This checklist is adapted from the State’s issued guidelines for this sector and is supplemental to the Guidance for Museums, Galleries, Zoos, and Aquariums. The checklist is a summary and contains shorthand for some parts of the guidance. Businesses should be familiar with the guidance before completing this checklist.

CONTENTS OF WRITTEN WORKSITE SPECIFIC PLAN

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent the spread of the virus.
- Training and communication with employees on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate workplace contacts of infected employees until they are tested.
- Be aware of Cal/OSHA requirements to conduct site-specific hazard assessments and develop and implement an effective plan to protect employees.

TOPICS FOR EMPLOYEE AND VOLUNTEER TRAINING

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- If animals are kept on the premise, provide information on how to prevent the spread of COVID-19 between people and animals.
- Review the importance of not coming to work if presenting any symptoms related to COVID-19.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- Enhanced sanitation practices.
- Physical distancing guidelines.
- Proper use and washing of face coverings.
- Ensure temporary, contract, volunteer, and all other types of workers at the facility are trained in COVID-19 prevention policies.
- Provide information on employer or government-sponsored leave benefits relating to COVID-19.

INDIVIDUAL CONTROL MEASURES AND SCREENING

- Implement screening procedures for all workers before they begin their shift.
- Encourage workers, volunteers, and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.
- Provide and ensure that workers and volunteers have the required protective equipment.
- Consider where disposable gloves may be helpful to supplement frequent handwashing or use of hand sanitizer.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR MUSEUMS, GALLERIES, ZOOS, AND AQUARIUMS

- Encourage the use of face coverings when around other employees or patrons.
- Display signage at entrances and highly-visible locations to remind the public to practice physical distancing, wear face coverings, and to practice good hygiene.
- Display a set of clearly visible rules for guests at entrance(s) that are to be a condition of entry.

CLEANING AND DISINFECTING PROTOCOLS

- Frequently clean and disinfect commonly touched surfaces such as grab bars, railings, placards, interactive exhibits, light switches, door handles, etc.
- Encourage the use of credit cards and contactless payment systems.
- Perform thorough cleaning of any outdoor and indoor areas that employees or the public are likely to use or occupy.
- Avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible.
  - Where such items must be shared, disinfect with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent.
- Instruct employees to wipe down and disinfect equipment that passes between employees and guests such as pens, reusable maps, etc.
- Provide disposable or single-use maps, pamphlets, guides, etc. or make these materials available digitally.
- When possible, discontinue the use of audio headsets, strollers, etc., and other equipment lent to guests unless it can be properly disinfected after each use.
- Provide proper sanitation products, including hand sanitizer and sanitizing wipes to guests and employees.
- Consider installing and encouraging the use of hands-free devices, if possible.
- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions.

PHYSICAL DISTANCING GUIDELINES

- Implement measures to ensure physical distancing of at least six feet between workers and guests and between people waiting in lines.
- Designate separate routes for entry and exit through exhibits, galleries, viewing areas and employee workspaces.
- Discourage employees and visitors from congregating in high traffic areas such as bathrooms and hallways.
- Adjust maximum occupancy rules to limit the number of people as appropriate to support physical distancing.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR MUSEUMS, GALLERIES, ZOOS, AND AQUARIUMS

- Consider implementing timed and/or advanced reservation ticketing systems to stagger patron visits.
- Utilize work practices, when feasible and necessary, to limit the number of employees in shared workspaces at one time.
- Reconfigure office spaces, workstations, check-out counters, etc. to ensure physical distancing.
- Reconfigure, restrict, or close breakrooms and create alternative space for breaks where physical distancing is possible.
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Avoid sharing vehicles when traveling on the property.
- Eliminate person-to-person contact for delivery of goods to worksites.
- Redesign parking lots to limit congregation points and ensure proper separation.
- Museums, galleries, botanical gardens, zoos, aquariums, etc., should limit shuttle service whenever possible and in accordance with obligations to individuals with disabilities.