

The Besser Museum is committed to providing a safe and enjoyable environment for all visitors, staff, and volunteers. Preparations are in place to safely open the museum once the Governor of Michigan decides when state-wide museum openings will occur. Upon opening, the museum will implement 4-stage plan following national, state, and local public health guidelines. Our goal is to ensure a safe and comfortable museum experience for everyone. The Besser Museum will continually analyze, adapt, and adjust operations as is necessary.

Stage 1: Museum Facility Manager and Executive Director will prepare building for reopening.

- a.) A deep cleaning of the museum will be performed, including all frequently touched surfaces will be cleaned and disinfected: countertops, door handles, light switches, handrails, bathroom handles, faucets, pendulum railing.
- b.) Social distancing floor markers indicating one-way traffic will be installed throughout the museum. Signs that ask visitors to Please Follow the Footsteps for a Safe and Enjoyable Visit will be posted. Stanchions to support social distancing and traffic control will be utilized where necessary.
- c.) Exhibit Gallery Capacity signs will be posted at each gallery, limiting 10 visitors per space.
- d.) Do not touch signs will be added to gallery spaces.
- e.) Hand sanitizer station will be installed at front counter for when visitors arrive.
- f.) Cleaning procedures will be printed for staff and posted in staff areas. These procedures will include when, where, and what will be cleaned in each space. These procedures will be included in staff training during Stage 2.
- g.) The HVAC system will be reset to pull in more outdoor air which will provide better circulation of fresh air throughout the building. This will have an increase on both our power and gas bill as the HVAC system may be running more. Fresh air capacity intake will increase to 5% air exchange.
- h.) Cleaning supplies and PPE equipment will be stocked.
- i.) Develop Public Marketing Message to convey Clear and Concise Information about Safety and reopening will be developed and distributed. Visitors will be informed on how to book a tour and what to can expect when they visit the museum.
 - a. Public communication about the safe reopening and admission protocols will appear in area newspapers, on radio stations, our museum websites and Facebook, membership newsletter, and through email blasts,

Stage 2: Bringing staff back to the museum and training on expanded roles and safety procedures.

- a.) Besser Museum will continue to follow guidelines of monitor staff when arriving to work which includes taking temperatures and asking if they've experienced any of the COVID-19 symptoms in the last 24 hours.
- b.) Guest Service Specialist staff will be provided PPE equipment (face mask and gloves if needed, hand sanitizer and disinfectant wipes).

- a. Staff will be instructed to disinfect cash register and hands after each transaction.
- b. Staff will receive a 10-minute break after disinfecting designated areas between tours. These short breaks in a safe area will allow Staff to remove their mask between scheduled tours.
- c.) Administrative Staff social distancing guidelines.
 - a. Staff will respect the 6ft social distancing guidelines while at work. Tasks requiring staff to work together within a 6ft distance will be limited to 15-minutes or less when possible.
 - b. Only one staff member in the kitchen at a time.
- d.) Museum will provide staff with PPE equipment (face masks and gloves). Every office will also have hand sanitizer and boxes of tissues.
- e.) All staff must wear face mask when among other staff members or visitors. Face masks will not be required when staff are working in their offices by themselves.
- f.) Staff Cleaning procedures. All Staff will be assigned a designated area to clean the museum between scheduled visits. These cleanings must be documented. Staff will also be responsible for cleaning and disinfecting their office space.
- g.) Staff must stay home if they are sick and running a fever over 100, or someone in their family is sick and running a fever over 100. Staff will be sent home if they get sick or running are a fever of over 100 degrees. They must be fever free for 24 hours before returning to work.

Stage 3: Allowing volunteers to return safely.

- a.) Volunteers will be trained on new museum safety procedures.
- b.) Number of volunteers will be limited in areas.
- c.) Volunteers will be provided PPE equipment (face masks and gloves).
- d.) Volunteers will be asked and trained to clean and disinfect their workspaces.
- e.) Volunteers must stay home if they are sick and running a fever over 100, or someone in their family is sick and running a fever over 100. Volunteers will be sent home if they get sick or running are a fever of over 100 degrees. They must be fever free for 24 hours before returning to the museum to volunteer.

Stage 4: Opening the museum to guests.

- a.) Guests will be required to follow Public Health safety guidelines designed to ensure the safety of visitors, staff, and volunteers. These safety guidelines will be based on national, state, and local safety guidelines.
 - a. Good hygiene signs are posted in all bathrooms
 - b. Visitors will be encouraged to use the hand sanitizer station upon entering.
 - c. Visitors will be expected to respect 6ft social distancing and directional signs.
 - d. Visitors able to medically tolerate a face covering are being asked to wear a covering over his or her nose and mouth when in any enclosed public space in accordance with the Michigan Governor Executive Order No. 2020-59.

- b.) Besser Museum will adjust its admission protocol to allow 25 visits a one-hour, self-guided tour. Guests will be encouraged to book tours in advanced. All pre-booked tours will have priority over walk-ins. Walk-in visitors will only be allowed to tour if the museum is not at its 25-visitor capacity. If at full capacity, walk-in visitors will be scheduled for next available tour that day. The schedule is as follows:
- c.) Monday - Saturday Self-Guided Tour Schedule
- a. 9:00 – 10:00 (Senior Tours Only 60+)
 - b. 10:30 – 11:30
 - c. 12:00 – 1:00
 - d. 1:30 – 2:30
 - e. 3:00 – 4:00
- Staff will clean high touched traffic areas between visits. Cleanings will be documented.
- d.) Sunday Self-Guided Tour Schedule
- a. 12:00 – 1:00
 - b. 1:30 – 2:30
 - c. 3:00 – 4:00
- Staff will clean high touched traffic areas between visits. Cleanings will be documented.
- e.) **Planetarium reopening guidelines** and schedule recommended by Planetarium Coordinator, Johnathan Winckowski.
- f.) **Open the theater no earlier than July** (or whenever we have continuous drop in confirmed cases in the county), even if other parts of the museum open earlier and the state gives us permission to do so (the theater is the area of the museum that has closest contact of people by design, and therefore should be one of the last areas to reopen)
- g.) Seat guests in every other row to maximize space between them
- h.) Seat guest groups a minimum of 6 feet apart within a row (for me this means leaving 3 seats empty between groups)
- i.) Shorten show lengths to minimize the amount of time people are in close quarters
- j.) Extend breaks between shows to allow for full sanitization after each show (disinfect all hard surfaces and spray all soft surfaces allowing at least 10 minutes to air dry)
- k.) Ensure constant flow of air by setting all HVAC fans to run at all times.
- l.) Discontinue use of physical tickets - switch to e-tickets only.

Stage 5: Museum will resume all events. Additional safety practices will remain in place.