

Guidelines for Safer Operations During the COVID-19 Pandemic

MUSEUMS

Sector: Museums

The following is intended as a plain language summary of rules for reopening in the Green Phase and does not replace the need to follow all applicable federal, state, and local laws and regulations.

- **Masks**
 - Provide masks for employees.
 - Require employees and visitors to mask while on site except only:
 - As necessary for the employee to eat or drink during break times. The employee should be seated at least 6 feet from others when taking off mask.
 - When seated alone in a private office or in a cubicle whose sides extend above the head of the employee.
- **Barriers**
 - Install plastic barriers at ticket and information desks to physically separate staff and visitors.
- **Isolate**
 - Screen every employee for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
 - It is not necessary to conduct onsite temperature measurement for staff or visitors. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4° or higher to remain onsite.
 - Have sick leave policies in place so that employees excluded from the workplace do not lose earnings.
 - If an employee develops COVID-19 infection or has a positive test, please contact the Montgomery County Office of Public Health at 610-278-5117.
- **Distance**
 - Adjust work assignments to ensure employees can stay at least 6 feet from each other throughout their shifts.
 - Use floor decals or other visual cues to encourage spacing by visitors.
 - If museum has an auditorium, block off rows and seats to require 6-foot distance between persons other than family groups.
 - Use non-contact payment methods if possible.
- **Reduce crowds**
 - Limit occupancy to a maximum of 5 total staff and clients for every 1,000 square feet of public and non-public space in the facility.
 - Post this temporary occupancy limit publicly.
 - No more than 10 people including staff should be present in any single room at one time.
 - Take steps to avoid crowding at popular exhibits (use of floor decals; staff enforcement).
 - Consider virtual tour, lecture, and class options for visitors.
 - If conducting tours, limit to 6 or fewer and require attendees other than family groups to remain 6 feet apart at all times.
- **Handwashing**
 - Place handwashing stations or hand sanitizer at entry, break rooms, and outside communal bathrooms for all staff and visitors with prominent signage promoting use.
 - Give staff hourly handwashing breaks.

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- **Clean**
 - Wipe down high-touch surfaces with disinfectant at least every 4 hours. See [CDC guidance](#) for details.
 - If using headsets for tours, wipe down with disinfectant between each user.
- **Communicate**
 - Educate staff about strategies to prevent spread of COVID-19.
 - Post prominent signs at entrances:
 - Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter.
 - Encouraging people to cover coughs or sneezes.
 - Mandating physical distancing of at least 6 feet .
 - Mandating that all staff and visitors wear masks with reminders about how to do so appropriately (security staff and guards should be encouraged to enforce this practice for visitors in galleries).

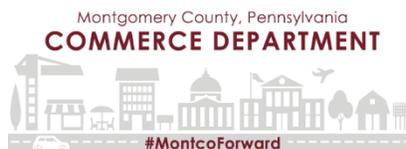
See:

[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)

[PA Guidance for Businesses Permitted to Operate during the COVID-19 Emergency](#)

This Safety Checklist was originally developed by the City of Philadelphia Department of Public Health

and the Department of Commerce and adapted by the County of Montgomery.



[Montgomery County Data Hub](#)

COVID19@montcopa.org

610-631-3000

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