

## The Florida Holocaust Museum COVID-19 Mitigation and Contingency Plan

This COVID-19 Mitigation and Contingency Plan has been developed in accordance with recommendations and guidance from the US Centers for Disease Control, Occupational Safety and Health Administration, the State of Florida, Pinellas County, and the City of St. Petersburg. In addition to recommendations from BayCare health professionals after a recent site inspection. This plan will be updated as necessary. While we are taking every precaution to mitigate the risk of exposure to COVID-19, there is an inherent risk in any public location and cannot guarantee staff, volunteers and visitors will not be exposed while in the Museum.

### FHM EMPLOYEES, VOLUNTEERS AND INTERNS

- In the short-term,
  - Museum employees that can are encouraged to work from home.
  - Museum employees can come to the Museum on an as needed basis and should do the following:
    - Before considering coming to the museum:
      - Employees who have [symptoms](#) (see Page 3) should notify their supervisor and stay home.
      - Sick employees should follow [CDC-recommended steps](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html). (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>) Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers.
      - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor, stay home and follow [CDC recommended precautions](#).
      - Employees who have come into contact with someone recently tested positive for COVID-19 (without PPE) will be required to stay at home and self-quarantine for 14 days from the date first exposed and return at that time if they remain asymptomatic.
  - When Employees are coming into the Museum, notify Operations/Security that they will be coming into the Museum and make a note on the FHM Calendar to that effect.
  - Before entering the Museum, employees should assess their wellness with the following questions:
    1. Have you experienced any of the **Watch for Symptoms**, not associated with previously diagnosed conditions, or **Emergency Warning Signs**, as shown on the Table on Page 3 in the past 72 hours:
      - i. If you have any of these symptoms, you should remain home,
      - ii. if you have any of the Warning signs, follow the CDC recommendations and seek emergency medical care immediately.

- iii. Notify your supervisor
- 2. In the last 14 days, have you:
  - a. Knowingly been in close contact with anyone who has been diagnosed with COVID-19
  - b. Been placed on quarantine for possible contact with COVID-19,
  - c. Traveled abroad or to an area of the country where it is recommended that you self-quarantine.
- If the answer to any of the above questions are yes, the employee should not come to the Museum, notify their supervisor and follow CDC recommendations.
- Any employee with symptoms of COVID-19 should be evaluated by their personal care provider in office or via telehealth. [BayCare Anywhere](#) is an option for individuals ages 2 and up who do not have a primary care physician or access to their provider.
- Return to Work recommendations include:
  - Symptomatic or with positive test, quarantine 10 days from onset symptoms.
  - Return to work when symptoms diminish and fever free without fever reducing medication for 24 hours.
  - If a person has a close contact exposure (without PPE), they should isolate at home for 14 days from the date first exposed and return at that time if they remain asymptomatic.
- Employees can utilize of Baycare's COVID-19 Nurse Triage Service for symptomatic and COVID-19 questions or concerns. This service is currently available Monday through Friday 8am - 5pm at 1-800-BAYCARE (press Option 1).
- Onsite COVID-19 testing by BayCare is available.
- For immediate concerns about COVID-19, employees can use BayCare's [Online Screening Tool at: BayCare.org/Coronavirus](#) to check symptoms. This free screening tool is based on the most up-to-date clinical protocols from the Centers for Disease Control and Prevention (CDC) and will guide you to the next best steps for care.

Once Employees, Volunteers and Interns start coming into the Museum to work on a more routine basis, in addition to the above:

- If the Museum is implementing a staggered schedule to enhance social distancing, employees work with their supervisors on developing a schedule and put it on the FHM calendar. Senior Staff will share their department's schedule with the rest of the Senior Staff and together Senior Staff will agree on an overall schedule for all employees. Any modifications to the schedule will be discussed and agreed to among Senior Staff.
- Employees, volunteers and interns should assess their wellness as noted above.
- Security will use touchless thermometer for temperature checks. They will not be recording temperatures of employees.
- An employee, volunteer or intern with temperature over 100.4 will be asked to return home.
- All employees, volunteers and interns will fill out and sign the Employee, Volunteer, Intern Entry Log.
- Should an employee become sick during the workday and exhibit any of the symptoms/signs below they should follow same recommendations.

