

COVID-19 Sample Reopening Plan

Clinton County History Center, Ohio
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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.

WNJ Reopening Statement:

The Clinton County History Center is excited to announce they will reopen to the public on Wednesday July 8, 2020. Reopening in the age of COVID-19 will require advanced pre-scheduled appointments for Genealogical research and Museum tours. Please call 937-382-4684 or email info@clintoncountyhistory.org to schedule your appointment. Available appointment times include Wednesdays – Fridays 1:00 to 4:00pm. **Saturday hours are temporarily unavailable due to reduced volunteers.** Face coverings will be required when visiting to protect staff and the artifact collection. If you are feeling unwell we ask that you reschedule your tour or research for a later date. For more information follow us on social media @ClintonCountyHistory or www.ClintonCountyHistory.org

Internal Reopening Plans:

Phase 1— June 8, 2020

- Staff will return to office with normal working hours
 - *Hours: T-F 8:30-11:30am & 12:30-4:30pm*
- Staff will maintain social distancing and practice good hygiene habits to prevent COVID-19.
- Staff and volunteers are required to wear facial coverings when in direct contact with any individuals in the building.
- Staff and volunteers will notify Director should they be experiencing COVID-19 like symptoms or having been in contact with a COVID-19 patient
 - *CDC symptoms include: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea*
- Staff or volunteers will not report to work should their temperature exceed 100.4 degrees fahrenheit
 - A touchless forehead thermometer has been provided and will be utilized if necessary.
- Maintain adequate supply of preventative materials (soap, sanitizer, etc.) and ensure accessibility to employees.

- Staff will regularly sanitize workplace areas able to be sanitized (excludes museum artifact collection) with available supplies provided.
- Research requests will be accepted by the Genealogy Library starting June 8 by way of email (ccgs@clintoncountyhistory.org) or by phone only. Research will be conducted by a volunteer on behalf of the guest while building is closed to the public. Research donation of \$20 is requested by CCGS.
- Genealogy Volunteers will return to the library weekly on Mondays to conduct business. They are to follow **all** State of Ohio “responsible restart Ohio” entertainment guidelines...
(<https://coronavirus.ohio.gov/static/responsible/Consumer-Retail-Services.pdf>)
 - *6ft social distancing while inside*
 - *Wearing face coverings to prevent COVID-19 spread*
 - *Washing/sanitizing hands before beginning shift*
 - *Sanitizing high touch areas such as tables, chairs, doors, etc. after completing volunteer hours.*
 - *Signing logbook with their name, time in and out, and contact number.*
- Public events or gatherings at the History Center continue to be postponed.
- Building, Library, and Museum will remain closed to the public until July 8.

Phase 2— July 8, 2020

- History Center will reopen to the general public on Wednesday July 8, 2020
- Gift Shop will reopen for inhouse purchases at this time
- Public events or gatherings at the History Center will begin to slowly restart but social distancing will activity be practiced. Each event will be reviewed and considered for State protocols before hosting (gathering # restrictions, type of activity, etc.)
- Staggered entry times/appointments will be **required** for both the Genealogy Library & Museum
 - Entry appointments can be made over the phone (937)382-4684 or by email at info@clintoncountyhistory.org
 - Available appointments will be W-F 1-4:30pm

- Appointments will be scheduled in 1 hour increments – last appointment of the day beginning at 3:15pm
- 10-15 minutes between each appointment will be given to allow staff/volunteers to sanitize used areas in preparation for next guest
- Genealogy Library chairs and desks will be separated to ensure 6ft social distancing to the best of organization's ability
- Maximum of 6 guests + 1 staff member per museum tour. Staff will schedule tours to include only those of the same party – two separate parties will not be combined in an effort to limit potential transfer of COVID-19 or other illnesses.
- Guests will be required to wear facial coverings when entering History Center in an effort to protect at risk volunteers and staff and due to the fact that artifacts within the building cannot be regularly sanitized.
 - If guest does not have a covering, a covering or PPE surgical mask will be provided to them by CCHC
 - If guest does not feel comfortable wearing a covering on premises, they will be kindly asked to reschedule a visit at a later date when coverings are not required
- Staff and volunteers required to wear facial coverings when working directly with public and guests (per Responsible Restart Ohio)
- Temperatures will be taken as guests enter the building. Individuals with a temperature of 100.4F or higher will be asked to return at a later date.
- Guest Health Screening Questionnaire (provided by Responsible Restart Ohio) will be given to general public prior to entry...
(<https://coronavirus.ohio.gov/static/responsible/signs/Health-screening-questions-sign.pdf>)
- Responsible Restart Ohio signage will be posted throughout the History Center to remind guests of social distancing and potential symptoms
- Continue to maintain adequate supply of preventative materials (soap, sanitizer, etc.) and ensure accessibility to employees and visitors.
- Sanitization of entrance and exit doors consistently done throughout the weekday

- **Due to limited volunteers and staffing needs, Saturday public hours will not be available for the foreseeable 2020 season**
 - Typical Saturday public hours will be reserved for deep cleaning of Clinton County History Center. (Building will be closed to the public during this time)
 - *Bathrooms*
 - *High-touch areas (elevator buttons, gift shop, doorknobs and handles, stair rails)*
 - *Public entry areas*
 - *Genealogy Library (tables and chairs)*
 - *Any other necessary areas throughout CCHC that were utilized during the previous week*

Phase 3— TBD

- Return to normal operating procedures (?)