

Reopening Plan

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 to the public once it is deemed appropriate. The museum will implement a 4-staged plan in accordance with national, state, and local public health guidelines as it reopens. 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 deep cleaning of the museum will be performed, including all frequently touched surfaces being cleaned and disinfected: countertops, door handles, light switches, handrails, bathroom handles, faucets, pendulum railing.
- ⇒ Social distancing floor markers indicating one-way traffic will be installed throughout the museum. Signs stating “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.
- ⇒ Exhibit gallery capacity signs will be posted at each gallery limiting 10 visitors per space.
- ⇒ “Do Not Touch” signs will be added to gallery spaces.
- ⇒ A hand sanitizer station will be installed at front counter for when visitors arrive.
- ⇒ 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.
- ⇒ 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.
- ⇒ Cleaning supplies and PPE equipment will be stocked.
- ⇒ 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.
- ⇒ Public communication about the safe reopening and admission protocols will appear in area newspapers, on radio stations, on our museum website and Facebook, in our membership newsletter, and through email blasts.

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

- ⇒ Besser Museum will continue to follow guidelines of monitoring the health of staff. As staff enter the museum, they are to fill out the Health Monitoring form daily, which includes taking their temperature. Staff running a temperature of 100 degrees or exhibiting signs of COVID-19 (shortness of breath, coughing, sore throat, extreme fatigue, vomiting/diarrhea) will not be allowed to come into work. If fever or other signs of COVID-19 appear during the workday, staff person will be sent home. The sick person will stay home for a minimum of 7 days since symptoms first appear AND 3 days with no fever before returning to work. The office space of the sick staff member will be isolated for up to 2 days before being cleaned. If the sick staff member is the front desk worker, the front desk area will be cleaned and disinfected immediately.
- ⇒ Guest Service Specialist working front desk 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.
- ⇒ 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. While working within 6-foot distance, staff are to wear face masks.
 - b. Only one staff member in the kitchen at a time. Staff will be responsible to clean up areas they touched, sink, coffee pot, refrigeration handle, etc.
 - c. Staff Common area: Staff will maintain 6-ft distance in this area and while at the conference table. Lunch breaks will be taken either in individuals offices or will be outside the museum building.
- ⇒ Museum will provide staff with PPE equipment (face masks and gloves). Staff will be responsible for cleaning their own offices and practicing good hygiene.
- ⇒ All staff are asked to wear a face mask when working within 6-feet of other staff members and when among visitors. Face masks will not be required when staff are working in their offices by themselves or when a six-foot distance from other staff can be maintained.
- ⇒ Staff Cleaning procedures. All Staff will be assigned a designated area of the museum to clean between scheduled visits. These cleanings must be documented. Staff will also be responsible for cleaning and disinfecting their office space. Staff will follow the appropriated cleaning guidelines for each cleaning product.
- ⇒ 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 a fever of over 100 degrees. If they do have COVID-19 they must be fever free for 72 hours before returning to work. If they have the flu, they must be fever free for 24 hours before returning to work.
- ⇒ Staff will be encouraged to work from home when possible.

Stage 3: Allowing volunteers to return safely.

- ⇒ Volunteers will be trained on new museum safety procedures.
- ⇒ Number of volunteers will be limited in areas of the museum to maintain social distancing.
- ⇒ Volunteers will be provided PPE equipment (face masks and gloves).
- ⇒ Volunteers will be trained and responsible to clean and disinfect their workspaces.
- ⇒ 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 a fever of over 100 degrees. If they do have COVID-19 they must be fever free for 72 hours before returning to work. If they have the flu, they must be fever free for 24 hours before returning to work.

Stage 4: Opening the museum to guests.

- ⇒ 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. Signs will be posted at the entrance telling visitors not to enter if they are sick. *If a visitor enters with signs of COVID-19, they will be asked to leave immediately, and areas possibly infected with be disinfected immediately.*
 - b. Good hygiene signs are posted in all bathrooms and at the entrance.
 - c. Visitors will be encouraged to use the hand sanitizer station upon entering.
 - d. Visitors will be expected to respect 6ft social distancing and directional signs.
 - e. 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. Masks will be made available to visitors who did not bring their own.
- ⇒ Besser Museum will adjust its admission protocol to allow 25 visitors a one-hour, self-guided tour. Guests will be encouraged to book tours in advance. 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:

Monday - Saturday Self-Guided Tour Schedule

- a. 10:00 – 11:00
- b. 11:30 – 12:30
- c. 1:00 – 2:00
- d. 2:30 – 3:30

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.)

⇒ **Planetarium reopening guidelines** and schedule, as recommended by Planetarium Coordinator, Johnathan Winckowski. Capacity for planetarium is 12 people per show.

- a. **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).
- b. Seat guests in every other row to maximize space between them.
- c. Seat guest groups a minimum of 6 feet apart within a row (for me this means leaving 3 seats empty between groups).
- d. Planetarium guests will deposit disposable tickets into a box upon entering the planetarium.
- e. Shorten show lengths to minimize the amount of time people are in close quarters.
- f. 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).

⇒ The Historic Village Buildings will be closed until further notice.

Stage 5: At the discretion of the Executive Director, when deemed safe and appropriate, the Besser Museum will resume all events and pre-pandemic activities. Additional safety practices will remain in place.