COVID-19 Coronavirus Action Plan

The Museum serves a wide variety of audiences. With the growing spread of COVID-19 (coronavirus) in the United States, the Brick Store Museum must be well prepared for a potential local outbreak as a public space.

The World Health Organization has reported that 78% of the COVID-19 cases in China occurred in people ages 30 to 69. Those who are age 65+ (many of our volunteers and visitors) or have decreased immunity are at higher risk of having an adverse reaction to the virus, so the Museum takes this issue very seriously.

With the onset of COVID-19 (and the flu generally) we must protect those who are most at risk of contracting the virus by following three simple strategies:

**Main Strategies:**

1. Keeping our facilities clean and sanitized
2. Keeping staff and volunteers healthy
3. Adjusting for financial impacts

**Keeping Museum Facilities Clean and Sanitized:**

1. Create a plan to sanitize surfaces that people touch often and more frequently:
   a. Sanitize front desk, volunteer/shared computers, any exhibit touchscreens/interactives and POS touch-screen system twice per day: morning and mid-day.
   b. Sanitize door handles, handrails, drinking station, pens used for sign-in/guestbooks, Archives research table every morning.
   c. In Program Center:
      i. After any museum-use or rental: sanitize door handles and bathrooms
   d. Sanitize bathrooms daily:
      i. Handles, sinks, counters, faucets, trash can lids
   e. Communicate plan to staff & volunteers – everyone needs to pitch in

2. Take steps to decrease transfer of virus:
   a. Turn off signature-requirement for Square iPad POS (no screen touching)
   b. Ask customers to insert their own credit card during payment

3. Purchase increased supplies for keeping facility cleaner:
   a. Research new soap dispensers to purchase:
      i. Automatic dispensers for bathrooms (4)
   b. Hand sanitizer dispenser options
   c. Sanitizing wipes
d. Sanitizing spray cleaner, paper towels

4. Create detailed handwashing instructions to install in each restroom (4 total)

**Keeping Staff & Volunteers Healthy:**

1. Encourage staff & volunteers to stay home and self-quarantine if feeling ill:
   a. Post CDC posters explaining symptoms and health etiquette at staff-entry points
   b. Staff and volunteers who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Staff and volunteers should notify the Executive Director and stay home if they are sick.
   c. The Museum is following the CDC’s recommendation that staff and volunteers who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and may be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

2. For staff staying home, make remote-work available:
   a. Install TeamViewer on each staff computer and educate staff in using this feature to access work from home (staff-only)
   b. Educate staff & volunteers on symptoms and spread of Coronavirus in simple email.
   c. Reminding staff (FT and PT) of PTO balances, and consider asking PT staff to fill-in extra shifts if others cannot come in due to illness.

3. If an employee or volunteer has come into contact with a confirmed case of COVID-19, must inform the Museum’s Executive Director, who will make an announcement to our staff and volunteers via email (not naming the individual) and advise on precautionary steps to take.

4. If needed, any Museum closure decision will be made by the Board of Trustees and will be announced via our regular storm-related outlets (website, social media, WMTW and NewsCenter Maine).

**Adjusting for financial impacts:**

1. Monitoring for decrease in attendance, adjusting expectations on admission income (if any)
2. Monitoring staff cost impact on budget – PTO, decreased productivity due to illness, etc.
3. Monitoring expenses for initial supplies: i.e. sanitizing cleaner, bathroom supplies, etc.