

REOPENING PLAN

Griffin Museum of Photography

CREATED ON MAY 14, 2020

UPDATED ON MAY 31, 2020

PURPOSE OF THE REOPENING PLAN

The Griffin Museum of Photography (The Griffin) in Winchester Massachusetts established a Reopening Plan to ensure the health and safety of its public and staff. It contains recommendations applicable to the Griffin's operations in accordance with the latest guidance from the local, state, and federal health authorities, which include infection preventive measures, workplace controls, housekeeping as well as communicating policies and guidelines to employees and the public. Key prevention practices include: physical distancing to the maximum extent possible, use of face coverings by employees (where respiratory protection is not required) and visitors, frequent handwashing and regular cleaning and disinfection, training employees on these and other elements of the COVID-19 prevention plan. The Occupational Safety and Health Administration (OSHA) developed a COVID-19 planning guidance based on traditional infection prevention and industrial hygiene practices. The Griffin Reopening plan uses OSHA's planning guidance to help identify risk levels in workplace settings and to determine any appropriate control measures and procedures.

What is COVID-19

It is important to continue educating the public and the staff about COVID-19 as part of preventive strategies to understand the limitations each individual may encounter and to take precautionary measures seriously. Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus.

COVID -19 has spread from China and Europe to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts and outbreak conditions, including those rising to the level of a pandemic, can affect all aspects of daily life including travel, trade, tourism, food supplies, and financial markets.

Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat and loss of taste or smell.

Transmission

1. The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses or eyes of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that people who are not showing symptoms may spread COVID-19.

2. Spread from contact with contaminated surfaces or objects.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

3. How long the new coronavirus can live on surfaces.

- a. Paper and tissue paper - 3 hours
- b. Copper- 4 hours
- c. Cardboard- 24 hours
- d. Wood-2 days
- e. Cloth- 2 days
- f. Stainless steel-2-3 days
- g. Glass- 4 days
- h. Paper money- 4 days
- i. Outside of Surgical mask- 7 days
- j. Stones- 12 days
- k. Plastic - 2 -3 days

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Griffin staff with medium exposure risk may need to wear some combination of gloves, a gown, a facemask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job. The Griffin will provide and ensure workers and volunteers use all required protective equipment including face coverings and gloves where necessary. The disposable glove may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are dealing with visitors or handling commonly touched items. Face coverings are strongly recommended when employees are in the vicinity of others. Workers and volunteers should have face coverings available and wear them when in shared work areas, such as offices and other areas on the property. Employees may bring their own reusable face coverings.

GRIFFIN REOPENING COMMITTEE

The Reopening Plan will be monitored and implemented by a committee. The committee members consist of the Executive Director, Associate Director and Weekend Gallery Director

The Executive Director is responsible for staying up to date on developments within the community and providing staff with up-to-date information about COVID-19 and policies on a regular basis. If needed, the Executive Director will develop, modify, and implement policies and procedures in accordance with CDC, local, state, federal and health agencies guidelines. The committee will regularly evaluate the plan and procedures, perform risk assessments of all work areas, and correct any deficiencies identified.

Operations Procedures

1. Develop a schedule for staff to implement cleaning practices during work days.

Cleaning assignments should be assigned during working hours as part of the employees' job duties. A log will be kept of all cleaning and scope of the cleaning and include date and time. All public touchpoints will be disinfected hourly during public hours as well as adding an additional day of professional cleaning services during closed public hours.

2. Train employees and volunteers on the plan including information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

3. Use flexible sick leave and telework policies, especially for staff at higher risk for severe

illness. Explore staggered shifts for returning employees. Advise staff that if feeling sick to stay home.

4. Reconfigure office spaces, workstations, check-out counters, etc. to allow for at least six feet between employees while at their workstations.

5. Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

6. Reconfigure areas for taking breaks where physical distancing is possible. Utilizes the terrace as an outdoor seating area for employees and volunteers.

7. Discourage employees from congregating in high traffic areas such as kitchen, bathrooms and hallways.

8. Implement temperature and/or symptom screenings for all employees (including docents, interns, volunteers, etc.) at the beginning of shifts. Make sure the temperature/symptom screener avoids close contact with staff to the extent possible. Both screeners and employees should wear face coverings for the screening.

9. Limit staff meetings to virtual meetings.

10. Require staff and volunteers to wear a facemask covering nose and mouth while on site. Face coverings must not be shared.

11. If staff or a volunteer develop a fever, cough, or shortness of breath while at work isolate them and have them return as soon as possible and ask them to follow CDC-recommended steps for persons who are ill with COVID-19 symptoms. If a staff member has a confirmed COVID-19 infection, inform other staff about their possible exposure to the virus, while maintaining confidentiality as required by the Americans with Disabilities Act; see Public Health Recommendations for People in U.S. Communities Exposed to a Person with Known or Suspected COVID-19, other than Health Workers or other Critical Infrastructure Workers.

In the event of a positive case of the virus, the museum will shut down for deep cleaning and disinfecting of the workplace in accordance with current guidance.

