



COVID-19

Safe Reopening Plan

Riverside Art Museum

*3425 Mission Inn Avenue
Riverside, CA 92508*

Contacts:

Executive Director: Drew Oberjuerge, doberjuerge@riversideartmuseum.org

Valerie Found, vfound@riversideartmuseum.org

Ai Kelley, akelley@riversideartmuseum.org

Caryn Marsella, cmarsella@riversideartmuseum.org

Todd Wingate, twingate@riversideartmuseum.org

951.684.7111

www.riversideartmuseum.org

[March 2021]

Table of Contents

Section	Page
<u>Introduction</u>	3
COVID19 Preparedness Planning	3
Plan Administrator	3
<u>Risk Assessment</u>	4
Lower-Exposure Risk	4
Medium-Exposure Risk	5
High-Exposure Risk	5
Very-High-Exposure Risk	5
Job Duties Affect Workers' Exposure Risk Levels	5
<u>Measures to Prevent Spread of COVID-19</u>	6
Know How COVID-19 is Spread	6
Do's and Don'ts to Keep You and Others Safe at the Riverside Art Museum	6
Things to Keep In Mind	7
<u>Topics for Employee and Volunteer Training</u>	8
<u>Individual Control Measures and Screening</u>	9
<u>Cleaning and Disinfecting Protocols</u>	10
<u>Physical Distancing Guidelines</u>	12
<u>Classroom-Specific Plan</u>	13
<u>Signage</u>	15
<u>Process to Check for Compliance</u>	15
<u>Communications and Training</u>	16
<u>Appendices</u>	17
<u>Recommended Flow Maps</u>	18

Introduction

Businesses anticipating a reopening are expected to complete and implement a “Safe Reopening Plan” that addresses employee and customer health measures. The safe reopening plan does not require county approval, but businesses are encouraged to make the plan available so that the public and staff are aware of the precautions it addresses.

In an effort to allow businesses to reopen while maintaining responsible health and safety measures, [the State of California's Resilience Roadmap](https://www.covid19.ca.gov/roadmap/) (www.covid19.ca.gov/roadmap/) includes guidelines for businesses to reduce the risks to employees and the public associated with COVID-19. The City of Riverside follows the State's and County's directions for reopening businesses, but Riverside City Council may use additional measures in order to protect our community based on data and local conditions.

COVID-19 Preparedness Planning

As California moves through the stages of recovery, every business is required by the State of California to have a COVID-19 Preparedness Plan for reopening. This Preparedness Plan is a clear and flexible plan that provides the following:

1. Risk assessment;
2. Measures to prevent the spread of COVID-19;
3. Site specific guidelines;
4. Processes to check for compliance; and
5. Communication and training for employees.

The Riverside Art Museum (RAM) is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following COVID-19 Preparedness Plan for Reopening in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

RAM staff agrees to adhere to protocols below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited. It is the responsibility of every employee to report compliance issues to their Supervisor.

RAM will communicate with Riverside County Department of Health regarding any COVID-19 outbreak among staff or education participants. RAM will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. RAM will update this plan as needed to prevent further cases. RAM will identify close contacts (within six feet for 15 minutes or more) of an infected employee or education participant and take steps to isolate COVID-19 positive employee(s) or education participants and close contacts.

RAM team will meet regularly to review the efficacy of the plan and to document improvements cited and to create an implementation plan.

For the plan and protocols RAM will be adhering to for classrooms, please see the special section at the end of this document.

All RAM team members will participate in mandatory Employee and Volunteer Training.

NOTE: Museums with movie theaters, convention space, rentable meeting rooms, other areas for private events, etc., should keep those areas closed until large gatherings are allowed to resume modified or full operation through a specific reopening order and guidance. Museums with family entertainment activities, restaurants (including concessions, cafes, etc.), retail gift shops, life science research labs, etc., should refer to guidance on such industries as it becomes available. All large events or gatherings, such as concerts or private parties/events, must be cancelled or postponed.

Plan Administrator

The Riverside Art Museum management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan for Reopening.

The Riverside Art Museum's workers are our most important assets. We are serious about safety and health and keeping our workers working here. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan for Reopening.

We have involved our workers in this process by creating our Plan with all staff present to incorporate suggestions and get feedback to understand the risks associated with COVID-19 and create preventative and reactionary measures to continue business operations amidst the virus.

