

# Royal Oak Historical Society Museum

## Re-Entry Plan

Revised July 2020

### Introduction

The following reentry plan is separated between staff reentry and general opening to the public when deemed appropriate by the Curator and Board of Directors.

Re-opening is to be staged in 3 phases:

- **Phase 1** – Initial lifting of Stay at Home Orders; staff will return to work and prepare for public service.
- **Phase 2** – Opening to the public with limited access to services and resources.
- **Phase 3** – Return to full service; special arrangements may still apply.

Re-opening to the public assumes the resumption of all prior departmental activities but will be subject to restrictions during **Phase 2**.

Note: “staff” and “volunteers” are used interchangeably in this document.

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## Phase 1: Initial Phase-in – To Begin June 11th

- Curator and Board of Directors review the health and wellbeing of colleagues and their families. Staff should be allowed time for mourning if necessary.
- Find appropriate ways to communicate with any personnel who are still unwell and have not yet returned to work. This will likely take the form of phone call or Zoom meeting, as virtual meetings have generally been a success.
- Sanitary protocol should match that of pre-closure during pandemic. Each staff member is responsible for ensuring that they are maintaining social distance of at least 6 feet, handwashing regularly, wearing a mask, cleaning their own workspace, etc.
- The Curator will review the status of collection and storage areas inside the premises. Document any changes via photographs and written reports.
- Curator and Board of Directors review the events that have occurred. How well did planning meet the needs of the emergency period? What lessons have been learned?
- Curator and Board of Directors will reconnect with local counter-disaster agencies and first responders for fire, flood and other emergencies, if warranted.
- Curator and volunteers should review shared office spaces with their teams and make a determination whether to rearrange workspaces.

### Staff Phase-in

- Staff schedules will not be staggered during phase-in. Staff members who are able to work from home will be encouraged to do so.
- In shared spaces, staff will self-regulate to space out 6 feet from one another, or perhaps work in separate areas.
- Common spaces present the most risk. All staff members will have to be cognizant of how they are using spaces such as the catering kitchen or bathrooms. Communal devices like the coffee machine or microwave should be cleaned after staff use with soap and hot water, as this is the most effective medium. It is each employee's responsibility to make sure that they are cleaning common spaces after they themselves have used them.
- Upon arrival, staff temperatures will be taken by the Curator. Staff who currently have a temperature of 100.4° or more, or who have been around other people exhibiting COVID symptoms should not attend work in person for a minimum of 14 days.

## Work Environment

- All workspaces should be cleaned and sanitized regularly. Each employee is responsible for cleaning their own workspace. Anti-bacterial wipes will be provided. There will be no eating permitted outside of the kitchen area.
- It is unrealistic that the Facilities Volunteer would be responsible for cleaning workstations and offices thoroughly, due to their increased workload in respect to cleaning the building. Staff will be responsible for cleaning and disinfecting their office spaces.
- The building will remain as open as possible to encourage air flow and ventilation. When weather permits, it is recommended that the front door be kept ajar to promote air exchange with the outdoors. Staff should avoid shutting themselves in environments with restricted air flow for prolonged periods of time.
- Current studies suggest the virus remains present on plastic surfaces for up to 72 hours and on cardboard and paper surfaces for up to 24 hours. Incoming packages should be quarantined in the gift shop for at least 24 hours if possible.



## Communications Team

The Curator, Website Manager, Newsletter Editor, Facebook Volunteer, Instagram Volunteer, and Board President will oversee communications with the public regarding restrictions in patron services during **Phase 2**. This includes conversations with volunteers, donors and members, as well as posts to our website and social media.

Appropriate topics to be communicated include event restrictions as mandated by state and city leadership, scheduled cleaning times for museum, social distancing requests for patrons, etc.

## Supplies Required

These requirements are subject to the availability of products for purchase. Shortages may limit availability. The Curator or a designated Board Member will order all relevant cleaning and safety supplies.

- Order **hand sanitizer** for the upstairs work area, as well as dispensers for the gift shop, library, kitchen, and display cases (5x dispensers).
- **Medical disposal masks** to be provided for volunteers, staff, and guests of the museum.
- **Nitrile gloves** should be made available for maintenance staff. This is currently how facilities conducts itself already.
- **Disinfectant wipes** should be made available for common spaces and individual work spaces. Common spaces may include the sign-in station, typewriter, trolley box, fire department pole, kitchen, bathrooms, upstairs work area, etc.
- **Infrared thermometer.** 'will be kept at the museum for taking daily temperature of all staff volunteers, and guests/ visitors.

## Phase 2: Public Allowed with Limited Access – To Begin August 1st

Opening to the public with limited access to services and resources. The beginning of Phase 2 for this plan will be when the State of Michigan Government has determined that are city is in 3: Medium to High Risk to 6: Post Pandemic according to this government website <https://www.mistartmap.info/> **If the State of Michigan Government returns our city to Level 1:Uncontrolled Growth or Level2:High Risk the museum will return to Phase 1 and close to the public.** The end of **Phase 2** to be determined by review of the Royal Oak Historical Society Board. A motion required to set the date and approve moving into **Phase 3**.

In the case of the re-opening of the Royal Oak Historical Society Museum, **Phase 2** reflects a downscaling of interaction, heightened caution, and restriction of services during our initial period of reopening to the general public. The following pages reflect changes per-department during this period.

It will be the responsibility of front desk staff to monitor and report the number of visitors to the Curator and Board of Directors so that adjustments to operating procedures can be made if necessary.

