MINUTES

I. CALL TO ORDER: At 5:30 p.m., Director of Planning and Maintenance Wayne Nakaoka accessed the telephonic meeting phone number to enable members of the public to attend the meeting telephonically. No members of the public accessed the meeting telephonically. The meeting was called to order by RSRPD Director Elaine Freeman at 5:32 p.m. In attendance were Simi Valley Historical Society President Linda Bosley, Vice President Vicki Spilka, Secretary Karen Olson, Board Member and Historical Society Volunteer Kristy Grayson, and the following RSRPD Staff: Board Member Kate O’Brien, Strathearn Historical Park Specialist Carolyn Valdez, Director of Planning and Maintenance Wayne Nakaoka, and Administrative Secretary Barbara Meinel.

II. PUBLIC DISCUSSION: None

III. APPROVAL OF MINUTES OF THE MARCH 2, 2020 MEETING: Secretary Olson moved to approve the minutes as presented; Vice President Spilka seconded the motion. The minutes were approved unanimously by the Committee, with Historical Society Board Member Kristy Grayson abstaining.

IV. PRINTZ POWELL COLONY HOUSE RIBBON CUTTING – UPDATE ON SIMI VALLEY HISTORICAL SOCIETY INTERIOR WORK: Director of Planning and Maintenance Nakaoka told the Committee that the ribbon cutting for the Printz Powell Colony House will be postponed.
until the Governor lifts the restrictions on public gatherings. Currently gatherings must be limited to no more than 10 people. Nakaoka also mentioned that the Desert Museum Palo Verde tree has already been planted in front of the Colony House as it could not be kept indefinitely in its container.

Kristy Grayson was in attendance at the meeting to discuss the work the Historical Society volunteers have accomplished on the inside of the Colony House. Ms. Grayson, Strathearn Historical Park Specialist Valdez, and some others had attended a walk-through of the Colony House with Park District Landscape Designer Douglas Duran to confirm what materials needed to be removed from each room. Ms. Grayson stated that the volunteers have accomplished almost everything they can to help defray the cost of the renovation of the interior of the house. She thanked the Park District for supplying a dumpster last week so that all the flooring, ceiling, and wall materials that had been removed could be disposed of. Now that the volunteers have finished a large percentage of the demolition phase, it is easy to see where some rain damage has occurred. There are now only two layers left on the wall coverings, and where possible, the Historical Society is considering exposing some of the areas with plexiglass to demonstrate how the house was originally built and how it has evolved. Ms. Grayson also mentioned that the rooms have a border around them where the walls meet the ceiling, and they hope to keep as much of the border in place as possible.

There is one electrical outlet in the house, and when asked if more would be put in, Nakaoka responded that they might put in one or two more outlets.

Ms. Bosley mentioned that the Historical Society will be forming a small committee to work with Douglas Duran on the interior of the Colony House in conjunction with the Park District.

V. STATUS OF REPLACEMENT OF ADOBE ROOF: The Park District paid a contractor $1500 to repair the adobe roof, which fixed some of the problems, but not all of them. It appears that it now only rains into the building in one corner, but the contractor and staff have not been able to determine the exact location of the leak. In addition, while the roof is leaking less, the repairs ended up causing rain to come into the porch area, which will now also have to be fixed. Rain did come into the porch area previously, but now it comes in faster. Nakaoka stated that the building will be sufficiently covered during inclement weather to prevent any further damage to the structure.

Nakaoka also stated that funds for the repair of the roof are currently not available, and repair of the roof has been slated for Fiscal Year 2021-22. At this time it is anticipated that $75,000 will be available in FY 21-22, which may not be sufficient, and the Park District will continue looking for additional sources of funding for the project.

VI. UPDATE ON MAINTENANCE PROJECT LIST DISTRIBUTED AT JANUARY 2020 MEETING – SPECIFICALLY, WHAT THE SIMI VALLEY HISTORICAL SOCIETY CAN DO FROM THE LIST: Nakaoka reviewed the Maintenance Project List with the Committee. The list has been marked to indicate projects to be done by the Park District, projects the Historical Society can work on, and completed projects. A copy of the Maintenance Project List is attached.

