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# COVID19 Business Specific Health & Safety Form

**ZOOS, GALLERIES, MUSEUMS and AQUARIUMS**

**NOTE:** In order to self-certify compliance at [www.mendocinocountybusiness.org](http://www.mendocinocountybusiness.org/), you must **read and implement** the County of Mendocino-specific guidelines for Zoos, Galleries, Museums and Aquariums issued in the July 1, 2020 Public Health Order.

In order to fill out this form and create a health and safety plan for your business, refer to the [State of California Guidelines for Zoos, Galleries, Museums and Aquariums](https://covid19.ca.gov/pdf/guidance-zoos-museums.pdf), the [County of Mendocino Public Health Order dated July 1, 2020](https://www.mendocinocounty.org/home/showdocument?id=36525) and the [County of Mendocino Facial Coverings Order dated July 3, 2020](https://www.mendocinocounty.org/home/showdocument?id=36523). A health and safety plan is required to operate.

**Describe the type of signage you will have and locations.**

We have the following Mendocino County-approved signs on our front door in both English and Spanish:

* Do Not Enter if You Feel Sick
* Must Wear Face Covering to Enter
* Must Practice Social Distancing (6 feet)
* Wash Your Hands for at Least 20 Seconds

1. **Describe the PPE you will provide to your employees and patrons.**

Employees already have their own masks. We do have extra masks on site. Employees will also be issued disposable gloves.

Patrons are responsible for bringing their own masks. If they do not have one they will not be allowed to enter.

1. **Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.**

All employees have been instructed to wear masks and gloves when in public areas of the museum, and also in non-public areas where at least 6-feet of distancing cannot be observed when encountering other staff.

Staff have been instructed to use sanitizing wipes throughout the day to clean areas of the museum which are likely to be touched by the public. These areas include entrance and exit doors, visitor services counter, arm rests on benches (there are only 3 benches).

1. **Describe your plans for protecting your employees' health.**

A plexiglass shield has been installed at the visitor services desk to provide a barrier between visitor services staff and guests. Employees will be required to wear a mask and gloves at all times and use hand sanitizer regularly when not wearing gloves. Wash hands frequently for 20 seconds. Maintain at least 6 feet of social distancing at all times. Do not come to work if they have a fever or any flu-like symptoms. Be tested for COVID regularly. Operating hours are being cut by 25%, from 30.5 hours per week to 23 hours per week, to reduce the amount of engagement staff have with public.

All museum employees have completed 5 hours of Target Solutions online training (provided by the City of Ukiah) to educate them about the serious threat of COVID-19, to teach them proper protocols and precautions to avoid exposure to coronavirus, self-monitoring of their own health, and how to protect the public.

1. **Describe your plans for protecting the health of visitors.**

Visitors will be required to wear a mask at all times, use hand sanitizer upon entering the museum and before leaving, and maintain at least 6 feet of social distancing at all times. Markers will be placed directly inside the entrance to the museum to demonstrate what 6-foot distancing looks like. Visitors will not be allowed to enter if they are feeling ill. Visitors will be instructed to move through the museum in a clockwise direction. In addition, directional signage has been strategically placed to ensure that visitors do not accidentally come face to face with anyone who is not a part of their family/friend group. The museum has a dedicated door for entrance and one for exit.

1. **Describe how you will prevent crowds gathering at your facility.**

The museum’s maximum occupancy is 150. No more than 30 visitors will be allowed in the museum at any one time (20% or maximum occupancy). Visitor services staff will be clicking people in an out of the museum all day. Separate entry and exit doors are visible at all times to visitor services staff.

1. **Describe how you will enforce physical distancing at your facility.**

The museum has security cameras throughout all of its galleries. The video feed is visible to visitor services staff, who will monitor distancing. If proper distancing is not being observed by visitors, staff will provide an initial caution. If distancing is still not being observed by visitors who have been warned, staff will require offending visitors to leave.

1. **Describe the payment methods you will use (contactless is preferred).**

For the month of July, the museum will be free to all, so there will be no payment transactions. This also gives us time to set up credit card/contactless payments prior to August 1.

1. **Describe how you will ensure that shared items such as audio headsets or other shared items are disinfected.**

This is not a concern. The museum will not be providing the public any shared items such as headsets, iPads, or reusable printed gallery guides.

1. **Describe your reservation system and how you plan to stagger individual visitors and those from different household units.**

Based on its attendance history, the museum does not anticipate a need for a reservation system. Typical visitation prior to COVID was between 20 and 40 visitors per day total, with rarely more than 10 visitors in the galleries at any one time during the day.

1. **Describe how you will reconfigure seating to maintain six feet of physical distancing between visitors.**

There are three benches available in the public areas of the museum that can accommodate two people each. The distance between each bench is far more than 6 feet. Staff will clean each bench with sanitizing wipes regularly throughout the day. The museum will not be offering any public programs that require gathering or seating until the State and County feel it is safe to move into Stage 4.

1. **Describe methods for the use of items such as touchscreens, grab handles, buttons, telephone and other listening devices, handheld props, flip doors, etc.**

The museum will not be providing the public access to any of the above-mentioned items. There are currently no interactive elements anywhere in the galleries or public spaces.

1. **If applicable, describe how you will indicate separate entry and exits to/from your facility.**

We already have separate entrance and exit doors that are clearly marked at the front of the museum. We are adding directional markers to ensure visitors use the exit door when leaving. On arrival, all visitors will be notified to move through the galleries in a clockwise direction and to use the exit door upon leaving.

1. **If your facility uses a shuttle service, describe how you will limit usage.**

Our museum does not use a shuttle service.

1. **Describe your methods for reconfiguring parking areas to avoid congregation.**

Our dedicated parking lot has far more spaces than are used at any one time during a typical day. Periodically, visitor services staff will step outside to monitor parking lot usage.

1. **Describe how you will ensure physical distancing in restrooms.**

The museum will keep its public rest rooms closed for the foreseeable future. A closed and locked door will provide a barrier that prevents public access to our rest rooms and drinking fountain. We will provide information to visitors about nearby publicly accessible rest rooms.

1. **If your facility has a retail area, describe the health and safety guidelines you have taken to protect employees and visitors.**

The museum’s gift shop will be closed for the foreseeable future. Given its small size, at the time the shop does finally open, we will only allow one visitor at a time inside. We will install a plexiglass shield in front of the check out desk, and gift shop staff will be required to wear a mask and gloves at all times. Hand sanitizer will be available at the check-out counter.

1. **If your facility has a food service area, describe the health and safety guidelines you have taken to protect employees and visitors.**

Our museum does not offer food or beverage service.

**Self-certify**

Go to [www.mendocinocountybusiness.org](http://www.mendocinocountybusiness.org), click **Self-Certification** in numbered item 5, select Zoos, Galleries, Museums and Aquariums from the dropdown menu, upload your plan and complete the self-certification process online. Alternatively, you may mail the completed certification form (with any required attachments) to: County of Mendocino Environmental Health, 860 N. Bush Street, Ukiah, CA 95482.

*Your Business Specific Health & Safety Plan will become public record.*