## Collections, Exhibits, & Events

- There will be no live speaker events or group tours held in the museum in Phase 1 and 2.
- Access to collections is already restricted, further restrictions would be redundant. Greater discretion will be used when determining who will have access to collections. This is due to the difficulty of disinfecting collections objects while maintaining their health.
- On-site researchers are permitted during the period of soft opening, as long as staff believes this would not present a health risk to themselves and volunteers. Staff must instruct researchers on the proper use of materials (i.e. sanitizing the keyboard and mouse after use, etc.)
- Limits placed on physical collecting until the Curator and Board of Directors make a motion to begin accepting donations and create a disinfecting protocol.
- Collections areas likely do not need to be disinfected because no one has used them since the museum closed. One thorough cleaning of collections space (large tables, chairs, paper cutter, etc.) should be completed.
- Library doors will be propped open at all times to increase air flow and prevent visitors from touching doors.
- Update Signage ("Feeling Sick? -- please return when you are healthy", etc.)

## Cleaning & Visitor Guidelines

The Facilities Volunteer will deep clean the museum once per week. The museum is open to guests three days per week: Tuesday, Thursday, and Saturday from 1 to 4 p.m. General surfaces (like door handles) should be disinfected every two hours, starting at noon.

Signs will be made for the front entrance encouraging patrons to stay out if they are ill. Upon arrival, patrons visiting the museum must wear masks and will not be allowed to enter should they display obvious COVID-like symptoms, or the threat or actual carrying out of coughing on, sneezing on, or touching another person with intent to spread infection.

Front Desk Staff will be responsible for informing patrons of the following:

- Number of visitors allowed in the galleries will be ten guests per Executive Order guidelines. [Note Oakland County published guidelines and square footage and the ability to obtain a resource COVID-19 kit at <https://www.oakgov.com/COVID/RESOURCES/Pages/default.aspx>.]
- Offer a mask or face covering to all those who are not wearing one. If a mask is refused, the guest may not enter.
- Location of hand sanitizer stations at front of building and throughout the space.
- Proper social distancing within museum – signage to remind staff, volunteers, and visitors to stay six feet apart for social distancing.
- Schedule for museum cleaning if asked by guest.

Potential Visitor Scenarios:

**SCENARIO 1:**

Reopen shows no significant increase in attendance:

- Perform routine museum cleaning and monitoring, using cleaning procedures put in place prior to close, as well as increased periodic sanitization of exhibit space.

**SCENARIO 2:**

Reopen shows increased attendance:

- Limit number of visitors in museum and allow for disinfection between visitation.
- Limit to approximately 10 visitors per time slot with 30-45 minutes in between for disinfection. (following disinfection recommendations above).

## Grounds Up-Keep

Aside from sanitizing external door handles, there won't need to be significant changes made to grounds upkeep. Outdoor benches are not utilized enough that they would need to be added to a sanitation schedule. UV light from direct sunlight should kill the virus in these instances. Commonly used tools should be wiped down with disinfectant after use if they are regularly used by more than one staff member.

## Royal Oak Historical Society Priorities for Phase 2 Museum Reopening

1. Properly-fitting masks (covering nose and mouth) must be worn at all times by guests and staff within the museum.
2. Guests will only be allowed on the first floor and not in the office or kitchen.
3. Three staff must be present to open to the public: one stationed at the entrance door and two within the exhibit area. If all three people do not show up, the doors cannot be unlocked and opened to the public.
4. Staff will wipe down the bathroom fixtures with disinfectant after each use.
5. If the sign-in book is used, the staff person stationed at the entrance door will wipe the pen after each use.
6. Hand sanitizer will be stationed around the museum.
7. A maximum of 10 guests will be allowed in the museum at any time (this does not include the three staff persons). If 10 guests are in the museum anyone else showing up must wait until someone exits the museum.

8. The typewriter and other hands-on displays will be closed.
9. Temperature of staff will be taken. Those with temperatures of 100.4 or higher will not be admitted.
10. Food and beverages will not be allowed in the exhibit area.

## **Phase 3**

To begin at a predetermined time by the approval of the Royal Oak Historical Society Board. One marker may be when the State of Michigan has moved our city into Level 5: Containing and/or Level 6: Post Pandemic. Phase 3 marks a return to pre-pandemic operating procedures with some exceptions:

- Sanitization protocols as outlined under Future Events will remain a priority.
- Exhibit spaces will be sanitized daily instead of in two-hour blocks.

The CDC predicts that a second outbreak will occur later in 2020. Phase 3 may be rolled back at President's discretion or Board-approved motion.

## **Future Events**

All events will be subject to state mandates on gathering capacities. As of reopening, the Royal Oak Historical Society Museum will be:

- Honoring all existing event contracts to the best of our ability for the remainder of 2020
- Limiting the number of events booked going forward. No events will be booked for days that already have a planned event
- Canceling all external recurring group meetings through May
- Furniture should be set up in a pattern that allows at least 6ft of space between seated participants if possible.
- Staff members working events will have access to gloves and hand sanitizer. Handwashing options are present in the Kitchen and Bathrooms. Staff will also have access to to gloves and hand sanitizer, contingent upon availability.

## **Sanitation**

- All surfaces, such as tables, bars, etc. must be washed with detergent and hot water or at the very least, sanitized after they are used, before they are stowed.
- Fixtures such as door handles and light switches, that come into frequent human contact, must be sanitized after every event.
- Bathroom areas and surfaces must be cleaned and sanitized before and after events.
- Appliances and surfaces in the catering kitchen must be washed with detergent and hot water after every event.
- Furniture, such as chairs, cannot reasonably be sanitized.