VII. TREE REPLACEMENTS IN STRATHEARN HISTORICAL PARK: The Park District will replace the tree that was lost in front of the picket fence that is in front of the Strathearn House. After some discussion, it was determined that a Magnolia tree will be purchased and planted there.
VIII. REOPENING OF THE PARK AND COVID-19 PROTOCOLS FOR REOPENING: Nakaoka stated that Monday, June 15, 2020 is the target date for the reopening of Strathearn Historical Park for outdoor museum visitation only. Nakaoka has prepared a “COVID-19 Strategic Opening Plan” for the outdoor portion of the park in accordance with Cal/OSHA’s COVID-19 Industry Guidance: Outdoor Museums and Galleries document (copy attached). There will be no tours, patrons will be required to stay 6’ apart, and families will be limited to 6 people in a family. In response to a question regarding neighboring workers who used to come to the park to eat their lunch, Nakaoka responded that they can be allowed to sit at the picnic tables as long as social distancing is maintained. There can be one person sitting on a bench or two people can sit at a table sitting across from each other. The Park District will provide a sign to be placed at the front of the park instructing visitors to obey social distancing guidelines and to please wear a face covering. Any person not abiding by the COVID-19 safely guidelines may be asked to exit the park.

A copy of the “COVID-19 Strategic Opening Plan” will be kept on file at Strathearn Historical Park and Museum.

IX. OTHER ITEMS OF INTEREST: Director Freeman asked if there is any expectation of Dia de los Muertos being held this year. Ms. Bosley responded that it will only be permitted as part of Stage 4 of the Governor’s reopening plan, and at this time there is no way of know when Ventura County will be in Stage 4.

Ms. Valdez told the Committee that all weddings have been canceled through July, except for one ceremony with 10 people that is scheduled in two weeks. Some weddings have been moved and some have been canceled as people have lost their jobs. Ms. Valdez said she receives calls all the time regarding canceled and postponed wedding events and possible dates for the future.

Ms. Bosley asked about bathroom cleaning once the exterior of the park is opened to the public. Nakaoka responded that the bathrooms will be cleaned twice a day and extra cleaning supplies will be supplied by the Park District and stored in Ms. Valdez’s area.

Ms. Grayson asked about the status of Park District employees returning to work, and Nakaoka responded that all full-time employees should be back to work the week of June 15, and Ms. Valdez can bring back her part time personnel.

Nakaoka stated that he will be scheduling an orientation meeting at the park to introduce the new park caretakers to Directors Freeman and O’Brien and various members of the Historical Society Board and Strathearn personnel. A list of the caretakers’ duties will be reviewed at this meeting. A target date for the meeting is the later part of the week of June 15, perhaps on June 17 or June 18.

Director Freeman asked about doing a formal announcement for the opening of the exterior of Strathearn Historical Park, but it was decided to do a soft opening only, and Ms. Valdez will put a notice on the Historical Society’s website. Nakaoka stated that we my have a formal opening for the park at the same time as the ribbon cutting for the Printz-Powell Colony House.

Ms. Bosley said attendance was down at this year’s Civil War Days event, but attendance was still good. She thanked Park District Recreation staff Nikki Collier and Janice Martin for their help in obtaining volunteers for the event. The activities flowed very well and the musical events were very impressive, as they always are. Everyone loved the Abe Lincoln impersonator, and parents
loved the recruitment tent for kids. Ms. Olson ran the Saturday evening dance for volunteers and participants, and over 60 people were in attendance.

Prior to the actual event, a meeting was held with the leaders of the Northern and Confederacy participants, and they came up with creative ideas of how to hold the reenactments. Visitors to the event said it was as though they were in the middle of the action and it was an exciting event.

The Historical Society is hopeful that next year's event will take place. It is again scheduled for the first weekend in March, and Ms. Bosley will again chair the event.