## Watch for symptoms

- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
- Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19 and should go home:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

### **Emergency warning signs\*** for COVID-19.

- If someone is showing any of these signs, **seek emergency medical care immediately**
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion
  - Inability to wake or stay awake
  - Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

- While in the Museum:
  - Employees will wear masks in open and common areas and maintain social distance (6-foot clearance) from others.
  - Museum employees should refrain from entering other employees' offices unless necessary. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If an employee needs to use another employee's equipment, they should clean and disinfect it before and after use.
    - Meetings among Museum employees should be held using Microsoft Teams, if possible, or if in person, maintain 6-foot distance and wear masks.
    - Everyone should clean and disinfect frequently touched objects (desks, telephone, keyboard, etc.) using museum-supplied disinfectants as often as possible, but at a minimum at the beginning and the end of the day.
    - Employees should take precautions when using common areas (breakroom, restrooms, classroom), shared equipment (copiers, printers), and shared appliances (in breakroom) – either wearing gloves (change gloves often) or wiping down touched surfaces with disinfect wipes.
    - When opened to the public, Museum employees will refrain from using the east stairwell in the front of the building during Museum hours.
  - Business Visitors/Vendors/Guests: Employees who expect visitors should communicate to any contractors or on-site visitors about changes that have been made to help control the spread of COVID-19. Ensure that they have the information and capability to comply with those policies. All visitors will be subject to the same health screening and requirements to wear masks and maintain social distancing as employees. Visitors would be required to sign the Visitor Log.
- At all times:
  - Workplace Hygiene:
    - Wash hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol. Key times for employees to clean their hands include:
      - Before and after work shifts
      - Before and after work breaks
      - After blowing their nose, coughing, or sneezing
      - After using the restroom
      - Before eating or preparing food
      - After putting on, touching, or removing cloth face coverings
    - Avoid touching eyes, nose, and mouth with unwashed hands.
    - Cover mouth and nose with a tissue when you cough or sneeze or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

- Travel:
  - All business travel requiring either plane travel or an overnight stay would require the Executive Director’s approval, which should be requested at least a week in advance.
  - Should an employee need to travel and meet with others, they need to take appropriate safety precautions, including wearing a mask and maintaining social distance practices.

**Sick employees:**

- Employees who appear to have [symptoms](#) upon arrival at work or who become sick during the day will be immediately separated from other employees, customers, and visitors, and sent home. If the employee cannot go home on their own accord or needs to go to a healthcare provider, Operations/Security will make arrangements to do so.

**Action to be taken if an employee is suspected or confirmed to have COVID-19 infection:**

In most cases, we will not need to shut down the Museum.

- If it has been less than 7 days since the sick employee has been in the facility, any areas used for prolonged periods of time by the sick person will be closed. Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets.
- If waiting 24 hours is not feasible, wait as long as possible and clean and disinfect the area to minimize potential for other employees or visitors being exposed to respiratory droplets.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Additional actions to be taken, including shutting down the Museum will be determined at the time based on the particular circumstances.
- Follow the CDC [cleaning and disinfection recommendations](#):
- Determine which employees may have been exposed to the virus and may need to take additional precautions:
  - Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the [Americans with Disabilities Act \(ADA\)external](#).
  - We will follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).

- Security:
  - The first security officer in the Museum will take their own temperature and follow the steps described above.
  - The Security Officer who is monitoring the temperature of each employee entering the building will wear a mask when doing so. They will use the touchless thermometer and will not record any information. They will ask each employee to read and sign the Employee Log. If an employee's temperature is over 100.4, the security officer will discretely ask them to go home and contact their supervisor.
  - Security Officers will wear masks and gloves when stationed at the magnetometer/x-ray Machine and making the rounds through the Museum.
  - ⊖ The Security Officer at the Magnetometer will also take the temperature with the contactless thermometer of each guest and if their temperature is 100.4 or above request that the visitor leave and return when they are well.
  - The Security Officer will inform each guest that masks are required to be worn by all visitors and if they don't have any, masks are available at Admissions for a price of \$8.00. In addition, they will request that the visitors observe social distancing (6-foot clearance) of other visitors not in their party.
  - The armed guard will also wear mask when stationed at the front entrance of the Museum.
  