Plan Administrator Task Force: Drew Oberjuerge, doberjuerge@riversideartmuseum.org; Valerie Found, vfound@riversideartmuseum.org; Ai Kelley, akelley@riversideartmuseum.org; Caryn Marsella, cmarsella@riversideartmuseum.org; Todd Wingate, twingate@riversideartmuseum.org

Phone Number: 951.684.7111

Risk Assessment

(Source: [OSHA](#) & [CDC](#))

The risks from SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19), for workers depends on the following:

- How extensively the virus spreads between people;
- The severity of resulting illness;
- Pre-existing medical conditions workers may have;
- The medical or other measures available to control the impact of the virus and the relative success of these measures;
- How could it enter your facility;
- How could the virus impact your business; and
- Do you have any back-up plans?

The [U.S. Centers for Disease Control and Prevention \(CDC\)](#) provides [detailed information](#) about [this topic](#).

Worker risk of occupational exposure to COVID-19 during a pandemic may depend in part on the industry type and the need for contact within 6 feet of people known to be, or suspected of being, infected with COVID-19. Other factors, such as conditions in communities where employees live and work, their activities outside of work (including travel to COVID-19-affected areas), and individual health conditions, may also affect workers' risk of getting COVID-19 and/or developing complications from the illness.

[OSHA](#) has divided job tasks into [four risk exposure levels](#):

- Very high;
- High;
- Medium; and
- Lower risk.

As shown in the occupational risk pyramid below, the four exposure risk levels represent the probable distribution of risk. Most American workers will likely fall in the lower-exposure risk (caution) or medium-exposure risk levels.

Lower-Exposure Risk (Caution)

Jobs that do not require contact with people known to be, or suspected of being, infected with COVID-19. Workers in this category have minimal occupational contact with the public and other coworkers. Examples include:

- Remote workers (i.e., those working from home during the pandemic).
- Office workers who do not have frequent close contact with coworkers, customers, or the public.

- Manufacturing and industrial facility workers who do not have frequent close contact with coworkers, customers, or the public.
- Healthcare workers providing only telemedicine services.
- Long-distance truck drivers.

Medium-Exposure Risk

Jobs that require frequent/close contact with people who may be infected, but who are not known to have or suspected of having COVID-19. Workers in this category include:

- Those who may have frequent contact with travelers who return from international locations with widespread COVID-19 transmission.
- Those who may have contact with the general public (e.g., in schools, high population density work environments, and some high-volume retail settings).
- Personal services professionals such as nail salons, tattoo parlors, gyms, and fitness studios.
- Hospitality services professionals working in areas such as restaurants, bars, wineries, tasting rooms, lounges, and hotels/lodging for leisure and tourism.
- Employees at entertainment venues, such as movie theaters, gaming, gambling, arcade venues, pro sports, indoor museums, gallery spaces, and zoos.
- Employees working in community centers, faith-based facilities, public pools, playgrounds, and picnic areas.

High-Exposure Risk

Jobs with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients.
- Medical transport workers (ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing bodies for burial or cremation of people known to have, or suspected of having, COVID-19 at the time of death.

Very-High-Exposure Risk

Jobs with a very high potential for exposure to known or suspected sources of SARS-CoV-2 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or are suspected of having, COVID-19 at the time of their death.

Job Duties Affect Workers' Exposure Risk Levels

As workers' job duties change or they perform different tasks in the course of their duties, they may move from one exposure risk level to another. Additional examples of workers who may have increased risk of exposure to COVID-19 include those in:

- Other types of healthcare positions (including pre-hospital and medical transport workers, allied medical care professionals, and support staff)

- Emergency response (e.g., emergency medical services workers, firefighters, and law enforcement officers)
- Other postmortem care positions (e.g., funeral directors)
- Research or production laboratory workers
- Airline operations
- Retail operations, particularly those in critical and/or high-customer-volume environments
- Border protection and transportation security
- Correctional facility operations
- Solid waste and wastewater management
- Environmental (i.e., janitorial) services
- In-home repair services
- Travel to areas where the virus is spreading
- Pastoral, social, or public health workers in jobs requiring contact with community members who may spread the virus
- Transit and delivery drivers, depending on their degree of close contacts with the public
- This list is not intended to be comprehensive, and employers should always rely on thorough hazard assessments to identify if and when their workers are at increased risk of exposure to the virus on the job.]

The Riverside Art Museum staff falls into the Medium-Risk Exposure category.