Ms. Bosley is still working on setting up a cell phone tour at the park. She spoke with one cell phone app company today, and was told that the phone app companies are behind because of COVID-19. She will continue to work on this project.

X. SET TIME AND DATE FOR NEXT MEETING: Monday, July 6, 2020 at 5:30 p.m. at the Activity Center.

XI. ADJOURN MEETING: The meeting was adjourned by Director Freeman at 6:32 p.m.

Wayne Nakaoka
Director of Planning and Maintenance
<table>
<thead>
<tr>
<th>Location</th>
<th>Description of Need(s)</th>
<th>Date Submitted to RSRPD</th>
<th>Status</th>
</tr>
</thead>
</table>
| Strathearn House/ Simi Adobe| • Repair or replace roofing tiles and shingles  
• Repair drywall in Adobe southeast closet corner  
• Install fence around Adobe destroyed room area  
• Replace picket fence around front lawn  
• Repair wooden trellis on east side of Victorian addition | 1/6/20       |        |
| Church (St. Rose of Lima)   | • Re-oil wooden walls and ceiling  
• Repair cracked sections in stained glass windows  
• Repair cracked double doors at back of Church  
• Sand and seal wooden floor  
• Check electrical outlets for power  
• Install pump outside back door  
• Clean and polish Bañaga plaque outside the Church  
• Repair/replace all roof shingles | 1/6/20       |        |
| Montgomery Play House       | • Repair/replace wooden roof shingles  
• Prime and paint exterior | 1/6/20       | ✓       |
<p>| Simi Store                  | • Building needs repainted | 1/6/20       |        |</p>
<table>
<thead>
<tr>
<th>Location</th>
<th>Description of Need(s)</th>
<th>Date Submitted to RSRPD</th>
<th>Status</th>
<th>Assigned to</th>
</tr>
</thead>
</table>
| Bafanga Barber Shop | Building and trim needs repainted  
                    | Repair electric Barber Shop Pole and Colors to be brightened-up  
                    | Repair southside windows to prevent leaking  
                    | Repair southside wall under windows (at seams)  
                    | Replace caulking on all outside of windows  
                    | Repair split wood on window sills  
                    | Replace light bulb in beauty shop area | 1/6/20 | RSRPD HS SV Complete |
| Haigh/Talley Colony House | Building needs recaulked and repainted  
                    | Roof shingles need to be secured or replaced  
                    | Porch deck needs to be repaired or replaced and painted  
                    | Paint interior wood flooring  
                    | Recaulk around all windows  
                    | Paint windows and window sills  
                    | Repaint stairs  
                    | Repair water damage on west side master bedroom window  
                    | Repair water damage on east side bedroom under window  
                    | Replace all missing shoe molding | 1/6/20 | RSRPD HS SV Complete |
| Library           | Repaint floor  
<pre><code>                | Repair/replace cracked display case glass | 1/6/20 | RSRPD HS SV Complete |
</code></pre>
<table>
<thead>
<tr>
<th>Location</th>
<th>Description of Need(s)</th>
<th>Date Submitted to RSRPD</th>
<th>Status</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Ranch Barn</td>
<td>• Repair/replace loose/missing roof shingles</td>
<td>1/6/20</td>
<td></td>
<td>RSRPD</td>
</tr>
<tr>
<td></td>
<td>• Clean out rain gutters</td>
<td></td>
<td></td>
<td>SV</td>
</tr>
<tr>
<td></td>
<td>• Replace electrical wiring</td>
<td></td>
<td></td>
<td>HS</td>
</tr>
<tr>
<td></td>
<td>• Finish interior walls with insulation and siding</td>
<td>1/6/20</td>
<td></td>
<td>RSRPD</td>
</tr>
<tr>
<td></td>
<td>• Repair/replace door knob on door into room</td>
<td></td>
<td></td>
<td>SV</td>
</tr>
<tr>
<td>Chumash Classroom</td>
<td>• Need protection from the elements to prevent further fading</td>
<td>1/6/20</td>
<td></td>
<td>HS</td>
</tr>
<tr>
<td>Murals on Pitting Shed</td>
<td>• Fix corrugated roof on south shed</td>
<td>1/6/20</td>
<td></td>
<td>RSRPD</td>
</tr>
<tr>
<td>Metal Sheds</td>
<td>• Level concrete slab in north shed</td>
<td>1/6/20</td>
<td></td>
<td>SV</td>
</tr>
<tr>
<td>General</td>
<td>• Request an oversized trash bin to dispose of items located on the park grounds that will not fit into current dumpsters</td>
<td>1/6/20</td>
<td></td>
<td>HS</td>
</tr>
</tbody>
</table>