12. Communicate to staff the importance of practicing healthy hygiene habits such as washing hands often, covering coughs and sneezes, and socializing to prevent the spread of COVID-19.

13. Discourage workers and volunteers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

14. Avoid sharing vehicles when traveling. When employees or visitors must travel together the use of face coverings is strongly recommended.

Housekeeping Procedures

1. Frequently disinfect surfaces that are commonly touched – things such as shared desks, countertops, kitchen areas, electronics, and doorknobs. All public touch points will be disinfected hourly during public hours as well as adding an additional day of professional cleaning services during closed public hours. Touch points include handrails, restroom fixtures (sink, urinals, toilets, dispensers), and lower garden patio furniture.

2. Maintain restrooms. Ensure they have functional toilets, clean and disinfected surfaces, and hand washing supplies. Place distancing markers in and outside of bathrooms. Implement the use of toilet seat covers.

3. Keep bathroom and kitchen regularly stocked with supplies for hand washing, including soap and materials for drying hands.

4. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

5. Install hand sanitizing stations in the bathrooms as well as the galleries and ensure they are being refilled when needed. If unavailable recommend that staff and visitors wash their hands with soap and water using touchless dispensers.

Visitor Service Procedures

1. Educate the public by posting signs and symptoms of COVID-19 and how to prevent it from spreading as well as underlying health conditions may make individuals more susceptible to contracting the virus.

2. Provide a self-screening checklist before visitors enter the museum to ensure that no one in his/her party is sick with a fever, dry cough, and/or has difficulty breathing and that no one in his/her party has travelled outside Massachusetts during the past 14 days.

3. Display signage at entrances, waiting areas, and throughout the museum to remind people of physical distancing and face coverings usage at every opportunity. Griffin staff may ask any visitor(s) not abiding by these policies to exit the museum.

4. Set-up front entrance to maintain 6-feet social distancing. Social distancing will be practiced throughout the Griffin. Markers to suggest proper distancing will be placed at the following areas: front entrance area, restrooms, all galleries and terrace area.

5. Front desk admissions staff will be protected with a clear, plexiglass barrier while wearing gloves and a face mask.

6. Workplace terminals will be equipped with proper sanitation products, including hand sanitizer and sanitizing wipes.

7. All galleries will be designated for one-way foot traffic and marked with social distancing parameters.

8. Soap dispensers in bathrooms and kitchen will be replaced by touchless dispensers

9. Guests exiting the building take precedence over those entering the building. Those waiting to enter must stay clear of the entrance and move 6' or more away from those leaving the building.

10. Prepaid admission and online tickets through the Griffin's website will be implemented. Admission will be by appointment only utilizing appointment system on the museum's website. Cash will not be accepted.

Occupancy for admission is limited to a maximum of 8 people at any given time. The Main Gallery will hold 4 visitors at a time and the Griffin and Atelier Galleries will hold 1 person each at a time. Staff will admit more people to enter based on the number of those who exit.

11. Provide disposable or single-use gallery documents to visitors and make these available digitally so that visitors can view on a personal electronic device, if possible, rather than placing exhibit binders in the gallery.

12. Create and promote one-way flow of foot traffic.

13. Discontinue the use of equipment lent to visitors to learn about exhibits unless they can be properly disinfected after each use such as wheelchairs.

14. Discontinue tours that combine individuals from different households into the same tour group.

15. All programming will be transitioned to virtual events until further notice.

16. Gatherings for receptions will be discontinued until further notice. Place all efforts into making virtual events until further notice.

17. The Terrace will be closed and no gatherings allowed there. Signage will be posted with this language.

Communication Procedures

1. Post the Griffin's reopening procedures on the website.

2. Post signs in the museum and on the terrace.

3. Inform the Griffin's constituents through newsletter, e-newsletter, social media, and other online platforms about The Griffin's reopening guidelines and precautionary measures to ensure public's health and safety.

4. Develop press releases and inform the media.

5. Sectioned maps on display throughout The Griffin and flow of one-way traffic.

6. Create a "Reopening" FAQ campaign

7. Develop new signage for the museum and terrace area.

A. How to pre-purchase tickets. Refer to exhibit A. (need to create).

B. Infographics for distancing markers

C. New guideline/policies exhibit C.

D. General museum etiquette. Refer to exhibit B. (need to create)

ON SITE COMMUNICATION

● The Griffin office number | 781-729-1158

- The Griffin website | www.griffinmuseum.org
- General e-mail | [use contact form on website](#)
- Signage will be posted throughout the Griffin informing visitors of available walking areas, closed/limited access areas, social distancing and general wellness practices, and more important information pertaining to The Griffin.
- A Griffin staff person will be front facing the public at the front desk with acrylic barrier.
- [CDC Guidelines](#)
- [Reopening Guidelines by State](#)
- [National Institute of Health](#)
- [New England Journal of Medicine](#)

SUPPLEMENTAL DOCUMENTS

Exhibit A (to come)

Exhibit B (to come)

Exhibit C