Measures to Prevent Spread of COVID 19

Source: ([CDC](#))

Know How COVID-19 is Spread

Transmission can occur during close (within 6 feet) contact with a person with COVID-19, primarily through respiratory droplets produced when an infected person coughs or sneezes. These droplets, particularly when aerosolized, can be deposited in the mouth, nose, or eyes of nearby people or be inhaled into the lungs.

By touching surfaces or objects contaminated with the virus, and then touching their mouths, noses, or eyes. Current evidence suggests that novel coronavirus may remain viable for hours to days on a variety of surfaces.

[Frequent cleaning](#) of visibly dirty and high-touch surfaces, followed by [disinfection](#), can help prevent COVID-19 and other respiratory pathogens (germs) from spreading in workplaces.

Do's and Don'ts to Keep You and Others Safe at the Riverside Art Museum

DO wash your hands often:

- With soap and water.
- For at least 20 seconds, frequently throughout the day, but especially at the beginning and end of your shift, prior to any mealtimes and after using the toilet, after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

DO avoid close contact:

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
 - Remember that some people without symptoms may be able to spread the virus.
 - Stay at least 6 feet (about 2 arms' length) from other people.

- Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#).

DO cover your mouth and nose with a cloth face cover when around others:

- Everyone should wear a [cloth face cover](#) when working around others or they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
 - As a reasonable accommodation for people with a disability who cannot wear a cloth face mask, said person is to wear a scarf, loose face covering, or full face shield that covers their nose and mouth with a drape on the bottom edge.
- The cloth face cover is meant to protect other people in case you are infected.
- You could spread COVID-19 to others even if you do not feel sick.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for physical distancing.

DO cover coughs and sneezes:

- If you are in a private setting and do not have on your cloth face masks, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

DO clean and disinfect:

- Clean AND disinfect [frequently touched surfaces](#) daily. This includes tables, door knobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common [EPA-registered household disinfectants](#) will work.

DO monitor your health:

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- Take your temperature if symptoms develop.
- Follow [CDC guidance](#) if symptoms develop.

DON'T touch your eyes, nose, and mouth with unwashed hands.

DON'T gather in groups, crowded places, or mass gatherings.

DON'T use a facemask meant for a healthcare worker.

DON'T take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

Things to Keep in Mind

- Person-to-person spread is likely to continue to occur under current pandemic conditions.
- There is still more to learn about the transmissibility, severity, and other features associated with COVID-19.
- COVID-19 may be spread by people who are not showing symptoms.

Topics for Employee and Volunteer Training:

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Self-screening at home, including temperature and symptom checks, using CDC guidelines, and how it will be required by all staff and volunteers before leaving home to work at RAM.
 - https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Findex.html
 - All staff and volunteers will need to fill out a RAM Self-Screening Questionnaire and submit the form to HR.
 - If any staff member or volunteer answers yes to any of the questions on the RAM Self-Screening Questionnaire, they are required to stay home and, if a staff member, to contact their supervisor immediately.
 - If three staff/volunteer members with COVID-19 infections are identified, this is considered a workplace outbreak:
 - Immediately report to the local health department using the COVID-19 Workplace Outbreak Form.
 - Work with local health department to identify potentially exposed individuals to help facilitate appropriate communication/contact tracing.
 - Shutdown for deep sanitation if possible.
 - Professionally clean and sanitize site/location.
 - Reopen in consultation with the local health department.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
 - https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fsymptoms-testing%2Findex.html
- Learn when it is safe for those who tested positive for COVID-19 to come back to work:
 - Individuals who test positive for SARS-CoV-2, the virus that causes COVID-19, and who **have had symptoms**, may return to work or school when:
 - At least 10 days have passed since symptoms first appeared, AND
 - At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
 - Other symptoms have improved.
 - Individuals who test positive for SARS-CoV-2 who **never develop symptoms**, may return to work or school 10 days after the date of their first positive test for SARS-CoV-2.
 - Requiring a negative SARS-CoV-2 test prior to returning to work or school is not recommended. Instead, employers and schools should follow the time- and symptom-based approach described above in determining when individuals can return to work or school following COVID-19 diagnosis.
 - Return to work or school guidelines for all individuals or for specific settings may differ in certain local health jurisdictions in California; individuals should also consult with and follow guidance from their local health departments.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
 - <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- The importance of physical distancing, both at work and off work time (see Physical Distancing section below).
- Proper use of face masks, including:
 - face masks do not protect the wearer and are not personal protective equipment (PPE).
 - face masks can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
 - Employees should wash or sanitize hands before and after using or adjusting face masks.
 - Avoid touching the eyes, nose, and mouth.
 - face masks should be washed after each shift.
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

- Ensure temporary or contract workers and volunteers at the facility are also properly trained in COVID-19 prevention policies and have necessary PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20.
 - <https://www.labor.ca.gov/coronavirus2019/#chart>
 - <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>
 - <https://www.gov.ca.gov/wp-content/uploads/2020/05/5.6.20-EO-N-62-20-text.pdf>
 - Please refer to staff handouts.

