MMAM COVID-19 Preparedness Plan

Guidelines for entering & visiting MMAM:

Respiratory etiquette: Cover your cough or sneeze
Staff, volunteers, and visitors are expected to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Signage will be posted throughout the office and visitor areas reminding staff, volunteers, and visitors of the correct respiratory etiquette.

There will be tissues and trash cans available in the office and visitor areas, available to all who enter the building. There will be hand sanitizer throughout the office and visitor areas.

Masks

All staff, volunteers, visitors, delivery people, service-providers, and all others entering the building:

● Are required to wear a mask covering their mouths and noses, while in MMAM.
● Are asked not to remove their masks to speak with someone.

All staff

● Office staff may remove their masks at their desks if they have a 6 foot radius or more from any other person for an extended time. They should replace their masks when they leave their desks, or if another staff member comes near them.

All visitors

● Are able to purchase disposable masks for $1 if they did not bring their own.

All delivery people, services, and all others entering the building

● Will be provided with disposable masks if they do not have their own.
Social distancing

All staff, volunteers, and visitors

- Are to maintain a safe distance of at least 6 feet between themselves or their group and all others.
- Front desk will have plexiglass as a protection for both visitors and staff.
- Capacity limits have been set on each individual gallery. If a gallery is at capacity, visitors will be asked to wait to enter until the gallery is below capacity. Security staff, and volunteers when back onsite, will monitor and maintain gallery limits and ask visitors to come back when space permits.
- Cafe tables and reading area couches will be removed and are unavailable at this time.
- Space has been made within the museum store to aid in proper social distancing and demo items have been removed.
- Outdoor Riverwalk tables will be spaced apart from each other to allow for social distancing. We ask visitors to maintain proper social distancing when using these facilities.
- Are prohibited from gathering in groups, beyond their own and no more than 10 people.
- Are prohibited from gathering in confined areas

All staff and volunteers

- Must wear masks in public spaces at all times, this includes entering and leaving the building.
- Are to maintain social distancing of 6 feet, keep masks on, and speak at a regular volume, when speaking with visitors throughout the museum.
- Meetings will be held in either the Atrium or Oberton Education Room, where and when proper social distancing can be maintained.
- Are prohibited from using other staff members’ personal protective equipment, phones, computer equipment, desks, workstations, offices or other personal work tools and equipment.

All staff

- Staff may work without masks in their own workspace, but must wear masks if entering a co-workers workspace. If staff are required to be within 6 feet of each other for a task, masks must be worn.
- Staff workstations will be adjusted to maintain a minimum of 6 feet between desks.
- Staff will be encouraged to continue to work from home when working on tasks that do not require being physically in the building.
All visitors

- While at the front desk, visitors will maintain social distance by standing at the designated markers on the floor until called upon by museum staff to approach the register.
- Visitors are encouraged to buy tickets in advance by phone. Walk-in visitors are welcome. Credit cards are strongly preferred.

Handwashing
Basic infection prevention measures are being implemented at our workplaces at all times. Hand sanitizers are also available for staff and visitors throughout the MMAM.

All staff, volunteers, and visitors:

- Are encouraged to wash hands frequently throughout the day, but especially after eating, using the bathroom, touching common surfaces, or touching their face.
- Are encouraged not to touch surfaces within the museum. All hands-on activities have been removed from the museum.
- There will be touchless hand sanitizer stations within the museum and two sets of restrooms are available for hand washing. Foot pulls are installed on bathroom doors and office doors to avoid touching handles throughout the building.
- Push button electronic door openers are to be used at entrance doors; and galleries doors will remain open.

MMAM’s commitment to a clean museum
Cleaning and disinfecting practices are being implemented, including routine cleaning and disinfecting of office and public spaces. Frequent cleaning and disinfecting will be conducted in high-touch and common areas including work surfaces, café areas, restrooms, front desk, store surfaces, door handles and push plates, copy machines, credit card readers, etc.

We have a daily morning cleaning and disinfecting schedule in place, which will continue and be enhanced. Additionally, public and office spaces will regularly be cleaned and disinfected throughout the day. The day prior to reopening, MMAM will have a deep cleaning and disinfection completed of office and public spaces.

Cleaning and disinfecting throughout the day will include:
- Door handles/push plates
- Front desk area
- Bathrooms
- Staff’s own workspaces
- Desks within the galleries

Disinfectants used onsite will be products by Ecolab and/or Dalco, both on the EPA’s list of COVID-19 disinfectants.

**Communicating and training on the MMAM’s new guidelines**

The Preparedness Plan was approved by the Board of Directors on June 9, 2020. A mandatory, full staff meeting was held on June 10, 2020, to ensure that all staff were aware of the Preparedness Plan, and fully trained on new guidelines.

- The final Preparedness Plan was sent by email to all staff members, posted in the office, and a public version was posted on MMAM’s website.
- MMAM guidelines will be posted in office and throughout the museum (inside and out) for visitors and staff.
- Additional communication and training will be ongoing for and with staff, and provided to all staff members. This will include emails, in-person (socially distanced) additional training, and signage.
- Any adjustments to guidelines and procedures will be clearly communicated to staff.

When volunteers are brought back in Phases 2–4, additional communication regarding the Preparedness Plan will be communicated to them.

- The Preparedness Plan will be sent to volunteers by both mail and email.
- There will be mandatory in-person trainings scheduled for volunteers, to ensure that they are all aware of the Preparedness Plan, and fully trained on procedures and guidelines. These will be scheduled in later phases of the re-opening.
- Signage will be posted in office areas, volunteer areas, and throughout the museum, to remind volunteers of guidelines and procedures.
- Any adjustments to procedures and guidelines will be clearly communicated to volunteers.

The new guidelines included in the Preparedness Plan that pertain to visitors will be clearly communicated:

- All guidelines will be posted on the website.
- Visitors will be encouraged to pre-purchase tickets by phone before their visit. This process will allow staff to share information about visit expectations and guidelines.
- Visitors will be reminded of and shown guidelines by:
  - front desk staff
  - signage outside and throughout the museum
  - a video playing on a loop in the atrium
- security and staff throughout the museum

- The store will have signs posted, asking customers to only pick-up items that they intend to purchase.
- Any customers doing store pick-up for online orders will be contacted by a MMAM staff member to coordinate their purchase pick-up and ensure guidelines are followed

For deliveries, services, and all others entering the building that do not fall under staff, volunteers, or visitors:

- The staff member who arranges the service or delivery will convey MMAM’s guidelines that apply to all who enter the building. The staff member may send the website page that states all guidelines.

Staff are to monitor how effective the program has been implemented by getting regular feedback from staff, volunteers, and visitors.

Staff are to work through this new plan, procedures, and guidelines together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by the Minnesota Marine Art Museum Executive Director and Board of Directors, and was posted throughout the workplace on June 10, 2020. It will be updated as necessary.

Certified by: Nicole Chamberlain-Dupree, Executive Director