



## 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 June 12, 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](#) and the [County of Mendocino Public Health Order dated June 12, 2020](#). A health and safety plan is required to operate.

1. Describe the type of signage you will have and locations.
  - We will post the Mendocino County Health Department [Business Toolkit notices](#) at the entrance to the Light Station, entrance to the Fog Signal Building and entrance to the Indoor Museum. They will also be posted near the picnic area, Native Plant Garden, gazebo and at the start of each trail on the property.
2. Describe the PPE you will provide to your employees and patrons.
  - All employees will be provided masks and nitrile, rubber or latex gloves. Patrons will be required to wear masks, and be offered masks and gloves for purchase if they need them.
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
  - All employees have been trained on these topics and have been provided written documentation on all processes.
4. Describe your plans for protecting your employees' health.
  - All employees must have their temperature checked and recorded at the start of their shift, and sign off that they performed self screening and that they have not been exposed to or come in contact with anyone that is known to be infected with COVID-19.

- Employees that come in contact with guests as part of their role (Gift Store, Tour Guides) should wash their hands with soap and water, including scrubbing with soap for 20 seconds, or use hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station:
  - Before starting work and when leaving work
  - Regularly throughout the day (at minimum every 60 minutes)
  - Before putting on gloves
  - Before and after eating
  - After blowing nose, coughing, or sneezing
- Gift Store employees are required to wear latex, rubber or nitrile gloves during their shifts to protect them when handling cash. Other employees may optionally wear gloves as well, but are not required to do so as long as they are washing their hands according to the procedure listed above. PALKI will provide nitrile gloves in various sizes and they are available at the Gift Store counter and in the Lodging/Gift Store Manager office next to the Museum.
- Employees will maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Employees that touch shared surfaces (Gift Store, Tour Guides) should disinfect those surfaces after each occurrence of a guest touching them using the PALKI provided disinfecting spray or wipes. Disinfecting materials are located at the Gift Store Counter, Tour Guide Station, Lodging/Gift Store Manager office and South Oil Storage Building. Additional disinfecting supplies are located in the Maintenance Garage
- Gift Store personnel will note areas in the Gift Store that are frequently touched by guests and disinfect them as they deem appropriate
- Tour Guides will note areas in the Museum that are frequently touched by guests and disinfect them as they deem appropriate
- Credit card machines at the Kiosk and in the Gift Store shall be sprayed or wiped down with disinfectant after each use by a guest
- If an employee uses the South Oil Storage Building for their lunch break they will spray disinfectant or use disinfecting wipes on all surfaces they touched during their break when they leave the building
- Employees are at all times while on the job empowered to ensure the safety of their fellow employees and the guests, and to request that all posted COVID-19 requirements are adhered to. Employees will monitor guests while in the Fog Signal Building and will remind guests of the COVID-19 requirements posted at the entrance when they notice a guest not adhering to them. If a guest refuses to adhere to any of the posted requirements or becomes aggressive, hostile or belligerent the employee should immediately notify the on site Manager of the situation and the Manager will deal with the guest
- PALKI has prepared specific processes and procedures for each employee category. Employees in each category are expected to adhere to these processes and procedures

at all times, and to make recommendations for changes and/or improvements as they deem appropriate

5. Describe your plans for protecting the health of visitors.
  - All visitors will be required to wear masks while on the property. If they do not have masks they will be required to purchase them before entry
  - Touchless hand sanitizer dispensers will be stationed at the Gift Store entrance and Indoor Museum entrance with signage requesting all visitors sanitize their hands before entering
  - Front door and windows in the Indoor Museum will be open during business hours to encourage airflow through the building
  - See employee processes listed in item 4 for employee PPE requirements and disinfecting/sanitizing processes
6. Describe how you will prevent crowds gathering at your facility.
  - All guests must enter the property through a single front entry gate where a Kiosk manned by a Kiosk Guide controls entry. The Kiosk Guide is responsible for managing the number of guests entering the property, based on information relayed from the Gift Store and Indoor Museum on the number of visitors in the building
  - Employees will monitor total number of guests in the Gift Store and Indoor Museum. If the number reaches 15 the Museum Guide will move to the front door and control entry into the building so that the maximum number of guests is maintained at 15. They will also radio Kiosk Guide and advise of the start and end of crowd control so that the Kiosk Guide can inform incoming guests of the restrictions on entry to ensure safety
7. Describe how you will enforce physical distancing at your facility.
  - Floors in the Gift Store and Indoor Museum have been marked with minimum 6' social distancing decals
  - We will post the Mendocino County Health Department [Business Toolkit notices](#) at the entrance to the Light Station, entrance to the Fog Signal Building and entrance to the Indoor Museum. They will also be posted near the picnic area, Native Plant Garden, gazebo and at the start of each trail on the property
8. Describe the payment methods you will use (contactless is preferred).
  - Kiosk Guide and Gift Store clerks will encourage guests to use credit/debit cards for purchases to minimize cash handling. Card readers will be disinfected after each use
  - Kiosk Guide and Gift Store clerks will be wearing gloves if cash is used
9. Describe how you will ensure that shared items such as audio headsets or other shared items are disinfected.

- We have no shared items. Each employee does have a radio and these will be placed in a UV pouch at the end of each day and sanitized before the start of the following day's shift
10. Describe your reservation system and how you plan to stagger individual visitors and those from different household units.
- We have no reservations system, we are simply open to the public from 10 a.m. to 3:30 p.m. Fridays, Saturdays and Sundays. See also answer to items 6 and 7
11. Describe how you will reconfigure seating to maintain six feet of physical distancing between visitors.
- We have no seating in our buildings. We have picnic tables and view benches and they are all more than 6' apart
12. Describe methods for the use of items such as touchscreens, grab handles, buttons, telephone and other listening devices, handheld props, flip doors, etc.
- We have none of these items
13. If applicable, describe how you will indicate separate entry and exits to/from your facility.
- There is only 1 entry and exit to the Gift Store and Indoor Museum
14. If your facility uses a shuttle service, describe how you will limit usage.
- We have no shuttle service
15. Describe your methods for reconfiguring parking areas to avoid congregation.
- We will place traffic cones in every other spot in the parking area near the Gift Store and Indoor Museum
16. Describe how you will ensure physical distancing in restrooms.
- We have no public restrooms open
17. If your facility has a retail area, describe the health and safety guidelines you have taken to protect employees and visitors.
- See response to items 4 and 5
18. If your facility has a food service area, describe the health and safety guidelines you have taken to protect employees and visitors.
- We have no food service area

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