Individual Control Measures and Screening:

- RAM will require self-screening at home, which is an appropriate alternative to providing it at the establishment, to ensure that screening was performed prior to the employee leaving home for their shift and follows CDC guidelines, as described in the Topics for Employee Training section above..
- RAM will require face masks for all staff and visitors. Exemptions for children under the age of two and for those with a disability for which a face mask would be detrimental to their health and well-being. As a reasonable accommodation for people with a disability who cannot wear a cloth face mask, said person is to wear a scarf, loose face covering, or full face shield that covers their nose and mouth with a drape on the bottom edge. Face masks must not be shared.
- RAM will strongly recommend physical distancing be maintained by staff, volunteers, and visitors.
- RAM will post signage in strategic and highly-visible locations to remind staff, volunteers, and visitors that they must use face masks during their visit, try to maintain physical distancing, and not enter if they are sick or exhibiting symptoms of COVID-19.
- RAM will display a set of clearly visible rules for guests at entrance(s) that are to be a condition of entry. The rules will include instructions to use hand sanitizer, wear face masks during the visit, maintain physical distance from employees and other guests/groups, avoid unnecessary touching of surfaces, and changes to service. Whenever possible, the rules should be available digitally and include pictograms.
- RAM will provide and ensure staff use all required protective equipment including face masks, eye protection, and gloves where necessary.
 - RAM will provide disposable gloves:
 - For staff handling commonly touched items like at the visitor services desk.
 - For staff offloading and storing delivered goods for the store, for exhibits, for facility rentals.
 - These staff members should inspect deliveries and perform disinfection measures prior to storing goods when there are signs of tampering.
- Guests and visitors will be verbally screened for symptoms upon arrival, asked to use hand sanitizer, physical distance, and to wear a face mask inside the museum. Face masks will be available to guests who arrive without them. Infants and children under ages two and people with disabilities for which wearing a face mask would be detrimental to their health and well-being should not wear face masks, in accordance with CDC guidelines. As a reasonable accommodation for people with a disability who cannot wear a cloth face mask, said person is to wear a scarf, loose face covering, or full face shield that covers their nose and mouth with a drape on the bottom edge.
 - The questions that are part of the Verbal Symptom Checklist for guests and visitors are:
 - Have you been in close contact with someone who has COVID-19 or COVID-19 symptoms?
 - Have you experienced any of the following symptoms in the last 10 days:
 - 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
- Have you been told to self-isolate by Public Health or a medical professional?
- Guests and visitors answering yes to anything on the list above, will be asked to come back to visit at a later date.

Cleaning and Disinfecting Protocols:

