

## **Safety Guidelines for the Reopening of the Tulsa Air and Space Museum and Planetarium**

(5/13/20)

During this time of the Corona Virus Pandemic, it will be the Tulsa Air and Space Museum and Planetarium's priority to assure the health and well-being of our staff, volunteers, and visitors. The museum will follow a health and safety plan during the pandemic that is based upon guidance provided by the CDC, the American Association of Museums, and state and local health officials. This plan will be continually refined by the museum based upon the recommendations of these organizations, and the evolving status of the pandemic.

The basics of the museum's plan is as follows:

### **Phased Reopening:**

The museum will initiate a phased reopening to prioritize health and safety procedures while taking precautions to restore regular museum operations. Reopening guidelines as developed by the Governor and local officials will provide the general template for the museum's reopening plans. Any deviations from these plans will be determined by the museum's administration, and verified by local authorities.

Beginning May 20<sup>th</sup>, TASM will only have the Planetarium accessible to visitors; the exhibition hall will remain closed to the public. We plan to open our exhibition hall in our second reopening phase, beginning June 1<sup>st</sup>. The Bertelsmeyer Planetarium will be running three shows throughout the day at 11am, 1pm, and 3pm to ensure appropriate cleaning procedure. We are confident that the first phase of our reopening plan will maintain the health and safety standards provided by the CDC, the American Association of Museums, and state and local health officials.

Beginning June 1<sup>st</sup>, TASM will have both the Planetarium and exhibit hall accessible to visitors; through online ticketing only by appointment. High-touch areas/exhibits will remain closed; museum admission will include a one-hour special guided tour. The Hangar One exhibit hall will be doing three guided tours throughout the day to ensure appropriate cleaning procedure. We are confident that the second phase of our reopening plan will maintain the health and safety standards provided by the CDC, the American Association of Museums, and state and local health officials.

Beginning July 1<sup>st</sup>, TASM will have both the Planetarium and exhibit hall accessible to visitors; through both online as well as on-site ticketing. Certain high-touch areas/exhibits will remain closed; with the exhibit hall remaining on a guided path. The Bertelsmeyer Planetarium will be running three planetarium shows spaced throughout the day, with the Hangar One exhibit hall being open access. All guests, volunteers, and staff will have PPE available for free and will have their temperature taken upon entry. We are confident that the third phase of our reopening plan will maintain the health and safety standards provided by the CDC, the American Association of Museums, and state and local health officials.

Beginning July 16<sup>th</sup>, to remain in accordance with CDC guidelines and public health officials, TASM will be requiring face coverings upon entry to the public space. TASM will be providing

PPE in forms of disposable masks, disposable gloves, and hand sanitizer at multiple stations in the buildings.

**Availability of Protective Equipment and Supplies:**

Before reopening, the museum will ensure that an adequate amount of personal protective equipment (PPE) and supplies will be on hand to support the safe reopening of the facility for its staff and visitors. Actions will also be taken to assure that an adequate restocking of these supplies and equipment will continue until the crisis is over.

**Assessing Risk:**

As part of its reopening and operating plan during the crisis, the museum will consider who is most at risk, such as age, and those with underlying health conditions, and specific job duties. If it is determined that any staff member or volunteer is considered to be at a higher risk level, then procedures will be taken to do everything possible to lower that risk.

**Promoting Frequent Hand Hygiene:**

A culture of frequent hand washing and sanitizing will be enacted for all staff and volunteers. The museum has fully stocked bathrooms in both buildings that will be supplied with proper hand washing soaps and disposable paper towels. Hand sanitizer will also be provided in working areas throughout the museum for both staff, volunteers and visitors. The sanitizer will contain a minimum of 60% alcohol.

**Ensuring Physical Distancing:**

The museum will take measures to enforce social distancing measures for staff, volunteers and visitors. A total of no more than 10 visitors will be allowed in the Planetarium or exhibit hall at any one time; nor will gatherings of more than 10 people be allowed for groups made up of higher-risk visitors. The recommended six-foot distancing guideline will be enacted with any individuals or groups no matter their level of risk factor.

**Providing Protective Equipment:**

The museum will provide appropriate personal protective equipment (PPE) for staff and volunteers, based on an assessment of their individual risks and job duties. Examples include:

- Custodial staff and others who are cleaning or disinfecting will be supplied with disposable gloves, and disposable masks if required.
- Disposable masks will be made available to all staff and volunteers. The use of these face protection devices will be encouraged, although not required.
- At the beginning of each staff member's shift, their temperature will be taken and recorded. Temperatures will be randomly taken throughout the day to ensure that an illness has not started. Any staff member with a temperature of more than 99.5° will be required to leave the premises immediately. Additionally, any staff member exhibiting a dry cough, breathing difficulty, or severe fatigue will be requested to leave the premises. In such cases, the museum will implement a flexible sick leave and other supportive policies and practices to ensure that all staff members understand that such leave will not reflect negatively on their work record.
- Visitors will have their temperatures taken with a touchless thermometer upon entrance to Planetarium and exhibit hall. For the health and safety for TASM staff, volunteers, as well as visitors, if an individual's temperature is more than 99.5 degrees,

they must leave the premises immediately. Visitors should be mindful of their own health condition upon purchasing tickets, no refunds will be provided during this time.

- Floor markers spaced six feet apart to encourage social distancing.

#### **Establish Clear Cleaning/Disinfecting Practices:**

The museum will enact the following cleaning protocols:

- Increase the frequency of cleaning in high-touch areas such as payment stations, touch screens, bathrooms, door and sink handles, railings, keyboards, phones, and light switches. A full deep cleaning of the facility will be conducted daily.
- The museum will train staff to wipe down surfaces after every interaction with the visiting public.
- All efforts will be made to assure that a constant resupply of all disposable cleaning and safety materials and equipment is available to the staff to meet these guidelines.
- The museum will ensure that all ventilation systems are working properly, and that a consistent flow of outdoor air be circulated throughout the building.
- Cleaning of high-traffic areas before and after each reservation time.

#### **Restricting Public Contact, Capacity, and Access:**

The museum will restrict the person-to-person contact within the facility using the following methods:

- Will limit the total capacity of the facility to a maximum of 10 visitors at any one time until it is determined that larger numbers can be safely accommodated.
- Closing high-touch/interactive exhibits including, but not limited to: the Ranger and other sit-in cockpits, RC plane stations, Tulsa American VR Experience, Hot Air Balloon, Newton's Law Table, Shuttle Launch, Robotic Arm, and Flight Lab .
- Restricting group visits, guided tours, public programming, and special or private events until it is determined that it is safe to offer them, and then limiting the number of participants to a level that proper social distancing can be achieved.
- Proper signage will be placed throughout the museum to enforce social distancing guidelines and encourage CDC health guidelines.
- The museum will establish a one-way flow through the public spaces for visitors.

#### **Staff Training:**

The museum will provide training to all staff in an effort to ensure that all of the stated guidelines listed above are consistently and fully followed. The staff will be constantly reminded to the importance of adhering to these guidelines for both their safety and the public's safety.