

Reopening Guidance for Museums, Zoos, and Gardens

June 8, 2020

Presented by:



Welcome

Oregon Museums Association

- Tim Hecox, Board President

Cultural Advocacy Coalition

- Paul Cosgrove, CAC Lobbyist
- Ginger Savage, Crossroads Carnegie
- Dana Whitelaw, High Desert Museum

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Oregon Heritage

- Beth Dehn, Oregon Heritage Commission Coordinator
- Kuri Gill, Grants & Outreach Coordinator
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Today's Presentation:

- 1) Process for developing reopening guidelines
- 2) Governor Brown's June 3 press briefing
- 3) Review of guidelines
- 4) Reopening Risk Management
- 5) Reopening resources for museums
- 6) Questions & discussion



Statewide Reopening Guidance

Effective: June 3, 2020

Sector: Indoor and Outdoor Entertainment Facilities

Specific Statewide Guidance for Operators of Indoor and Outdoor Entertainment Facilities (Zoos, Museums and Outdoor Gardens ONLY)

Statewide Reopening Guidance – Operators of Indoor and Outdoor Entertainment Facilities (Zoos, Museums and Outdoor Gardens ONLY)

This guidance is for zoos, museums and outdoor gardens located in indoor and outdoor facilities. These facilities are limited to activities for parties consisting of 10 people or fewer. Do not combine parties/guests at shared seating situations who have not chosen to congregate together. Interactive museums are not permitted to open or operate at this time.

Operators of Indoor and Outdoor Entertainment Facilities (Zoos, Museums and Outdoor Gardens ONLY) are required to:

- Ensure all facilities are ready to operate and that all equipment is in good condition, according to any applicable maintenance and operations manuals and standard operating procedures.
- Review and implement [General Guidance for Employers](#).

Physical Distancing Measures

- Limit the gathering capacity to a maximum of 250 people or the number of people, including staff, based on a determination of capacity (square footage/occupancy as specified below), whichever is less. Ensure compliance with the [OHA Guidance for Gatherings](#).
- Ensure that physical distancing of at least six (6) feet between people of different parties is maintained. Make clear that members of the same party can participate in activities together, stand in line together, etc. and do not have to stay six (6) feet apart.
- Set-up seating and/or game configuration to comply with all physical distancing requirements.
- Do not combine parties or allow shared seating for individuals not in the same party.

- Remove or restrict seating/consoles/lanes etc. to support the requirement of at least six (6) feet of physical distance between people not in the same party.
- Prohibit people in different parties from congregating in any area of the facility, both indoor and outdoor, including in parking lots.
- Prohibit operation and use of all play areas/ball pits/playgrounds.
- Prohibit contact sports.

• **Do not operate**, if unable to maintain at least six (6) feet of distance as required by this guidance, except for brief interactions or if unable to comply with all other requirements in this guidance. The requirement to close applies to both indoor and outdoor operations for entities that have both.

Employees

- Require all employees to wear a mask, face shield, or cloth, paper or disposable face covering, unless an accommodation for people with disabilities or other exemption applies in accordance with Mask and Face Covering Guidance for Business, Transit and the Public. Employers must provide masks, face shields, or face coverings for employees.
- Train all employees on cleaning operations (see below) and best hygiene practices including washing their hands often with soap and water for at least 20 seconds.
- Review and use [Mask and Face Covering Guidance for Business, Transit and the Public](#).

Cleaning

- Employees must clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both customer and employee areas in indoor and outdoor facilities. Use disinfectants that are included on the Environmental Protection Agency (EPA) approved list for the SARS-CoV-2 virus that causes COVID-19, but many products will have a label or information available on their websites about their effectiveness for human coronavirus.
- Thoroughly clean restroom facilities at least twice daily and, to the extent possible, ensure adequate sanitary supplies (soap, toilet paper, hand sanitizer) throughout the day. Restroom facilities that cannot be cleaned twice daily should be kept closed or a sign should be posted stating that the restroom is unable to be cleaned twice daily.
- Employees must clean and disinfect ALL games, balls, shared equipment and any other commonly touched gaming devices or tools between use.

• Post [clear signs](#) listing COVID-19 symptoms, asking employees, volunteers and visitors with symptoms to stay home and who to contact if they need assistance.

• Post [clear signs](#) to encourage physical distancing.

