On June 1, Montana will move to Phase 2 in reopening during the Coronavirus Pandemic. Accordingly, the MPA will cautiously shift from remote working to a limited opening with reduced office hours. Fortunately, we are generally a low-risk environment with few visitors to the office. In addition, the arrangement of space and furnishings builds in the ability to maintain physical distance between staff, and with outside visitors. However, our contact intensity is somewhat increased due to the small size of our space and the direct access from the street.

In designing protocols for limited reopening of the MPA office, we are striving to protect our employees, volunteers, and the general public by maintaining social distance and implementing controls to reduce contact and exposure to others. Staffing will combine remote working with alternating time in the office, and our policies will be updated as we go along.

1) The MPA will open its office on a limited basis for workers and visitors by request, with office hours from 10:00 – 2:00 Monday-Thursdays, on June 1, 2020 following the guidance from Governor Bullock and the State of Montana that it is safe to do so.

2) The MPA will implement safety protocols recommended by the State of Montana and the Center for Disease Control for Phase 2 of re-opening.

3) The MPA will maintain a clean and safe working environment, and provide hand sanitizer, and appropriate supplies for required cleaning of office and workspaces.

4) MPA staff will follow the most current physical distancing protocols for interacting with each other and the general public.

5) MPA staff must stay at home if they are exhibiting symptoms, suspect they are ill, or have come into contact with someone who is ill. We strongly urge individuals with underlying health issues to stay at home.

6) MPA staff will wear appropriate PPE (Personal Protection Equipment or face masks) as per State of Montana guidelines at all times while interacting with the general public.

7) MPA staff will disinfect their desk tops and all surfaces in their work area at the end of each shift, as well as following any visit with visitors including desk tops, glass doors, door handles, kitchen surfaces and anything else touched by staff or visitors in common spaces such as the copy machine, file cabinets, tool bags, etc.

8) Entrance to offices will be through the lobby door only, with a mandatory sign-in at the entry for all guests, to facilitate contact tracing should one of our staff become ill.
9) Staff are encouraged when possible to schedule meetings via the internet and by phone, or in an outside setting where the risk of exposure is greatly reduced.

10) Signs shall be posted prominently in our office entrance and front window stating:
"If you or anyone with you is presently experiencing fever, shortness of breath, a cough, or any other COVID-19 symptoms or has been in direct contact with someone exhibiting these symptoms, you must refrain from visiting our offices. Please see your health care provider immediately."

11) Telephones, pens and pencils, kitchen utensils and other objects for individual use will be restricted to use by one staff person, kept at their desks, and not shared with others.

12) Staff will follow extra precautions with hygiene, including washing hands frequently and always after eating, using Kleenex, and other activities with a potential to spread germs.

13) Retail sales of books, tour tickets or other goods will be by request only. Visitors will not be allowed to handle merchandise and MPA staff will retrieve requested items for pick-up. Following any transaction, MPA staff will wash hands and/or use hand sanitizer.

14) Regretfully, volunteers will not be invited to work on-site.

15) Off-site meetings, field visits and projects will be scheduled, planned and conducted in accordance with guidance by the State of Montana and the Center for Disease Control. Staff will follow protocols for wearing cloth face masks and 6-foot social distancing.
16) MPA-led tours are currently suspended

The policies above were drawn up based upon the following guidance. MPA Staff, Board and others are encouraged to review them for their own knowledge and safety:

American Alliance of Museums “COVID-19 Resources & Information for the Museum Field,”

[online at: https://www.aam-us.org/programs/about-museums/covid-19-resources-information-for-the-museum-field/]

Gottlieb, Scott et. al., “Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors,” April 17, 2020, Johns Hopkins Center for Health Security,


Center for Disease Control, Coronavirus Guidance, available online at:


---

**Helpful information from the Johns Hopkins Center for Health Security:**

**MODIFIED HIERARCHY OF CONTROLS**

Using the modified hierarchy of controls, COVID-19 mitigation measures can look like:

- **Physical Distancing** — wherever possible having people work or access the business from home; this should include restructing responsibilities to minimize the numbers of workers that need to be physically present.
- **Engineering controls** — creating physical barriers between people
- **Administrative controls** — redistributing responsibilities to reduce contact between individuals, using technology to facilitate communication
- **PPE** — having people wear nonmedical cloth masks

The following measures can be taken to mitigate the risk of infection to protect individuals:

- Use of nonmedical cloth masks
- Incorporate engineering controls such as physical barriers where possible
- Reconfigure space to enable people to be located apart (ideally, at least 6 feet)
- Support employees to stay home if they are unwell or been in close contact with sick people
This one in particular is helpful: https://www.cdc.gov/coronavirus/2019-ncov/community/dischunting-building-facility.html

Montana Non-Profit Association offers a series of insightful guidance on coronavirus and the workplace:
- Recorded Town Hall Meeting: Return to Work Expert Panel
- Reopening Resource Page

National Center for Preservation Technology and Training Authoritative blog on Cultural Resources and Coronavirus, online at https://www.ncptt.nps.gov/blog/tag/coronavirus/

National Trust for Historic Preservation has aggregated much guidance at: https://forum.savingplaces.org/learn/issues/sustainability/disaster-relief/covid-19#museums