Alliance's [sample document library](#). Access is a benefit to staff of [Tier 3 member museums](#). Given the current crisis, this and other resources have been taken out from behind our member paywall to make them free and accessible for all. The current crisis is taking a distressing financial toll on cultural organizations, and AAM is no different. In these challenging times, we ask that if you can, consider supporting our [advocacy work](#) and making extensive [COVID-19 resources](#) freely available for our field, by [making a donation](#) or [becoming a member](#) of AAM. Thank you for your much-needed support.

BOONE COUNTY HISTORY & CULTURE CENTER
REOPENING GUIDELINES, MAY 2020 – revised June 10

Phase 1 – Ready the staff and facility: (*Phase 1 is in place now and since May 20, 2020)

With guidance from our local health department, our staff returned to work on Monday, May 4. Next is readying the facility for onsite services to the public (this could take 4 to 8 weeks). To begin this phase, protective supplies, such as masks, gloves, hand sanitizer, disinfectant sprays or wipes, stanchions, etc., should be ordered and in place.

- Staff returns
 - Train/Orient staff and key volunteers in new procedures
 - Emphasize the chain of command communication plan so that staff knows who to turn to for clarification or additional information
 - Emphasize to staff to stay home when ill or if exposed to someone who is ill
 - Allow staff with special health/family considerations to telework, if possible
 - Clarify job duties for altered services/shortened hours
 - Determine and discuss health guidelines to be followed:
 - Staff and volunteers are required to wear masks when meeting with each other during Phase 1, unless participants are 10+ feet apart.
 - Enforcement of social distancing in all interactions with vendors and invited guests (volunteers, artists, board members, etc.)
 - Cleaning routines: All touchable services will be sanitized daily.
 - When known: post specific reopening dates and service adaptations to social media and website; *(Staff suggests a Thursday, June 18 opening (4 hours each day, Thursday through Saturday only for an indefinite period. The first hour of the day, 12:00 p.m. to 1:00 p.m. will be reserved for seniors over the age of 60. All patrons of all ages will be welcome between 1:00 p.m. to 4:00 p.m.)
- Prepare facility for Phase 2 (we are in this process now)
 - Clean frequently used surfaces and set up schedule for this cleaning (done)
 - Get Center in working order (done)
 - Set up the front desk and other areas in the center to encourage social distancing (done)

- Patron spacing – entrance sign and gallery sign will limit capacity to a total of 40 for the building. 20 patrons will be allowed in the space that consists of the museum store and the history galleries, no more than 15 patrons in the art gallery, and 5 staff/volunteers. Visitors will be asked to enter to the right of the front desk and exit by passing the desk on the opposite side. (entrance signage is in place, and these capacity numbers go beyond the current health department requirements)
- Install a plexiglass shield at the front desk (done)
- Donated items are to be quarantined in Vault 1 for at least 3 days (already in process)
- Order bulk pens/pencils for one-time use (done)
- Order 350 disposable paper masks for free distribution (done)
- Limit traffic into facility by using our guest count clicker to ensure the number does not rise above 35 (there are often 5 staff people in the building)
- Prepare signage for front entrance and mount prior to June 18.

Phase 2 – Beginning Thursday, June 18, we propose the center to open to the public with limited days and hours of operation.

Phase 2 has no time limit and will be based on recommendations from the public health department and Centers for Disease Control and Prevention (CDC).

Put the following into effect:

- Patron spacing – entrance sign and gallery sign will limit capacity to 40 total for the building (this is less than 10% capacity per the Columbia Fire Dept.), 20 for the entire space that consists of the museum store and the history galleries, and 15 for the art gallery
- Begin planning for future limited, low contact programming and outreach (e.g. a Meet the Author event on July 18 with seating spaced 6ft apart)
- The Crawford Conference Room is available for meetings of 6 individuals or fewer, with all distancing themselves around the room/conference table.
- Increase publicity to reengage and inform community about the center's plans and upcoming programming
- Entrance signage will describe social distancing and patron capacity limits, and will also state that anyone who is has a temperature or is feeling ill should not enter the building.
- Provide pens/pencils at front desk for one-time use and FREE masks for visitors who enter without a mask. Kindly ask they wear the mask when during their visit and encourage them to keep the complimentary mask when they leave. *we will not be taking the body temperatures of guests

- Require guest to sign in at the guest book with a phone number for purposes of contact tracing should that need arise
- For the safety of our patrons and our staff, the center's public restrooms will be closed to park visitors. A genuine museum visitor, BCHS member, genealogy library volunteer, etc., will have access to our bathrooms, which will have surfaces sanitized twice a day
- Both drinking fountains will be made unavailable to all
- No groups of over 5 will be allowed unless they are from the same household
- Office Manager will keep a log of what staff and volunteers are in each day and during what times.
- Continue to provide guidance to staff and volunteers regarding social distancing
- Follow strict cleaning/disinfecting guidelines
- Guided tours of the Village and Maplewood remain unavailable to guests. Appointments for future tours not yet available
- If a positive diagnosis among visitors or staff/volunteers is discovered, the center would close for no less than seven days and the guest and logbooks would be used for contact tracing executed by the health department. The entire building would be sanitized by a commercial vendor with the appropriate expertise

Phase 3 – Center open to the public with same hours as Phase 2, but with more special events allowed with precautionary measures in place - *AND* the local health director allowing our center to operate at 25% to 50% capacity.

Phase 3 has no time limit and may be where the Center remains as long as pandemic is still in place.

- All Phase 2 conditions are met for visitors, but under special circumstances more special events are allowed with social distancing measures in effect. For instance, a Meet the Author with guests seated 6' apart and a guest count capped at 20. A concert production with a guest count capped at 50.
- No food for any events during this phase, but pre-poured drinks on the veranda and spaced apart on 6' tables will be allowed.

Phase 4 – (Date is tbd) Center is open to the public on the usual schedule Wed – Sat 10am – 5pm (Sundays 12pm – 5pm); events and programs resume (date could be in Fall or Winter 2020/2021. This is scheduled only when the health director allows for 50% or more capacity with social distancing.

- Resume regular operations including Meet the Author, concerts, receptions and other events, while following all local regulations regarding group gatherings.

RESOURCES

- [Missouri Public Library Directors COVID-19 Library Guide](#)
- [American Alliance of Museums Considerations for Reopening During Covid](#)
- Columbia Public Schools Director of Communications, Michelle Baumstark
- Columbia/Boone County Plan for Response and a Road Map to Reopening