Reopening Resources for Museums

The screenshot shows the Oregon Heritage website's COVID-19 Resources page. The header includes the Oregon State logo and navigation links like 'OREGON.GOV', 'OPRD', 'Contact Us', 'Grants', 'Commissions & Committees', 'For Consultants', 'Laws & Rules', and 'Calendar'. The main content area is titled 'COVID-19 Resources' and contains several sections: 'Oregon Heritage Service Changes During COVID-19 Response', 'COVID-19 Resources', 'PROJECT REVIEW & COMPLIANCE', 'DESIGNATE', 'DOCUMENT & FIND', and 'Oregon Heritage MentorCorps Scholarship & Fellowship'. Each section lists specific resources and includes expandable buttons with plus signs. A 'General' section lists 'State', 'Federal & National', and 'CARES Act Guidance'. A 'Topics' section lists 'Grants/Loans/Financial Assistance', 'Nonprofit Operations', 'Staying Connected to Your Community', and 'Recovery/Re-Opening'. A footer note mentions a calendar of webinars and trainings.

OREGON.GOV OPRD Contact Us Grants Commissions & Committees For Consultants Laws & Rules Calendar

OREGON STATE PARKS Oregon Heritage State Historic Preservation Office

STAY HOME. SAVE LIVES.

Home > Oregon Heritage > COVID-19 Resources

COVID-19 Resources

Oregon Heritage staff has been fielding resources fast and furiously the past couple of weeks. We have created this page to help consolidate these resources in one place. We will be adding to the resources as the response to COVID-19 unfolds.

If you have a resource that would be good to add to this list, please email them to heritage.info@oregon.gov.

Please be aware that like many agencies and organizations, Oregon Heritage's services will be adapting to the current events. Visit [here](#) to see what has changed with Oregon Heritage's services and programs.

Oregon Heritage Service Changes During COVID-19 Response

COVID-19 Resources

PROJECT REVIEW & COMPLIANCE

- Begin Project Review Process
- Archaeological Investigations
- Project Review Forms, Guidance, and Resources

DESIGNATE

- National Register of Historic Places
- Oregon Main Street
- Certified Local Government Program
- Historic Cemeteries Program
- Heritage Designations

DOCUMENT & FIND

- Tax Incentives
- Technical Resources

Oregon Heritage MentorCorps Scholarship & Fellowship

General

- State
- Federal & National
- CARES Act Guidance

Topics

- Grants/Loans/Financial Assistance
- Nonprofit Operations
- Staying Connected to Your Community
- Recovery/Re-Opening

This calendar has links to webinars and online trainings that are happening to help organizations respond to COVID-19. They are a collection of announcements we have seen from partners and other organizations listed in the resource list. If you have some to share with us, send the info to heritage.info@oregon.gov.

Oregon Heritage Resources:

www.oregonheritage.org

Reopening Resources for Museums

Oregon Heritage

- Starting the Reopening Conversation
- Framework for Reopening
 - Signage Resources
 - PPE Purchasing Sources
 - Cleaning historic objects
 - Template Sign-In Sheets
- Links to National Resources
 - American Association of State & Local History
 - American Alliance of Museums
 - Western Museums Association
- Links to State Resources



Starting the Reopening Conversation

Does thinking about reopening feel overwhelming? This tool can offer a starting place for your organization to examine how it can reopen in the "new normal".

Form a taskforce or ad-hoc committee focused on reopening your organization

WAYS TO DO THIS

- Consider a committee with a board member, staff member (if you have staff), a volunteer, and a member.
- If you don't have enough people to form another committee, consider a special board session to solely discuss this and parcel out assignments.
- Another option is to contact other similar organizations in your area and form a regional taskforce to brainstorm, discuss, and create similar plans with consistent purpose and messaging.

Committee meets to create a plan based on appropriate guidelines

STEPS TO CONSIDER

- Research your region's plans for reopening:
 - Review [Governor's framework](#)
 - Contact your [local health authority](#)
- Review resources specific to your field. Find a list of guidelines on our website [here](#).
- Discuss:
 - Social distancing
 - Messaging
 - Volunteer staffing
 - Site changes such as taping, Plexiglas shields, cleaning schedules
 - Limited number of entries and system used to do that
 - Point of sale system
 - Discounts
 - Liability
- Get a sense of when your community, staff, and volunteers will be ready to return.
- Outline likely scenarios based on your region.

Committee presents plan to board to discuss, amend, vote

THINGS FOR BOARD TO CONSIDER

- Determine financial impact of these plans and do a cash flow analysis for the several months.
- Consider the capacity of the organization to implement the plans.
- Adjust strategic plan as needed.
- Identify organization weaknesses/opportunities to incorporate in future improvements, such as process/procedures/governing documents, etc.
- Identify what work plans need to be adjusted as a result of these plans.
- Keep your eye on your mission!

NEXT STEPS:
Work on Communication Plan while waiting for Governor and local health authorities to give the go ahead.



Q & A



Thank You!

