

**Reopening the Reece Museum**  
*Internal Draft, June 1, 2020*  
*Updated as circumstances warrant*

**What follows is contingent on:**

1. **What you individually feel safe doing.**
2. **What ETSU allows as far as staff return.**

**I am proposing we begin a phased return to the museum on Wednesday, July 1, 2020.** Given (1) the ongoing Local Art in the Age of the 2020 Global Pandemic initiative that does not initially conclude submissions/fundraising until June 30, 2020, and (2) museum staff have physically visited the museum daily (including weekends) since we sheltered-in-place on March 23, I do not see a staff return to campus as a drastic change in our workweek.

We will need to develop the following policies and protocols prior to our return:

## **SCHEDULE**

### **July 1, 2020**

Director and Exhibition Coordinator report to campus on a pre-pandemic work schedule. Collections Manager remains sheltered-in place, but reports to the museum on an as-needed basis.

### **August 24, 2020**

First day of fall classes. First day student workers report to work. First day all staff report to the museum. Collections Manager may work remotely, depending on decisions made by the Carter County School System. First day the museum is open to the public.

What is our plan for adhering to CDC workplace guidelines?

- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- <https://www.cdc.gov/handwashing/posters.html>

What are our agreed-on PPE practices?

- Masks will be required for all staff.
- Masks and wipes will be available at the front desk.
- Sneeze guards for front reception area.
- Sanitary standalone dispenser station at front entrance.

## **FACILITY**

- Hours remain at M-F, 9:00am until 4:30pm.
- Water fountain on main floor is not available.
- Directional, one-way signage placed on the floor.

- Six feet distancing signage placed on the floor and other places in the museum.
- Student worker workstations placed at least six feet apart.
- No more than four student workers in the museum at any one time: one at the front desk; one downstairs; one or two in the workroom on the main level. (This is in addition to one, two, or three staff members and the graduate assistant.)
- Handwashing throughout the day is required.
- Mask wearing when outside individual staff offices required. Mask wearing when exited the building to go to cars required. Mask wearing when walking between buildings required.
- Cleaning of communal workstations (keyboards, on/off computer monitor buttons, armchairs, desk area in general) with wipes after each use. Cleaning of communal workstations again before a student worker begins work as secondary insurance.
- Front door handle discretely wiped after each visitor enters the museum and after visitors leave.
- Maximum occupancy for each gallery reduced from [124, 68, 49, 49] to [24, 14, 10, 10] or from 290 total to 58 total.
- All physical, in-person events (receptions/gallery talks/museum programming) are cancelled until further notice. Physical, in-person cancelled events will be replaced with virtual, online engagement when possible. These cancellations do not affect in-person visitation to the museum during regular hours of operation.
- Meetings of more than four persons require director approval.
- Website (under Visit Us) notes that for groups of four or more visitors, please phone to arrange a visit.
- All meetings require adherence to the six feet distance protocol.
- All takeaway handouts that were at the front desk removed and posted on the alcove bulletin board. No handouts actually handed to patrons.
- Benches removed from outside the restrooms and all galleries except the multipurpose room.
- Signage at public kiosk in multipurpose room noting gloves available at the front desk.
- Staff responsible for wiping down all communal areas at the end of the day.

## **COLLECTIONS**

- Staff/student workers wear gloves when moving any artifacts; immediately throw away gloves; wash hands for 20 seconds.
- ALA Magazine: [How to Sanitize Collections](#)
  - No more than one person working in the Collections area (excluding GA and Collections Manager). NOTE: A person boxing artifacts in the main floor offices' work area could travel back and forth to the main Collections area.

### **Other Considerations**

- Facilities will insure maximum air circulation in buildings across campus.
- Anti-bacterial foggers used in all restrooms on a daily basis.

### **Some Useful Resources**

Mass Libraries COVID Resource Guide

<https://guides.masslibsystem.org/COVID19>

American Libraries blog

<https://americanlibrariesmagazine.org/blogs/the-scoop/covid-19-reopening-libraries-not-when-but-how/>

ALA

<http://www.ala.org/tools/atoz/pandemic-preparedness>

### **Museum Resources**

American Alliance of Museums

<https://www.aam-us.org/2020/03/05/information-for-the-museum-field-on-the-covid-19-coronavirus/>

Association of Academic Museums and Galleries

<https://www.aamg-us.org/covid-19-updates/>

IMLS

<https://www.ims.gov/coronavirus-covid-19-updates>