- RAM will perform thorough cleanings and frequent disinfection of:
 - Commonly touched surfaces such as grab bars, railings, light switches, registers, register telephones, hand-held devices, counters, shelving, credit card PIN pads, door knobs, toilets, and handwashing facilities.
 - High-traffic areas such as areas of ingress and egress including stairways, stairwells, handrails, and elevator and lift controls.
 - Surfaces that children are more likely to touch, such as sections of windows and other surfaces closer to the ground.
- RAM will provide time for staff to implement cleaning practices during their shift. Cleaning assignments will be assigned during working hours as part of the employee's job duties.
- RAM will adjust or modify hours to provide adequate time for regular thorough cleaning and disinfection of office spaces.
- When choosing cleaning chemicals, RAM will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide staff training on manufacturer's directions and Cal/OSHA requirements for safe use. Staff using cleaners or disinfectants should wear gloves as required by the product instructions.
- RAM will perform thorough cleanings and frequent disinfection:
 - By hiring contracted cleaning service to clean with approved EPA/CDC products.
 - Vacuuming done with HEPA filters
 - HVAC vents cleaned
 - HVAC service contractor to change filters
 - By having the following staff departments to the following daily:
 - Visitor Services, at start and end of morning shift, and at start and end of afternoon shift, clean:
 - Commonly touched surfaces such as grab bars, railings, light switches, registers, register telephones, hand-held devices, counters, shelving, credit card PIN pads, door knobs, toilets, and handwashing facilities.
 - High-traffic areas such as areas of ingress and egress including stairways, stairwells, handrails, and elevator and lift controls.
 - Workstation, including: telephone receiver, headsets, buttons, cords; keyboard and mouse; desk calculators; staplers, hold punches, pens, and other office tools; file cabinet and drawer pull handles; chair arm rests; desk surface; printer/copy machine touchpoints; light switches; door knobs/handles to enter your workstation.
 - When using wipes (Clorox for example), leave surface wet for 4 minutes.
 - Take trash out, including liner.
 - Event Support Services, before and after each special event, clean:
 - Commonly touched surfaces such as grab bars, railings, light switches, registers, register telephones, hand-held devices, counters, shelving, credit card PIN pads, door knobs, toilets, and handwashing facilities.
 - High-traffic areas such as areas of ingress and egress including stairways, stairwells, handrails, and elevator and lift controls.
 - PA systems, all other RAM lent equipment, two-way radios.
 - Discontinue the use of equipment lent to customers/visitors unless they can be properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps.
 - When using wipes (Clorox for example), leave surface wet for 4 minutes.
 - Take out trash, including liner
 - Exhibitions:

- Clean the benches in the galleries, anything interactive in exhibitions spaces (if applicable), the vault door handles.
- Workstation, including: telephone receiver, headsets, buttons, cords; keyboard and mouse; desk calculators; staplers, hold punches, pens, and other office tools; file cabinet and drawer pull handles; chair arm rests; desk surface; printer/copy machine touchpoints; light switches; door knobs/handles to enter your workstation.
- When using wipes (Clorox for example), leave surface wet for 4 minutes.
- Take out trash, including liner.
- Finance:
 - Workstation, including: telephone receiver, headsets, buttons, cords; keyboard and mouse; desk calculators; staplers, hold punches, pens, and other office tools; file cabinet and drawer pull handles; chair arm rests; desk surface; printer/copy machine touchpoints; light switches; door knobs/handles to enter your workstation.
 - When using wipes (Clorox for example), leave surface wet for 4 minutes.
 - Take out trash, including liner.
- Education:
 - Classrooms: see special section for Art Education below
 - Workstation, including: telephone receiver, headsets, buttons, cords; keyboard and mouse; desk calculators; staplers, hold punches, pens, and other office tools; file cabinet and drawer pull handles; chair arm rests; desk surface; printer/copy machine touchpoints; light switches; door knobs/handles to enter your workstation.
 - Private bathroom door knobs, toilets, and handwashing facilities.
 - When using wipes (Clorox for example), leave surface wet for 4 minutes.
 - Take trash out, including liner.
- Fund Devo/Marketing:
 - Workstation, including: telephone receiver, headsets, buttons, cords; keyboard and mouse; desk calculators; staplers, hold punches, pens, and other office tools; file cabinet and drawer pull handles; chair arm rests; desk surface; printer/copy machine touchpoints; light switches; door knobs/handles to enter your workstation.
 - When using wipes (Clorox for example), leave surface wet for 4 minutes.
 - Take trash out, including liner.
- All staff:
 - Clean the copy machine, fax machine, postage machine, water cooler after each use.
 - Limit use of microwave, fridge, and coffee pot, and clean handles after each use.
 - Carry hand sanitizer on person and encourage use before and after using high-touch items such as door knobs.
 - When using wipes (Clorox for example), leave surface wet for 4 minutes.
 - Take trash out, including liners.
- RAM staff is to avoid sharing phones, two-way radios, other work supplies, or office equipment wherever possible. Never share PPE.
 - Where such items must be shared, disinfect with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent.
 - Equipment that passes back and forth between staff and visitors such as pens, cash, etc., will also be disinfected between uses.
- RAM will provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties.
- RAM will equip all staff with proper sanitation products, including hand sanitizer and sanitizing wipes.
- RAM will equip customer entrances and exits, classrooms, the 2nd floor elevator area, and other common-space areas with proper sanitation products, including hand sanitizer.
 - Display signage indicating where the nearest hand sanitizer dispenser is located.
 - Check hand sanitizer dispensers periodically and refill before they run out.
- RAM will ensure that sanitary facilities for employees and guests stay operational and stocked at all times and provide additional soap, paper towels, etc., when needed.
- RAM will encourage the use of credit cards instead of cash.

