

LAM COVID MITIGATION RETURNING TO FULL OPERATIONS

Stage 4 Moderate Public Service Restored

September 16, 2020 revisions in blue

Timeframe is based on Governor's Phase 3/4 Reopening in Consultation with DEED Leadership

Start date: Starting July 7, Library and Archives will have a Tuesday – Friday schedule

Starting July 8, Museum will have a Wednesday - Saturday schedule

End date: **December 31** depending on circumstances

Progression to this stage will be determined based on circumstances two weeks prior to start date and to local conditions.

Public service mix includes:

1. Rentals, tours, and programs are not offered during this stage.
2. Buildings will be open to the public on a four day a week schedule with reduced hours.
3. Individual interns and volunteers will be allowed within buildings upon approval of section head for spaces in which these individuals will be working. Section heads may poll staff before approving interns and volunteers. At the APK, section heads for Info Services, Historical Collections, and Archives need to agree before interns and volunteers can work in their shared staff workspace.
4. Groups of volunteers are not allowed if social distancing cannot be ensured.
5. SJM artist in residence program starts in person in museum gallery, but programs are offered virtually.
6. Hands-on loan program and docent tours not offered.
7. Hands-on and interactive exhibits remain closed
8. Promote cash-less and receipt-less transactions if possible
9. ASM lockers available by request with clean/dirty stickers to indicate sanitizing
10. Children's Room at ASM remains closed
11. Social distancing **remains imperative** in public areas, masks **required, do not enter if sick**, and handwashing encouraged.
12. Signage on floor indicating 6-foot spacing where queuing lines are used in areas such as the café and museum lobby.
13. Store and café return to limited operation.
14. Water fountains disconnected.
15. Hand dryers in bathrooms disconnected.

Staff expectations:

1. Staff will return to pre-COVID-19 work schedules.
2. Staff will observe personal protective measures, such as staying at home when sick and frequent hand washing.
3. Staff are required to wear coverings when they are away from their desks.
4. Staff are encouraged to use gloves and masks while handling money and sanitizing high touch surfaces.
5. Building staff assigned will open the APK for early arrival of janitorial contractors and maintenance from 7:00 am to 5:15 pm, with building closure by 5:45 pm.

Preparation for this stage includes:

1. Staff discuss procedures for future public programming, facility tours, and rentals that meet COVID-19 health guidelines.
2. Staff publicizes moderate-service restoration.
3. Discuss health safety issues with lecturers, art demonstrators, and artists-in-residence at both facilities.
4. Review janitorial and security contracts to meet daily needs as virus recede.

Daily Work Guidance Regarding Hygiene, Illness and Telework

Hygiene practices to be used during all steps:

1. Staff should clean their hands frequently with soap and water for at least 20 seconds and dry thoroughly or use hand sanitizer.
2. Hand washing is encouraged after leaving public desk shifts, the restrooms, after eating, coughing, sneezing, or blowing your nose.
3. Staff should cover mouth and nose when sneezing or coughing with a tissue or the crook of the elbow.
Avoid touching eyes, nose and mouth.
4. Staff should stay behind sneeze guards when working with the public to the greatest extent possible.
Staff are expected to wear face coverings when they are working with the public, in public areas, in common or shared staff areas, and whenever they cannot maintain 6 feet of distance from other staff members.
5. Staff are supplied with EPA-registered N-list disinfectant (used to kill germs and viruses including COVID-19) to clean shared work surfaces and shared equipment before use, including office equipment such as copiers and public use equipment such as keyboards in the library.
6. Staff shall sanitize the table and chair they used in the breakroom.
7. Janitorial staff will clean and disinfect all high-touch surfaces daily, including doorknobs, handrails, elevator buttons, keyboards, and light switches using Division-approved EPA-registered N-list disinfectants as well as processes approved in Contract to prevent damage to surfaces, plexiglass, furnishing, display cases with objects, and library/archival materials.
8. Hand sanitizer is readily available throughout the facilities, as are restrooms with soap and water and paper towels.
9. Staff should maintain at least 6 feet of distance with other staff and visitors.
10. Cleaning and disinfecting must be conducted in compliance with CDC protocols weekly or, in lieu of performing the CDC cleaning and disinfecting, the facilities may shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus, followed by a comprehensive disinfection of all common surfaces.
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Policy statements for staff members who are ill:

1. The signs and symptoms of Covid-19 include: fever, cough, shortness of breath, nausea, vomiting, diarrhea, fatigue, loss of smell, and loss of taste are common symptoms of COVID-19.
2. Staff should stay home when they are sick or symptomatic.
3. Staff may not work until they are free of fever for 24 hours with no fever reducing medication.

