



OPERATIONS ACTION PLAN FOR GREELEY HISTORY MUSEUM

OBJECTIVE

To provide safe access to the Greeley History Museum and Hazel E. Johnson Research Center for all visitors. In consideration that exhibitions, educational programming, and access to the museums' archives provide critical learning opportunities for our community, it is important to re-open these facilities as soon as it is safe and practical to do so.

The opening plan within these pages shall be responsive to the orders and [guidance](#) from the Colorado Department of Public Health and Environment, and shall be amended to the current "dial" status for Weld County as published by the state on the COVID-19 [website](#), and to the City of Greeley's [color-coded response strategy](#).

This action plan will focus on providing public interface and user accessibility in the safest possible manner - not on profitability of events.

City of Greeley, CO Key Contacts				
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MUSEUM STAFF AND VOLUNTEERS

Capacity limits for office spaces will be observed in accordance with current Colorado Department of Public Health and Environment Safer At Home dial levels and City of Greeley response strategy metrics. Telework is encouraged to limit the number of people in the building. For those required on site, all personnel must comply with daily personal health screening and CDC guidelines. Staff and volunteers must take their temperature at the start of their shift using the provided thermometer. A 'Yes' answer to any of the following requires the respondent to leave the facility immediately:

- Do you have a fever of 100.4°f or higher?
- Are you experiencing a runny nose or sneezing, cough, sore throat, diarrhea, nausea or vomiting? *(Not related to other health conditions, i.e., known allergies, chronic illness, etc.)*
- Are you experiencing shortness of breath? *(Not related to other health conditions, i.e., known allergies, chronic illness, etc.)*
- Have you experienced an 'exposure' or have you been in 'close contact' with anyone experiencing the symptoms described above or who is suspected to have/diagnosed with

COVID-19? (*This would include, but not limited to, family members, household members, or others whom may have prolonged, unprotected contact with.*)

Additionally, face coverings must be worn at all times unless seated at a personal cubicle/workstation. Employees will maintain six feet or more of social distance amongst colleagues whenever possible.

PATRONS

Patrons are required to wear face coverings for entry into the facility when mandated by the State or the City of Greeley. If no mandate is in force, patrons will be strongly advised to wear face coverings in public spaces.

Upon entry to the museum site, visitors will be greeted with symptom checking signage identical to that employed for museum staff and volunteers. A 'yes' answer to any of the above questions (see Museum Staff and Volunteers section) will exclude their entry to the facility. Patrons will not be required to check their temperature on site.

CLEANING PROTOCOLS

A designated facilities worker will empty trashcans, clean and sanitize the admissions area, public lobbies and galleries, restrooms, and high touch surfaces per CDC cleaning guidance at the beginning of each day. Museum staff and volunteers will be responsible for all mid-day and hourly cleaning. Disposable gloves and CDC recommended chemical solutions will be used when cleaning high-traffic areas such as guard rails and Plexiglas. A mild detergent and water mixture will be used for wood and other sensitive materials in the museum building. Portable stanchions may be used to temporarily block off galleries, bathrooms or other public spaces while being cleaned during open hours.

See Appendix 1 for more details.

PROTECTIVE EQUIPMENT

Hand sanitizer stations will be located at the entrance/exit of all galleries, the research center, admissions counter, and other high-traffic areas and are available for all visitors, employees, and volunteers. City of Greeley Museums will attempt to provide disposable masks for patrons, staff, and volunteers who forgot to bring theirs to the museum site. Plexiglas shields will be placed at the admissions and research center counters to provide protection during customer-staff transactions.

GALLERY AND OTHER PUBLIC SPACES

In compliance with applicable Public Health Orders and when required to implement the State's [Distancing Space Calculator](#), the following number of individuals are permissible at any one time in museum spaces (space limitations such as display cases, shelving, and tables have been taken into account as best as possible):

Main gallery: 10ppl

Lobby and lobby gallery: 5ppl

East gallery: 5ppl

Community room: 4ppl

Research Center: 5ppl

Garden lobby: 4ppl

Mezzanine: 4ppl

Bathrooms: 1 household

Elevator: 1 household

TOTAL: 37ppl (does not include bathrooms and elevator)

Capacity limits do not include staff. When at capacity, staff will regulate admission to galleries and public spaces on a one-in-one-out basis. For prearranged school group visits and larger household units, occupancy limits may be modified in accordance with Public Health Orders and guidance in effect at the time.

The Hazel E. Johnson Research Center will remain open by appointment only. Appointments must be prearranged with Collections staff and contact information for tracing will be collected at that time.

The museum gift shop will remain closed through 2021 in an effort to minimize congestion and mitigate the need for cleaning.

Signage to assist with crowd flow (directional arrows) and social distancing (6ft spacing bubbles) will be posted throughout galleries and on floors, at admissions and research center counters, in bathrooms, and all other public spaces. Portable stanchions will be used to establish a queue at the admissions counter.

In an effort to direct flow and avoid increased cleaning needs, only the south doors at the ramp and one door within the bank of 3 at the north entrance will be unlocked during opening hours. Within the museum, all internal gallery doors and gates will be propped open to promote touchless entry.