- RAM will install, as feasible, and encourage hands-free devices, including automatic toilets, motion sensor restroom lights, contactless payment systems, automatic faucets, soap, and paper towel dispensers, and timecard systems.
- RAM will provide single-use maps, pamphlets, guides, etc. to visitors and make these available digitally so that visitors can view on a personal electronic device, if possible.

Physical Distancing Guidelines:

- RAM will implement measures to encourage physical distancing of at least six feet between staff and visitors and between visitors waiting in lines. This includes use of physical partitions, Plexiglas barriers, and visual cues (e.g., floor markings or signs to indicate where employees and customers/visitors should stand).
- Max occupancy for the museum adjusted to accommodate physical distancing/capacity restrictions:
 - Max occupancy for the Art Alliance Gallery: 32
 - Max occupancy for the Members Gallery: 30
 - Max occupancy for the Atrium: 14
 - Max occupancy for the Lobby: 7
 - Max occupancy for the Store: 4
 - Max occupancy for Mezzanine: 20
 - Max occupancy for the Bobby Powell and Ross R. DeVean Galleries: 24
 - Max occupancy for the Stebler classroom: 6 students plus 1 instructor
 - Max occupancy for the Olds Conference room: 10 students plus 1 instructor
 - Max occupancy for elevator: Only for use by those with disabilities and their household unit of up to 6 people, and household units of up to 6 who have a stroller for infants and small children.
- RAM will take measures at the visitor services desk or other areas where physical distancing cannot be maintained to minimize exposure between workers and customers, such as Plexiglas or other barriers.
- RAM will develop and implement controlled foot traffic and crowd management strategies that encourage at least six feet physical distancing between customers when possible. (*please see map*)
 - This can include requiring foot traffic be one-directional when possible and guiding visitors with visual cues, physical props, and signage. Provide clearly designated entrances and separate exits, if feasible and appropriate for the space, to help maintain physical distancing and support crowd control. Wherever possible, doors should be left open if they do not open and close automatically.
 - RAM will designate separate routes for entry and exit into the museum and the galleries, when possible, to help maintain physical distancing and lessen the instances of people closely passing each other. Establish directional hallways and passageways for foot traffic, if possible, to eliminate staff and visitors from passing by one another.
- RAM will display signage at entrances, waiting areas, and throughout galleries and museum spaces to remind people of physical distancing and face masks usage at every opportunity.
 - RAM will dedicate staff to direct guests at high traffic and bottleneck areas to avoid congregating, when necessary.
- RAM will create clearly-marked curbside or outside pickup points that maintain physical distance with visual cues or other measures for youth art education students once on-site classes are allowed.
- RAM will limit customer groups entering the facility to a household unit of six people. People from the same household do not need to physically distance from one another.
- RAM will discontinue tours.
- RAM will rearrange seating areas and/or remove seats to allow for a minimum of six feet of physical distance between customers/visitors.
- Play the Museum stations will be closed. Visitors will be able to pick up a take-home packet of art engagement activities to do at home from stations throughout the museum.
- RAM will consider offering staff, docents, interns, and volunteer staff who request modified duties options that minimize their contact with visitors and other staff (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
- RAM will utilize work practices, when feasible and necessary, to limit the number of staff at the office at one time. This may include scheduling (e.g., staggering start/end times), establishing alternating days for on-site reporting, returning to workspaces in phases, or continued use of telework when feasible.
- RAM will discourage staff from congregating in high-traffic areas such as bathrooms and hallways.
- RAM will stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- RAM will limit the number of individuals riding in an elevator to household units with strollers and ADA access only.

- Post signage regarding these policies.
- RAM will require staff to avoid handshakes and similar greetings that break physical distance.
- RAM will install, if possible, production transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person production hand-offs.
- RAM will eliminate person-to-person contact for delivery of goods to worksites.

Classroom-Specific Plan:

No in-person classes are being offered at this time. The guidelines below may change based on new recommendations from the CDC and other government agencies.

Small classroom rules for art education classes for youth taking place at the museum:

- RAM will ensure small groups of students who will stay together with the same teacher and not mix with other groups.
- RAM will encourage students to remain at least three feet apart while in the classroom.
- RAM will encourage students to not share objects.
- RAM will ensure classes are staggered or timed so drop-off/pick-up periods for different groups don't overlap.
- Students will, after being symptom checked and appropriate documents signed by parent/guardian, will enter up the elevator and exit down the Olds stairs and out the Lime Street door to keep them separate from the general public for their safety.