Procedures for staff members who are ill:

1. If no COVID-19 test has been performed, stay home until you no longer have COVID-19 like symptoms. If you had a fever, wait at least 72 hours after your fever breaks to return to work.
2. If a COVID-19 test has been performed but results have not yet been reported, stay home until you have the test results.
3. If a COVID-19 test has been performed but is negative, stay home until you no longer have COVID-19 symptoms. If you have had a fever, wait at least 72 hours after your fever breaks to return to work.
4. If a COVID-19 test has been performed and the test is positive, follow the instructions of your health professional or CDC guidelines as it pertains to returning to work.

5. If you have had exposure to someone with COVID-19, including household members, follow the instructions of your health professional or CDC guidelines as it pertains to returning to work.
6. If you are staying home due to symptoms, but feel well enough to work, discuss with your supervisor to determine if telework is available.

Procedures for LAM administration if a staff member, contractor, intern, or volunteer is tested for COVID-19 symptoms due to suspected exposure:

1. If a person working in the building is tested for COVID-19 due to symptoms, his/her supervisor or contact must maintain confidentiality throughout the following process.
2. The employee is under no requirement to divulge any health information to the supervisor.
3. In order to determine health risks to other staff, the supervisor MAY ask the employee to share his/her health information, via these questions:
 - a. When do you suspect you were exposed?
 - b. What was the last date you came to work in the building?
 - c. How did you enter the building?
 - d. What spaces did you enter in the building (including elevators, stairways, and corridors)?
 - e. Did you interact with any staff in close proximity?
4. The supervisor will inform the employee that the DHSS epidemiology team will follow-up with this person in the case of a positive test and will review the return to work procedures directly above this section in the case of a negative test.
5. The supervisor will report that an employee has been tested to the Division Operations Manager and Director ASAP.
6. Division leadership will inform the Commissioner, Human Resources, and the Emergency Operations Command that an employee has been tested.
7. The Division Operations Manager will work with janitorial to provide special cleaning of the spaces used by the employee.
8. The employee should verbally notify the supervisor of their COVID-19 test results.
9. The employee should not share and the supervisor shall not retain written COVID-19 test results, which are absolutely confidential.
10. If an employee declines to divulge the results of a Covid test, the supervisor will ensure return to work conditions have been met before the employee returns to work.
11. Return to work conditions for an employee with a positive Covid-19 test or who declines to divulge whether he had a Covid test include:
 - At least 10 days have passed since symptoms first appeared; AND
 - At least 24 hours have passed since resolution of the fever without use of fever-reducing medication; AND
 - Significant improvement in cough or shortness of breath, if experienced as part of illness OR
 - At least 10 days have passed since symptoms appeared AND you have received 2 negative Covid-19 test results at least 24 hours apart OR public health has informed the employee they are safe to return to work.
12. Upon direction of the Commissioner, the Director or Division Operations Manager will close the facility to staff and public.
13. The closure shall be attributed to a suspicion that someone may have been exposed to the virus, in order to maintain the person's confidentiality.
14. Division leadership shall schedule prompt CDC cleaning and disinfecting of the facility promptly after confirmation of a positive test.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

15. In lieu of performing CDC cleaning and disinfecting, the facility may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by a comprehensive disinfection of all common surfaces.
16. The person shall consult with DHSS staff on when it is safe to return to work.

Teleworking and COVID:

1. The Department may approve broad-based **situational telework** in response to COVID should a state health mandate requiring facility closure to the public be enacted in the future.
2. Starting in July 2020, employees may request **formal telework** as an on-going option that would be evaluated and potentially renewed every six months. Formal telework may be used as a strategy to enhance staff safety during COVID times or it may be used to meet the needs of the employee who finds it motivating or more productive to work from home on a full-time or part-time basis. This type of telework requires a formal telework agreement and request approved by the supervisor and Division Director. Requests are reviewed on a case-by-case basis and are at the discretion of the Director. Positions and employees which do not meet the guidelines in the Telework Policy issued by DOA will not be approved for telework.
3. Supervisors may approve temporary **ad hoc telework** (not to exceed the 14-day quarantine period) on a case-by-case basis in response to an employee illness or if an employee needs to quarantine. Ad hoc telework may not require a written agreement or request.