

Swope Art Museum

Re-Opening Protocols

June 8, 2020

This is a draft, subject to change as governmental requirements and public health accommodations are issued and/or revised

Reopening Schedule

- Staff will return to work on Monday, June 8.
- Staff will work on their assigned spaces to make them clean and presentable.
- Tentatively, Swope members will be invited to visit the museum from Friday, June 12 to Sunday June 14, This will be a rehearsal time for staff to determine what changes will need to be made on re-opening protocols.
- The Museum will reopen to the public on Tuesday, June 16.
- Hours will be noon to 5 pm, Tuesday through Sunday. We will be closed on Friday nights till further notice.
- There will be no events at the Swope in June, July and August, with reevaluation for September.
- No lectures, receptions, First Fridays, Art Start, Figure Drawing, yoga, Artist Cafe
- No summer art classes will be conducted at the Swope. There may be classes offsite..

Staff Wellness Screening

- There will be a daily checklist for all staff about if they feel well, have had bad chills, muscle pain, headache, cough and/or shortness of breath, fever, sore throat, new loss of taste or smell, or are unusually tired. Staff will be asked to sign a daily sheet to confirm no symptoms to report. The checklist with signage is in the open office area by the black metal cabinet.
- There will be an infra-red thermometer available to check employee temperatures. Any person with a temperature of 99.6 or higher will be sent home.
- There will be an oxygen saturation check (finger meter) available. This will be used on the first day of the week the employee is working, or after being off a day or more. Any person with oxygen saturation of 92 or lower is sent home. Wipe with supplied disinfecting wipes after each use.
- All of the above will be in the office. Office managers will see that checklists are maintained and filed.

Staff Work Instructions

- Staff members will follow strict hygiene standards, including:
 - Employees are to wash hands frequently with soap and water for at least 20 seconds.

- Employees are to use supplied hand sanitizer frequently when not able to wash hands. Hand sanitizer will be available in the Education Center counter, office, main lobby reception and second floor lobby.
 - Avoid touching your face.
 - Cover coughs or sneezes, using tissue sleeve or elbow, not hands.
 - Staff members will regularly clean high touch surfaces in their work areas such as door handles, counters, light switches, elevator buttons, light switches, restroom surfaces.
 - A checklist for first and second floor disinfectant cleaning will be available,
 - Reception desk will maintain a log of the number of persons in the museum at any one time.
 - Face coverings must be worn in public spaces, especially when difficult to maintain 6-foot distance.
 - Avoid shaking hands, hugging or otherwise touching individuals.
- Masks are required in public areas on the first and second floors in any circumstance where one cannot “social distance.”
 - Masks may be removed at desks or work areas to eat.
 - Masks must be worn by staff at the reception desk when two are working. If one is working and no one is in the lobby, the mask may be removed.
 - Staff should wear clean work attire daily, including masks.
 - Masks will be provided to Swope staff and employees.
 - Signage with these rules will be posted on the first floor office bulletin board, along with any updates.
 - The Swope has a Zoom account and its use is encouraged in place of in person meetings.
 - No shared food, except for wrapped candy.
 - No shared condiments.
 - If you bring food, take it home each day.
 - Gloves will be available for staff.

Social Distancing in Museum

- **Signage**
 - Signs will be posted on outside entry doors and in the lobby, saying that masks are required of all visitors. The masks are available by the hand sanitizing station and donation box and dip jar. The masks are free.
 - Signs will be posted in the lobby and at top of stairs, in the elevator and outside of the elevator on the second floor about wearing masks and social distancing.
 - Floor decals will be installed in the main lobby, establishing social distancing from Diana and arrows marking the entrance to the gallery from west door and exit from east door.
 - Signs posted at top and bottom of stairs indicating “keep right.”
 - Possible use of A-frame signs outside with key rules.
- **Elevators and Stairs**

- Elevator usage for one family or friend group at a time, or one individual at a time otherwise.
- Stairs will be “keep right” going up and down.
- Staff and gallery assistants will cooperate in seeing that handrails and elevator buttons are wiped often.
- **Guest Protocols**
 - Every guest must wear a mask. If a guest does not have one, we have masks available. Donations are appreciated.
 - Staff will be provided with a list of conversation points about mask use. In case of problem, staff should summon either Fred Nation or Hilda Andres to deal with the visitor.
 - If the visitor is abusive and/or unreasonable, the last resort will be to call police, though that should be avoided except in very extreme circumstances.
 - Guests must maintain social distancing, except for their own family or friends with whom they came.
 - Number of guests in the museum at any one time will be limited to 20. If that number is exceeded, guests will be asked to wait outside, or, in case of inclement weather, either in the lobby or in the first floor gallery, assuming there are no more than 5 at any one time. Gallery assistants can use their judgment for exceptions to these protocols.
 - Reception desk will maintain a log of the number of guests in the Museum at any one time.
 - First floor bathrooms will be available to guests. Second floor bathrooms will be closed to guests. Only one guest is allowed in the bathroom at a time unless the guests arrive together.
 - No laptops or other large parcels allowed in the museum. Purses allowed.
- **First Floor Lobby**
 - When guests are greeted, they will be asked how they feel, if they have a cough, fever or any infection. If the answer is yes to any, they will be asked to leave
 - If a guest appears to be ill and refuses to leave, call Fred Nation or Hilda Andres for assistance.
 - A plexiglass shield has been installed at the reception desk.
 - The donation box and Dipjar will be located easily available to guests by masks and hand sanitizer.
 - Sale items have been removed and no merchandise will be available till further notice.
 - Requests to pay for membership will be referred to PayPal online, and a note will be provided with instructions.
 - Masks are available at no charge and donations appreciated.
 - There will be a sanitizer station in the front lobby.
 - Coat racks are not to be used.
 - Water fountain turned off.
 - Benches removed from lobby and gallery.

- **Second Floor**

There will be a sanitizer station with wipes available.

Gallery assistants will enforce mask wearing and social distancing.

Bathrooms are closed to the public.

Benches will be removed.

Water fountain turned off.

Coat racks are not to be used.

Meeting Areas

The Library may be used for meetings by staff, board, committees

Alliance or volunteers. Maximum 4 persons.

The Education Center may be configured for meetings. Number attending to be determined.

The Third Floor space can be used for internal meetings of staff, committees, Alliance or volunteers. Number attending to be determined.

No outside groups can use Swope facilities for meetings until further notice.