**CCM – Art Gallery Museum**

**Specific Plan for reopening - November 2020**

This document provides guidance for our art gallery with museum (also named CCM in this document), to support a safe, clean environment for workers and guests.

**Workplace Specific Plan**

•Attached is a written, worksite-specific COVID-19 prevention plan to be posted at location by front door, includes a comprehensive risk assessment of the room, and designating Directors - Ann Waters and Richard Jergenson to implement the plan

**Size of Space** – our non-profit Gallery/museum is a large commercial property – a 4500sq foot open plan space with good air circulation using HEPA filters and small fans.

In a summary form as follows:

**Visitor Guidelines:**

**(To promote a safe environment for everyone, we ask that visitors follow these guidelines)**

* **Please do not visit if you aren’t feeling well** or have been exposed to someone who is ill.
* **Face masks covering nose and mouth are required** for all visitors over the age of 2, following [guidance](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf" \t "_blank) outlined by the California Department of Public Health.
* **No group visits allowed** at this time. Max 6 people in the gallery at one time.
* **Maintain social distance.** Stay six feet away from others not in your household.
* **Follow designated routes** marked by signage and floor graphics.
* **Keep moving** through the gallery and avoid lingering in one area.
* **Use hand sanitizer frequently**. Dispensers are located throughout the gallery
* **Use our posted guides at each exhibit to** conduct a self-guided tour.
* **No food or drinks allowed inside the facility**.
* **No bathrooms available.** A complete tour of our small gallery will take about ½ hour, and there are a number of open stores, restaurants and bathrooms located in downtown Willits - nearby our facility during open hours

##### ****Additional Information:****

* **Contactless check-in** is available at the Museum entrance. Please arrive within 15 minutes of your desired tour time and have your mask in place upon arrival. You will be greeted, asked to hand sanitize and allowed into the exhibits. Only 12 people are allowed in the galleries at one time, rotating though each ½ hour with a bell announcing the change.
* **Enhanced cleaning** measures have been instituted, including a daily deep-clean and regular cleaning of frequently touched surfaces throughout the day.
* **Some** **interactive displays and small spaces** where social distancing is not possible are closed or have been removed.

##### ****Changes to Other Operations:****

* **Museum Gift Store** is open during the Museum’s interim hours at a limited capacity using social distancing protocols, with acrylic shields and cash or credit transactions. Guests are strongly encouraged to pay for all purchases with credit or debit card.

For questions on operations not listed above, contact us at awaters@pacific.net

Thank you for your patience, and we look forward to welcoming you back as we can dependent on county health safety level

**Further Criteria of CCM Covid Guidelines and Current Operation:**

1- We will Provide temperature and health survey screenings for all workers (including volunteers) at the beginning of their shift.

2- Gallery/Museum will take reasonable measures, including posting signage at our single entrance, in strategic and highly-visible locations, both outside and inside and in reservation confirmations, to remind the public that they must use face coverings, practice physical distancing, to not touch their face, and MUST use hand sanitizer, provided at entrance table and within the gallery. *(We will display a set of clearly visible rules for guests at entrance(s) that are to be a condition of entry. The posted rules are copied directly from the County Guidelines and include instructions to use hand sanitizer, wear face coverings during the visit, maintain physical distance from employees and other guests/groups, avoid unnecessary touching of surfaces, contact information for the local health department, and changes to services.)*

2- Guests and visitors will be screened for symptoms by verbal questions & signage upon arrival, asked to use hand sanitizer, and must wear a face covering.

Track and Trace using a sign-in method (name and phone contact) will be continuously on file.

Babies and children under age two need not wear face coverings, in accordance with CDC guidelines.

**Cleaning and Disinfecting Protocols we will manage:**

•Frequently clean and disinfect commonly touched surfaces such as placards, interactive exhibits, light switches, door handles, etc. Operators will identify and disinfect surfaces that children are more likely to touch, such as sections of windows and posts closer to the ground.

•Encourage donation fee from guests by exact cash payment or check.

•Perform thorough cleaning of any outdoor and indoor areas that employees or the public are likely to use or occupy. This includes high traffic areas and shared spaces and main area of ingress and egress (door handle)

• Instruct employees to wipe down and disinfect equipment that passes between employees and guests such as pens, reusable maps, etc.

•Provide disposable or single-use maps, pamphlets, guides, etc. to guests. If single-use items cannot be provided, properly disinfect reusable ones before and after customer use

• Ensure that sanitary facilities for employees only ***(no public bathroom)*** stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide hand sanitizer for visitors at high traffic areas such as entrance

•When choosing cleaning chemicals, employers will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Lysol and disinfectants to be labeled & effective against emerging viral pathogens, including 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 employees training on manufacturer’s directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product instructions

•Provide time for workers to implement cleaning practices at the beginning and during their shift. Cleaning assignments will be assigned during working hours as part of the docent job duties.

•Modify hours, if necessary, to ensure regular, thorough cleaning of workspaces, as appropriate. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.

**Physical Distancing Guidelines**

•Implement measures to ensure physical distancing of at least six feet between workers and guests and between people waiting in lines. This will include instructions at start of tour as well as use of visual cues (e.g., floor markings or signs to indicate directional movement & where employees and guests should stand).

•Designate separate routes for entry and exit through exhibits, galleries, viewing areas and employee workspaces to help maintain physical distancing and lessen the instances of people closely passing each other, if possible. Establish one-way directional walkways for foot traffic, if possible, to minimize crossflow of people moving around exhibit and workspaces.

•Display signage at entrances, waiting and viewing areas, and throughout exhibit spaces to remind people of physical distancing, face coverings usage, and proper hand hygiene at every opportunity

•We have removed interactive exhibits such as those with touch screens, grab handles, buttons, telephone and other listening devices, handheld props, flip doors, etc. We are providing sanitized marking pens for our one interactive exhibit, which will be monitored for each guest. Make hand sanitizer available at this station and ask visitors to use them before and after interacting with exhibit.

These guidelines are being implemented before our expected opening when approved by County Health Dept..

Please advise if we have forgotten anything, thank you. We look forward to this certification and reopening soon!

CCM Secretary, Annie Waters

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