

Draft reopening guidelines document provided by the National Czech & Slovak Museum & Library in Cedar Rapids, IA for reference use by the Department of Cultural Affairs' cultural partners.

**Reopening Guidelines for the Reopening of the National Czech & Slovak Museum & Library
(Draft May 7, 2020)**

Messaging Prior to Opening:

- All media outlets, including TV, radio, newspapers, website, and all social media to inform them of tentative opening and all visitor requirements; major focus on safety of everyone, members, staff, volunteers, and visitors will be stressed in every message following the State Public Health guidelines and CDC
- Letter to all members and donors
- Post safety messages throughout the building and entrance; signage will be KEY
- Total building cleaning, including carpets prior to any opening
- Make announcement of opening at least two weeks prior to opening; first week of opening will be for members and donors only at 25% capacity. Monitor entrances to see what the numbers are before opening to the public and evaluate this new process and make modifications if necessary
- Opening for the public will be most probably at 25% capacity in the first month/phase I; will monitor state peak and incidence rates before any opening and expanded entrances; all things will be monitored and reviewed by the leadership team and cabinet on a weekly basis and more if necessary; considering timed and ticketed entry
- Will state that there is the possibility of a second outbreak and that things may change as the NCSML emergency team will monitor this closely and may have to close again

Staff and Volunteer Safety:

- Survey staff and volunteers on their comfort level of coming back
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs; prior testing of disinfectant used so as not to harm the many varied surfaces (disinfectant has been readily available through area distilleries)
- Avoid/Discourage using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use
- Require all staff and volunteers to wear face masks covering mouth and nose
- Honor and enforce social distancing guidelines
- Staff will be given clear guidelines and training one week prior to opening for how to respond if visitors are not following health and safety protocols
- Train staff to wipe down surfaces after every interaction and between limited and timed-entry visitations
- Limit the number of patrons in the building to a percentage of occupancy
- Implement good hygiene practices
 - Encourage regular handwashing with signage throughout the building
- Purchase appropriate cleaning supplies (difficulty getting wipes and hands free sanitizing machines and fillers); using available hand sanitizer from local distilleries
- Station hand sanitizer and sanitizer spray throughout the NCSML
- Reduce entry points into the NCSML to manage flow and sanitization process; close excess bathroom areas and use only two

- Install sneeze guards to serve as barrier between staff and visitors at front desk and museum store
- Create distance between staff and volunteer workspaces
- Limit which staff and volunteers have access to areas for ease of tracing
- Develop a policy for cleaning high touch and public surfaces – products, process, and cleaning schedule
- Provide training for all staff and volunteers in cleaning procedures (be specific about how surfaces need to be cleaned and with what)
- Implement touchless transactions – no cash if possible; purchased chip reading credit card machines

Visitor Safety:

- Restrict number of visitors in building through reservations or timed tickets sold on-line
- Require visitors to wear facemasks covering mouth and nose or no entrance.
- Ask all visitors to sign in with telephone number (staff will actual do the writing on a clipboard with visitor name, city, and phone number); following questions will be asked by everyone:
 - Have you traveled outside of Iowa in the past 2 weeks? If so, where?
 - Have you interacted with anyone who has COVID-19 within the last 2 weeks?
 - Have you yourself recovered from a diagnosed case of COVID-19 in the past month?
 (Answers: if the individual chooses not to answer, they will be reminded that this is for their safety and others). If they do not answer the questions, they will not be denied entrance but their name and contact information will be required.
- Restructure exhibit space for one-way traffic throughout the museum
- Post signage restricting touching surfaces
- Post and implement policy for frequent cleaning of high touch and public surfaces
- Implement on-line programming
- Limit the number of people in the Museum Store to 10 people; touching of items will be with disposable gloves provided for

Facility Changes

- Consider whether children's areas/high touch surfaces need to be temporarily closed
- Implement marketing and communication plans to address cleaning, safety, and changes in visitation procedures on an ongoing basis to inform the public
- Use website and social media to share information and make visitors comfortable
- Consider floor markings or ropes to delineate personal space parameters within the building
- Consider temporary closing of the theater
- Rope off immigrant house as this is a small space for people to gather; view from the outside
- Consider appointments and time allotment in the library
- Close reading rooms and other gathering spaces
- Determine elevator cleaning frequency and process
- Should we limit use of all bathrooms
- Copier/printer sanitization frequency and process
- Is it possible to rearrange, remove, or cover furniture to limit seating or allow for socially distanced use
- Debrief each morning from lessons learned the prior day