Encourage behaviors that reduce the spread of COVID-19:

- RAM will educate staff and families of students about when they should stay home and when they can return to class by sending this link <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html> to staff and students/parents
 - RAM will require students to have their temperature taken (must be under 100.4 degrees) before coming into the museum for class. Temperatures will be screened by RAM Art Education team.
 - RAM will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- RAM will reinforce handwashing with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
 - This link <https://www.cdc.gov/handwashing/when-how-handwashing.html> will be sent to all staff and to students/parents.
- RAM will encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Face masks are to be worn by staff and students. Individuals should be frequently reminded not to touch the face masks and to wash their hands frequently. As a reasonable accommodation for people with a disability who cannot wear a cloth face mask, said person is to wear a scarf, loose face covering, or full face shield that covers their nose and mouth with a drape on the bottom edge.
 - Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face masks by sending this link to all staff and to students/parents: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 - RAM will have signage in classrooms as a reminder
- RAM will support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, and no-touch/foot-pedal trash cans.
- RAM will post signs in highly visible locations (e.g., entrances, classrooms, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face mask).

Maintain healthy environments:

- RAM will clean and disinfect frequently touched surfaces (e.g., door handles, sink handles) at least daily or between use as much as possible (see Cleaning and Disinfecting Protocols for the museum). Additionally:
 - RAM will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
 - Cleaning products will be used when children are not present and staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- RAM will ensure use of shared objects (e.g., art supplies, toys, games) are limited when possible, or cleaned between use.
 - RAM will discourage sharing of items that are difficult to clean or disinfect.
 - RAM will keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
 - RAM will ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies).
 - RAM will not allow sharing of electronic devices, toys, books, and other games or learning aids.
- RAM will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. RAM will not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- RAM will require students to bring their own water as all water drinking fountains will be turned off.
- RAM will space seating/desks at least three feet apart.
- RAM will offer options for students at higher risk of severe illness that limit their exposure risk (e.g., virtual learning opportunities).
- RAM will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible from classrooms.
- RAM will put systems in place for, consistent with applicable law and privacy policies, having staff and families self-report to the museum if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19 (<https://www.hhs.gov/hipaa/for-professionals/special-topics/hipaa-covid19/index.html>) (e.g. see "Notify Health Officials and Close Contacts" in the Preparing for When Someone Gets Sick section below) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
- RAM will identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.
 - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
 - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Signage:

Per [County of Riverside Readiness and Reopening Framework](#) the facility should indicate they have posted signage at each public entrance of the facility regarding the safety measures required for entrance. This component is expected of all businesses. The board of supervisors has adopted language strongly recommending the use of face masks and six-foot social distancing, which businesses may require of those entering the facility. Businesses may also consider signage advising individuals not to enter with a cough, fever, or other illness. If the business plans to publicly display the safe reopening plan, it should be posted or offered at the entrance(s) of that particular facility.

RAM's reopening plan can be found at the front desk and online at: www.riversideartmuseum.org/visit

Signs regarding safety measures required for entrance and/or other signage required in this plan are posted:

- At the front and rear entrance to the museum.

- At the front desk.
- In front of each gallery.
- In the atrium.
- In front of the store entrance.
- In the mezzanine.
- Near the elevator on the first and second floor.
- Next to each hand sanitizer unit.
- In each restroom.
- In each classroom.
- At the water fountain on the second floor.

See **Appendix B** for graphics from the CDC.

Process for Checking for Compliance

Per the State of California and Riverside County guidelines for businesses to reopen, each business is required to self-certify their compliance with all regulations and create business-specific guidelines for employees and the public to follow to maintain a safe workplace environment.

The Riverside Art Museum confirms that all business operations maintain the guidelines and policies set forth in this document.

Communications and Training

This COVID-19 Preparedness Plan for Reopening was communicated via staff meeting to all workers March 25, 2021 and necessary training was provided. The Plan will be communicated via volunteer meeting to all volunteers before they are allowed to be on-site with the general public and necessary training will be provided. Additional communication and training will be ongoing as necessary and provided to all workers and volunteers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented at weekly meetings.

Management and workers are to work through this new program together and update the training as necessary.

This COVID-19 Preparedness Plan for Reopening has been certified by Riverside Art Museum management and was posted throughout the workplace on March 31, 2021. It will be updated as necessary.

