

COVID-19 Preparedness Plan for Christie Home Historical Society

Christie Home Historical Society, an all-volunteer organization, is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Executive Director, Staff and Board are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Christie Home Historical Society's Executive Director and Board have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at the Christie Home Historical Society/Christie Home Museum. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by consulting our volunteers and board. Their suggestions and feedback have been integrated into developing this plan to continue work which cannot be done from home, and continue to provide programming and services while keeping everyone safe.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20- 48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

The Christie Home Historical Society promotes workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Workers will register upon entry into the workplace and indicate on the form that they do not have COVID-19 symptoms – fever, cough and shortness of breath. Workers who are sick or experiencing symptoms of COVID-19 are required to quarantine for two (2) weeks.

The Christie Home Historical Society has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace. Written notice will be sent to co-workers informing them of exposure to COVID-19.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after using the toilet, and after handling items in the collection or items being considered for the collection. Hand-sanitizer (of greater than 60% alcohol) will be available in several areas of the facility - at the entrance and registration. The facility has one bathroom where workers and visitors can perform handwashing. The "Wash Your Hands" sign from the Center for Disease Control will be posted at all handwashing stations.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. This information will be communicated to workers and visitors on the organization's website. Furthermore, workers will receive written communication with these instructions.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls:

- The number of workers in the facility will be limited to three (3) at any one time period. To achieve this goal, workers will notify management before entering the facility and staff will stagger workdays.
- Workers and visitors will maintain six feet of distance between one another.
- Signage will be visible at registration reminding workers and visitors to maintain the six (6) feet social distancing requirement.
- Wearing of a cloth face covering is recommended.
- Wearing of nitrile gloves when handling collections is recommended.
- Recommended protective supplies to be used in the museum will be provided by the Christie Home Historical Society, however, workers and visitors will be encouraged to obtain their own face masks.
- Visitors are required to make an appointment in order for the Christie Home Historical Society can adhere to the state requirements of reduced occupancy.

Housekeeping

Regular housekeeping practices are being implemented at all times, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment such as restrooms, and meeting rooms. Cleaning and disinfecting will be conducted in high- touch areas, such as phones, keyboards, door handles, railings, etc. by management before leaving the facility. The cleaning agent will indicate that the product kills the coronavirus. Careful consideration will be given to cleaning artifacts; quarantine is preferred over disinfecting.

If a worker is diagnosed with COVID-19, management will disinfect the facility and allow nine (9) days before re- entry.

Communications and training

This Preparedness Plan was communicated in written form, or via email, to all workers June 15, 2020 and necessary training was provided. Additional communication and training will be ongoing by email.

Instructions will be communicated to customers about how to ensure social distancing between the customers and the workers and other customers. Communication methods include the society’s website (christiehome.org), social media, and mailings.

Managers and supervisors are to monitor how effective the program has been implemented by reporting to the Christie Home Historical Society’s board. Management and workers are to work through this new program together and update the training as necessary.

This COVID-19 Preparedness Plan has been certified by the Christie Home Historical Society management and was posted throughout the workplace June 15, 2020. It will be updated as necessary.

Certified by:

name title

name title

Christie Home Society Board Members