

COVID-19 Sample Reopening Plan

John & Geraldine Lilley Museum of Art

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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.



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Section 1: Overview

1.1 The Lilley Museum of Art Commitment to the Health of staff and visitors

The John & Geraldine Lilley Museum of Art is a multi-location museum with galleries across campus including the central museum space in the University Arts Building. This main, central museum space is called The Lilley for short. We have been opened since February 2019 and we proudly are the only free museum of art in Nevada that collects and exhibits art from all periods and cultures.

Being closed to the public since March 2020, due to the COVID-19 outbreak, we want to ensure a comprehensive reopening plan is in place and approved by the University of Nevada, Reno before opening our doors to our audience members. An opening date for The Lilley Museum will be determined by the University of Nevada, Reno in alignment with Gov. Steve Sisolak's direction regarding the Roadmap to Recovery for Nevada. It is our priority to provide a safe work environment for staff using guidelines to limit and mitigate the effects of COVID-19. The Lilley's staff members will follow Centers for Disease Control guidelines for community-based organizations. This plan will be revisited regularly and updated as needed like any core document.

1.2 Reopening Plan

1.2.1 Communication

By establishing a Reopening Plan we hope to ensure the health and safety of our public and staff. Our plan to reopen focuses on frequent and honest communication to help staff understand the policies and procedures in place and also the public so our visitors can make an educated decision to visit The Lilley. Ongoing communication with staff members about the importance of practicing healthy hygiene habits such as washing hands often, covering cough and sneezes, and socializing will be kept in order to prevent the spread of COVID-19.

1.2.2 Phases:

- **Phase I** – Employees will work remotely. Access to the museum is limited and requires authorization from the Chair of the Art Department, the Dean of the College of Liberal Arts, and the president of the University Nevada, Reno.
- **Phase II** – While the university moves on to phase II, The Lilley will remain closed until July 1st, with the intention of opening on that date if safe to do so. Until July 1st employees will continue to work remotely. Until the museum re-opens and The Lilley staff are back on-site, accessibility to the building is still restricted requiring authorization from the Chair of the art department, but not from the Dean of the College of Liberal Arts nor the President of the University.



- **Phase III** – Staff will be working full-time on campus. Operations will keep following guidelines from the University of Nevada, Reno, in alignment with the State of Nevada and CDC. The University of Nevada, Reno, in accordance with the state of Nevada’s precautions allows gatherings of up to fifty (50) people as long as these individuals can maintain social distancing. Museum visitors will be limited to no more than 30 inside our galleries at one time.
- **Phase IV** – Restrictions are lifted in a state and federal level. The Lilley returns to normal operations at pre-COVID-19 levels; programs will operate without restrictions. It is understood that this phase may not occur for years, we will comply with the CDC and the State of Nevada guidelines.

Section 2: Staff

2.1 COVID-19 Health & Safety Training

All staff, including administrative faculty, classified employees, and student workers will be required to complete the COVID-19 training. General COVID-19 Training for University Personnel, with subject-specific modules appropriate for their group. Supervisors are required to complete the online Supervisor’s Training for COVID-19. This training will provide staff members with information on COVID-19, how to prevent it from spreading, and resources available for NSHE employees and their families.

2.2 Daily Health Assessment and Sign In/Out sheet

- All employees working on campus must be read each day by employees.
- Staff should use a sign in/out sheets when entering and leaving the prep room and the museum galleries.

2.3 COVID-19 Symptoms, Exposure or a Positive Test

Employees feeling ill, particularly if symptoms include cough (excluding cough due to known medical condition), shortness of breath or difficulty breathing, or at least two of the following symptoms: fever of 100.4 or greater, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell are REQUIRED to stay at home.

The following must be followed in the event of COVID-19 symptoms, exposure, or a positive test:

- Employees must stay at home or leave work immediately if COVID-19-like symptoms develop. Employees are required to call their health care provider for an assessment and possible COVID-19 testing.
- Employees are required to report positive COVID-19 tests to Dr. Cheryl Hug-English MD at the Student Health Center to assist with contact tracing.
- Employees who have had close contact with someone diagnosed with COVID-19 should self-quarantine for 14 days.
- Employees who have been diagnosed with COVID-19 must stay home from work and self-quarantine as outlined in CDC guidelines.



2.3.1 Symptomatic Employees

Symptom-based strategy:

- Self-quarantine until at least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms; and
- At least ten days have passed since symptoms first appeared.

Test-based strategy:

- Self-quarantine until there is resolution of fever without the use of fever-reducing medications; and
- Improvement in respiratory symptoms; and
- Negative results of a COVID-19 test from at least two consecutive respiratory specimens collected less than 24 hours apart (total of two negative specimens).

2.3.2 Asymptomatic Employees with Laboratory-confirmed COVID-19

Time-based strategy:

- Exclude from work until ten days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based or test-based strategy should be used.

Test-based strategy:

- Exclude from work until negative results of a COVID-19 test from at least two consecutive respiratory specimens collected less than 24 hours apart (total of two negative specimens).