The use of touch interactives (iPads, oral history play buttons, etc.) will be temporarily discontinued. Interactives utilizing personal cell phones will be implemented in their place whenever possible.

See Enforcement for more details.

TICKETING

At this time, tickets can be purchased over the phone or in-person. Upon purchase, contact information (name, phone number, email) will be collected from all ticket buyers to communicate with as needed regarding any potential exposure to COVID-19 while on the museum site.

Visitors purchasing tickets on site must create a queue at the admission counter that ensures a minimum of 6 feet of physical distancing between individuals and pace entry to prevent congestion. All credit card readers, pens, and counter spaces used during a transaction will be disinfected between each customer interaction. A timed ticket entry system is not currently in place; if the building is at capacity, admission will be granted on a one-in-one-out basis.

A relaxed refund policy will be instituted for advanced ticket purchases. In order to avoid potential exposure and community spread, patrons experiencing symptoms up to 10 days before the date of an event or general admission purchase will be fully refunded their ticket purchase and associated fees.

School and other groups must coordinate visits in advance and will be allowed access to the site during days not open to the general public.

COMMUNICATION

For advanced inquiries or ticket purchases, a clear description of the current safety measures and

conditions will be provided online and/or over the phone; it will also be noted that conditions may change before the planned visitation date.

Clear and visible signage in regards to COVID-19 precautions will be placed throughout the museum building and on floors directing traffic flow and maintaining social distancing. Staff will also verbally communicate any safety measures in effect to all patrons upon entry.

Notice of any closures of interpretive spaces or interactive elements due to COVID-19 restrictions will be communicated to patrons prior to the purchase of any admission or event ticket. Staff will also communicate that the Hazel E. Johnson Research Center is open by appointment only.

ENFORCEMENT

Museum staff will be responsible for communicating safety measures to patrons upon entry. Staff will rotate throughout galleries and public spaces ensuring proper social distancing and room capacity restrictions are followed. Any patron who refuses to comply with the established plan and State Guidance while on the museum site will be asked to leave.

FUTURE SHUTDOWNS

City of Greeley is working with the Colorado Department of Public Health and Environment to monitor new case levels, percent positivity, and the rate of hospitalizations to ensure appropriate restrictions are implemented. Museum management may recommend site closures and event cancellations if metrics indicate increased cases; however, the decision to close any museum facility is ultimately decided by the Director of Culture, Parks and Recreation or the City Manager's Office. Museum staff will monitor the COVID-19 dial dashboard for indications of tightening restrictions and will adjust staffing, exhibition, and programming schedules accordingly whenever possible.

SUMMARY

The purpose of this Action Plan is to secure a responsible and safe environment in which the community may engage in the humanities. Facilitating access to museum spaces in a safe and responsibly planned approach improves the mental health of the community by providing access to stimulating and educational opportunities and by providing a sense of normalcy in a growingly unpredictable world. This plan demonstrates that all necessary precautions are in place and that the maximum quantity of people allowed on site is identified to reduce exposure to COVID-19 and community spread. Authorities have examined possible risks and exposures and are confident this plan will provide a safe environment for all participants.

Appendix 1

Cleaning Duties at GHM

<p><u>Daily</u> Beginning or End of Day</p>	<ul style="list-style-type: none"> • Bathrooms - Sprayer backpack and vital oxide solution
<p><u>Twice a Day</u> Mid-Day and Mid-Afternoon</p>	<ul style="list-style-type: none"> • Bathrooms - Disinfectant/sanitizer • Plex in galleries (especially anything about 4' tall) - Plexiglas cleaner <ul style="list-style-type: none"> ○ Do NOT clean hair wreath hanging in East Gallery • Elevator buttons and interior railings – Disinfectant/sanitizer • Wooden handrails – Mild soap solution
<p><u>Hourly</u></p>	<ul style="list-style-type: none"> • Door handles – Disinfectant/sanitizer • Entryway railings – Disinfectant/sanitizer
<p><u>After Each Visitor/Group</u></p>	<ul style="list-style-type: none"> • Laminated Spanish Translations (Kept at front desk) – Disinfectant/sanitizer • Audio Station in Main Gallery – Disinfectant/sanitizer • Bathrooms (optional depending on staff time) - Disinfectant/sanitizer • Admissions desk area and equipment – Disinfectant/sanitizer • Touch table • Scavenger hunt equipment
<p><u>Staff/Volunteer Responsibility</u></p>	<ul style="list-style-type: none"> • Individual Offices and Workstations – Disinfectant/sanitizer • Downstairs Staff Room – Disinfectant/sanitizer • Community Room (if used for lunch) – Disinfectant/sanitizer
<p><u>Not Sanitized</u> Will create signs that say “this area not sanitized”</p>	<ul style="list-style-type: none"> • Benches and other seating • Community Room tables and chairs • Wooden water pipe interactive in Main Gallery • Props on shelves in East Gallery

*******Please remember to spray your cleaning cloth and not the area/item directly*******