- Welcome Team:
  - When at the Admissions Desk, Welcome Team Members will wear masks and gloves and stay behind the shield as much as possible.
  - At the beginning and end of each shift, Welcome Team members will clean and sanitize frequently touched surfaces including the desk, chair, telephone, and keyboard.
  - After every transaction, the Welcome Team member will sanitize the credit card reader.
  - The Welcome team member will remind visitors that they should maintain social distance from others not in their party and wear face masks over the nose and mouth.
  
- Board Members, Volunteers and Interns:
  - Will be subject to the same health screening and be required to wear a mask and practice social distancing as employees.

**Enhancements to Museum:**

- Protective Acrylic barriers have been installed at Security and Admissions.
- Touchless Sanitizing Stations have been installed throughout the Museum.
- MERV-13 Filters have been installed in the Museum's HVAC system as recommended by the Centers for Disease Control.
- Audio wands have been removed.

- Interactive touch exhibits have been disabled.
- Require advanced on-line, timed ticketing.
- Social Distancing signs and floor markers have been installed.
- Limit 2 persons in each restroom at a time.

### **Visitors to the Museum**

- All Visitors will be required to purchase Timed ticketing on-line.
- At this time, we are not accepting cash payments.
- Signs with the symptoms and signs of COVID-19 will be posted outside of the building requesting visitors not enter if they exhibit any of them.
- Visitors temperatures will be taken upon entry with a touchless thermometer. Anyone with a temperature above 100.4 will be asked to return another day.
- Visitors will be required to wear face coverings while inside the Museum.
  - Exceptions
    - A child under the age of 3
    - A situation where any person who is hearing-impaired needs to see the mouth of someone wearing a face covering to communicate with the person wearing the face covering, these requirements do not apply during the course of that communication.
    - A person who has trouble breathing or while a person is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
- Visitors will be requested to maintain social distance (six feet) from other people in the museum except for people of their own party.
- At this time, docent-led tours are cancelled. You can take a virtual docent led tour on-line.
- Visitors should follow appropriate hygiene:
  - Wash hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol.
  - Avoid touching eyes, nose, and mouth with unwashed hands.
  - Cover mouth and nose with a tissue when you cough or sneeze or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. Trash cans have been placed throughout museum. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.

Cleaning service will daily:

- Clean (sanitize) breakroom table and countertops
- Mop with disinfectant cleaner all hard floors, including stairwell
- Vacuum all rugs
- Clean plexiglass in exhibits and on teaching trunk display with special protocol – microfiber cloth and plexiglass cleaner spraying cleaner on cloth not plexiglass, every day.
- Pay special attention to restrooms – making sure they are sanitized every morning, including entry and stall doorknobs/pulls

Housekeeping – on a continual basis during the day will clean and sanitize frequently touched surfaces including, but not limited to:

- handrails in both stairwells and in box car area
- exit gate
- Elevator buttons inside and on each floor
- Tables and equipment in classroom
- Bathroom faucets and door handles
- Tables and countertops in Breakroom

Teaching Trunks

- Once a trunk is returned, by wiping it down with disinfectant spray. - Education
- Do not open trunk for 2 days after return

Programs/Events

- Until further notice, The Florida Holocaust Museum will not be offering in-person events. However, we have many virtual event – please check our website [WWW.thefhm.org](http://WWW.thefhm.org).
- The Florida Holocaust Museum will bring back in-person events when it is safe to do so for our visitors, guests, members, staff, and volunteers.

Training:

- All staff and volunteers will be trained on our health and safety precautions and operating procedures as appropriate.
- Staff and volunteers will be continually updated on new information and procedures via emails.





## **Greeting the visitor at Security.**

- 1. Greet the visitor, and advise them:
  - a. All visitors are required to wear a face mask,**
  - b. their temperature needs to be taken before entering,**
  - c. visitors need to maintain a 6 ft. safe social distance for their everyone's safety.****
- 2. Advise the visitor to turn cell phone on silent.**
- 3. Advise photography is permitted without flash, no food, drink, backpacks, or weapons of any kind permitted in museum.**
- 4. Place all purses, bags, cell phones cameras or any other metal objects in tray to go thru x-ray and then have visitor enter and pass thru metal detector.**
- 5. After clearing metal detector advise visitor to pick up articles from x-ray and proceed.**