Plan certified by:



Plan Administrator Signature

March 31, 2021

Date

Executive Director, Riverside Art Museum

Title

Appendix A: COVID19 Preparedness Employee Training Form Template

Training Topics:

- Worksite Specific Plan
- Information on COVID19, preventing spread, who is vulnerable
- Self-screening at home using CDC guidelines and control measures
- Importance of when to not come to work, when to seek medical attention
- Cleaning & disinfecting protocols
- Use of PPE and face masks
- Physical distancing guidelines
- Classroom-Specific Plan

Name of Employees in Training

Signature of Employees

Trainer Name

Date of Training

Appendix B: Graphics for Businesses

The CDC provides a robust library of COVID19 print resources in multiple languages.

The print resources can be found the following CDC link:

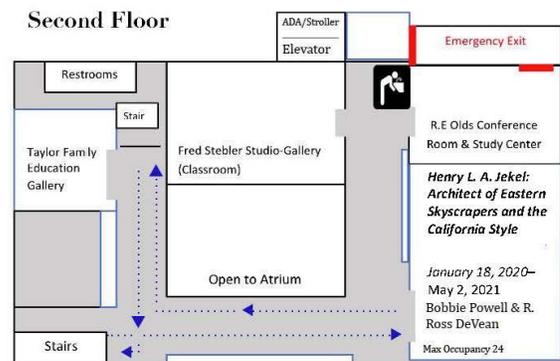
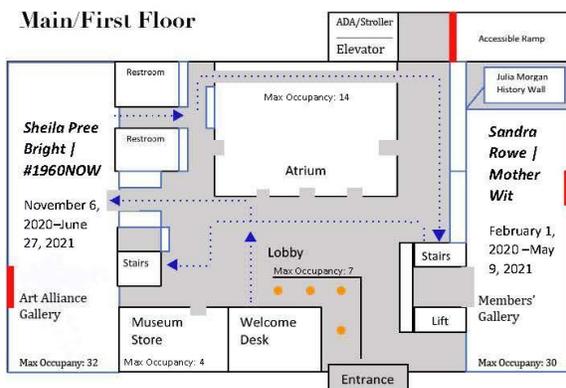
<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

Appendix C: COVID-19 Resources

- **Center for Disease Control** <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- **Small Business Administration COVID19 Guidance & Loan Resources** <https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>
- **Office of Governor Gavin Newsom** <https://www.gov.ca.gov/california-takes-action-to-combat-covid-19/>
- **State of California COVID19 Resources** <https://www.gov.ca.gov/california-takes-action-to-combat-covid-19/>
- **California Recovery Roadmap & Sector Guidance** <https://covid19.ca.gov/roadmap/>
- **City of Riverside COVID19 Recovery Framework** <https://www.riversideca.gov/recovery>
- **California Department of Public Health COVID19 Resources** <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

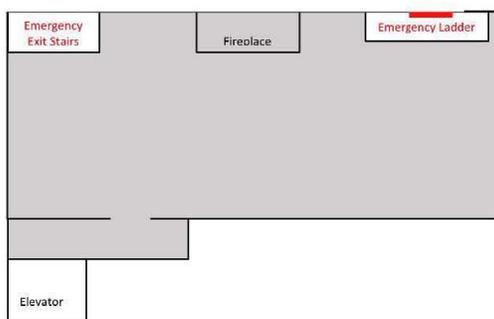
- [California Department of Industrial Relations. Division of Occupational Safety & Health \(Cal/OSHA\)](https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html)
- [Riverside County Public Health COVID19 Resources](https://www.rivcoph.org/coronavirus)
- [Riverside County Workforce Development Center COVID19 Resources](https://rivcworkforce.com/COVID-19Resources.aspx)
- [City of Riverside COVID19 Resources](https://www.riversideca.gov/press/information-regarding-covid-19-coronavirus)
- [City of Riverside Economic Development](https://www.riversideca.gov/business)
- [City of Riverside One Stop Shop](https://www.riversideca.gov/buildriverside/)
- [Inland Empire Small Business Development Center](https://inlandempiredbdc.org/about/)

Appendix D: Recommended Flow Maps



Rooftop/Third Floor

Note: Only accessible during events or special exhibitions.



Legend

- Physical Distance Dots
- Emergency Exit
- ⋯▶ Suggested Pathways
- ☒ Water Fountain (NOT OPERATIONAL)