

**Worksite Specific COVID-19 Prevention Plan
County of Ventura, State of California**

Business Name: _____

Business Sector: Outdoor Museums and Galleries

Person Responsible for Implementing Plan: _____

COVID-19 General Checklist Items for Employers (Release May 12, 2020)	Procedure (write a short statement on how you will address the checklist item)	Frequency (hourly, daily, etc...)	Resources Needed (gloves, signage, barriers etc...)
1. Worksite Plan			
1	Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each location to implement the plan.		
2	Identify contact information for the local health department where the operation is located for communicating information about COVID-19 outbreaks among employees.		
3	Train and communicate with employees and employee representatives on the plan.		
4	Regularly evaluate the location for compliance with the plan and document and correct deficiencies identified.		
5	Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.		
6	Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.		
7	Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.		
2. Employee and Volunteer Training			
1	Information on COVID-19, preventing spread, and who is especially vulnerable.		
2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.		

3	The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.			
4	To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC’s webpage.			
5	The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).			
6	The importance of physical distancing, both at work and off work time (see Physical Distancing section below).			
7	Proper use of face coverings, including: (a) Face coverings do not protect the wearer and are not personal protective equipment (PPE). (b) Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. (c) Employees should wash or sanitize hands before and after using or adjusting face coverings. (d) Avoid touching the eyes, nose, and mouth. (e) Face coverings should be washed after each shift.			
8	Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker’s compensation for COVID-19, including employee’s sick leave rights under the Families First Coronavirus Response Act and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s Executive order N-62-20.			
3. Individual Control Measures & Screening				
1	Provide temperature and/or symptom screenings for all workers (including docents, interns, volunteers, etc.) at the beginning of their shift. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.			

2	If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC guidelines, as described in the Topics for Employee Training section above.			
3	Encourage workers, volunteers, and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.			
4	Employers should provide and ensure workers and volunteers use all required protective equipment including face coverings and gloves where necessary.			
5	Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.			
6	Face coverings are strongly recommended when employees are in the vicinity of others. Workers and volunteers should have face coverings available and wear them when in shared work areas, such as offices and other areas on the property. Face coverings must not be shared.			
7	Outdoor museum and gallery operators must take reasonable measures including posting signage in strategic and highly-visible locations to remind visitors that they should use face coverings during their visit.			
4. Cleaning and Disinfecting Protocols				
1	Frequently disinfect commonly touched surfaces such as grab bars, railings, placards, light switches, door handles, etc.			
2	Clean outdoor surfaces made of plastic or metal. Do not spray disinfectant on playgrounds, wooden surfaces, or sidewalks, as recommended by the CDC.			
3	Perform thorough cleaning of any indoor work areas that employees must use or occupy in order to maintain operations of outdoor exhibits. This should include high traffic areas and shared workspaces (offices, meeting rooms, break rooms, etc.), and areas of ingress and egress (handrails, stairways, elevator controls, etc.)			
4	Avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. Never share PPE.			

5	Where such items must be shared, disinfect with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, terminals, ATM PIN pads, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment (microphones, microphone stands, mixer boards, TV monitors), walkie talkies, etc.			
6	Instruct employees to wipe down and disinfect equipment that passes between employees and customers/visitors such as pens, reusable maps, etc.			
7	Provide disposable or single-use maps, pamphlets, guides, etc. to customers/visitors and make these available digitally so that customers/visitors can view on a personal electronic device, if possible. If single-use items cannot be provided, properly disinfect reusable ones before and after customer use.			
8	Discontinue the use of audio headsets and other equipment lent to customers/visitors unless they can be properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.			
9	Equip workplace terminals with proper sanitation products, including hand sanitizer and sanitizing wipes.			
10	Ensure that sanitary facilities for employees and guests stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide hand sanitizer for visitors where possible at high traffic areas such as entrances.			
11	Install and encourage the use of hands-free devices, if possible, including motion sensor lights and automatic soap and paper towel dispensers.			
12	When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.			

13	Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties.			
14	Modify hours, if necessary, to ensure regular, thorough cleaning of workspaces, as appropriate. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.			
5. Physical Distancing Guidelines				
1	Implement measures to ensure physical distancing by at least six feet between and among workers and customers, using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).			
2	Designate separate routes for entry and exit into outdoor exhibits, galleries, and indoor employee workspaces to help maintain physical distancing and lessen the instances of people closely passing each other, if possible. Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees and guests from passing by one another.			
3	Display signage at entrances, waiting areas, and throughout outdoor gallery and museum spaces to remind people of physical distancing and face coverings usage at every opportunity. Dedicate staff to direct guests at high traffic and bottleneck areas to avoid congregating.			
4	Adjust maximum occupancy rules to limit the number of people at outdoor museums and galleries as appropriate to support physical distancing.			
5	Consider implementing timed and/or advanced reservation ticketing systems to stagger patron visits and help maintain physical distances.			
6	Limit visitor group size to six or fewer. People from the same household do not need to be six feet apart.			
7	Discontinue tours that combine individuals from different households into the same tour group. Tour guides must maintain at least six feet of physical distance from customers/visitors.			

8	Rearrange seating areas and/or remove seats to allow for a minimum of six feet of physical distance between customers/visitors. Post signage at shared, immovable seating (benches, etc.) to remind customers/visitors to physically distance from others outside their party.			
9	Close interactive exhibits, playgrounds, etc. where physical contact is necessary and customers or visitors may congregate.			
10	Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).			
11	Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g., staggering start/end times), establishing alternating days for on-site reporting, returning to workspaces in phases, or continued use of telework when feasible.			
12	Reconfigure office spaces, workstations, check-out counters, etc. to allow for at least six feet between employees while at their workstations.			
13	Reconfigure, restrict or close breakrooms and create alternative space for breaks where physical distancing is possible. Discourage employees from congregating in high traffic areas such as bathrooms and hallways. Limit the number of employees riding in an elevator and encourage the use of face coverings.			
14	Discourage employees and visitors from congregating in high traffic areas such as bathrooms and hallways.			
15	Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.			
16	Avoid sharing vehicles when traveling on the property. When employees or customers/visitors must travel together the use of face coverings is strongly recommended.			
17	Eliminate person-to-person contact for delivery of goods to worksites.			

*After completing a written COVID-19 Prevention Plan, businesses should register at www.vcreopens.com

18	Redesign parking lots to limit congregation points and ensure proper separation (e.g. every other space, contactless payment, etc.)			
This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Ventura. This checklist and procedures shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis.				

Signature: _____

Date: _____

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