2.4 Safety at The Lilley

- **Social distancing:** Social distancing of at least six feet is required at all times, unless a task requires workers to be in closer proximity for only the duration of the task.
- **Face coverings:** Face coverings are required for all employees, unless not advisable by a healthcare professional, against documented industry best practices, or not permitted by federal or state laws/regulations, in all areas except when an employee is alone in a private office space.
- **Common areas:** Employee break areas may be used if six feet is maintained between occupants. Face coverings may be removed for eating and drinking in the break areas, provided six feet of distancing is maintained. Communal refrigerators, microwave, dishes, etc. may not be used.
- **Restroom use:** Employees should be especially aware of social distancing in restrooms. When entering a restroom assess the occupancy and if social distancing cannot be achieved wait outside the restroom until other people exit.
- **Travel:** Domestic and international travel will follow CDC and State Department Guidelines.
- **Workstations:** The Lilley will also reconfigure our galleries and workstations to allow for at least six feet between employees while at their workstations. Workstations will be equipped with PPE materials such as face masks, hand sanitizer, wipes, sanitizer, safety glass and gloves.



Section 3: Sanitation

3.1 Personal Protective Equipment (PPE)

All of The Lilley staff members will be required to wear personal protective equipment. The University of Nevada, Reno will provide and The Lilley will ensure full-time staff, volunteers, and student workers use all required protective equipment including face coverings (mandatory), safety glasses (when necessary), and gloves (when necessary). Hand sanitizer stations will also be available inside The Lilley, these will be available for staff members and visitors.

3.2 Cleaning Procedures

Staff members will have a written schedule for cleaning procedures. This document will ensure to implement cleaning practices during staff shifts. Cleaning assignments will be assigned during working hours as part of the staff job duties. This document will preliminary include the following procedures:

Keeping sites clean and sanitized:

- Touch points in private and shared offices will be sanitized regularly, at least once in the morning and once in the afternoon by the occupant of the office. These touch points are door handles, tables and desks, telephones, light switches, computers, keyboard, and mice. Shared tools and equipment such as mop handles, buckets, spray bottles, and other tools will be sanitized before and after every use. The Lilley's three full-time employees have their own offices; therefore, they will be able to work alone in their work station. Student workers will work only as gallery attendants; therefore, they will be inside the museum and not sharing offices with anyone.
- Touch points in public spaces will be sanitized hourly during public hours by the gallery attendants as well as adding an additional day of in-depth cleaning services during closed public hours. Touch points in our public space include staircase railings, lobby furniture, door handles, elevator buttons, and gallery furniture.

Gallery attendants will be required to wash their hands every hour.

Section 4: Visitors Health

4.1 Social Distancing

Social distancing of at least six feet is required at all times. During phase II we will allow up to 30 visitors at once inside The Lilley. This specific number of individuals allows visitors to keep at least 6 feet distance from fellow visitors and staff members. Gallery attendants will enforce social distancing rules throughout phase II and III.

4.2 Guest Health and Safety

- Guests will be asked to complete a series of screening questions to measure personal health prior to accessing the museum.
- The Lilley will be placing educational posters on our doors in order to educate the public about signs and symptoms of COVID-19 and how to prevent it from spreading. These posters will also be available on our website for the public to access prior their visit.



- Other signage will be displayed at entrances and other areas throughout the museum to remind people of social distancing and face coverings. The Lilley staff may ask any visitor(s) not abiding by these policies to exit the museum.
- As The Lilley is free of charge and our gallery attendants are not required to interact with visitors in close proximity, no plexiglass barrier will be installed in the museum.
- Guests will be required to wear masks throughout their visit during phase II and possibly phase III. Disposable masks will be available for visitors.
- The Lilley will place two sanitation stations within the museum, one in our temporary exhibition gallery (bottom floor) and one in our permanent collection gallery (top floor). These stations will be free standing and hands-free.

4.3 Protocols for Sick Guests

If a sick guest is identified, the gallery attendant will alert the exhibition coordinator and director, guests will be asked to leave the museum.

4.4 Satellite galleries: Front Door Gallery, McNamara Gallery, and Student Gallery South

All satellite galleries will not be used during phase II in order to discourage unsupervised gatherings in those spaces.

4.5 Programming

- Virtual Programming: The Lilley will continue to provide virtual programming to our audience. These were created during phase I and will continue during phase II and III. Below are a few preliminary possible initiatives:
 - o Interview Sessions: these will be comprised of interviews with artists and local art community members.
 - o Poems Sessions: These will feature members of the University Community such as faculty members and students.
 - o Children activities: these will be activities available for parents and children in our social media channels.
- In person programming: The Lilley will not have any public events during phase II. During phase III, events will allow gatherings of up to 50 people. Visitors will be required to follow social distancing guidelines and wear masks.

4.6 School Tours, Group and Public Tours

In phase II public and group tours can be provided to individuals from the same household, by appointment only. Docent must maintain at least six feet of physical distance from visitors. During phase I, II and most likely III, tours that combine individuals from different households will be discontinued. School tours will not be offered until phase IV.