*Not in order of Priority*
Rancho Simi Recreation and Park District

COVID-19 Strategic Opening Plan
For
R.P. Strathearn Park and Museum
(Outdoor Museum Visitation Only)

R.P. Strathearn Historical Park and Museum:

R.P. Strathearn Historical Park and Museum is located at 137 Strathearn Place in Simi Valley. It is owned and operated by the Rancho Simi Recreation and Park District in cooperation with the Simi Valley Historical Society. The six-acre park contains nine (9) buildings of historical significance to Simi Valley. Two are listed on the National Register (78000825, 78000824), one of which is also designated as State Landmark No. 979 (Simi Adobe/Strathearn House a.k.a. de la Guerra Adobe). In addition, the park contains the original Simi Library, two Wood Ranch Barns, Currier/Apricot Pitting Shed, Historic St. Rose of Lima Church, Bañaga Barbershop, two Simiopolis Colony Houses, a re-creation of the original Simi General Store, a Restroom Building, Caretaker’s Residence and Visitor’s Center which doubles as a museum and educational center. The Visitor's Center also functions as the business and operations center for the Park. While the Visitor’s Center will be closed to the public during this phase of reopening, the onsite person(s) responsible for implementing the strategic opening plan will be onsite at that location, as well as the Caretaker’s Residence in order to monitor attendance and compliance with the plan.

Strathearn Park serves as a vital educational and cultural resource to the community and is visited by thousands of local residents, as well as visitors interested in the local history, which includes early Chumash Indian inhabitants, the Rancho Era in the Valley, and early pioneer days of Simi Valley.

Strategic Opening Plan Narrative:

The re-opening of R.P. Strathearn Historical Park and Museum will be in conformance with the Governor’s Phase 2, COVID-19, guidelines for “Outdoor Museums and Galleries” and will be limited to outdoor self-guided tours during normal operational hours of the park (9:00 a.m. to 3:00 p.m., Monday through Friday, and from 1:00 p.m. to 4:00 p.m. Saturday and Sunday). No docent lead tours or family groups larger than six (6) family members will be permitted at this time. No indoor museum displays or indoor exhibits will be open to the public.

Site Protocols for Strategic Opening Plan:

A. The park site will be made available to the general public for self-guided tours during normal operational hours.
B. No docent led tour or family groups larger than six (6) family members will be permitted.
C. No indoor museum areas or indoor exhibits will be made available to the general public.
D. All visitors must adhere to the social distance guidelines of six (6) feet or more while touring the park.
E. The wearing of face covering by all visitors is highly recommended.
F. Anyone exhibiting signs of COVID-19 may be requested to leave the park immediately.

G. The use of picnic tables or park benches within the park by more than one individual (or one family group of six or fewer) at a time will be prohibited.

H. All visitors are encouraged to wash their hands before entering and after leaving the park.

I. Only the exterior restroom building in the park will be open for use by the general public.

J. Group congregation or loitering in the park will be prohibited.

K. Signs shall be prominently posted at the entrance to the park reminding all visitors of the social distancing guidelines and temporary site protocols.

Employee Protocols for Strategic Opening Plan:

1. Only the pedestrian access gate will be open for park visitation (see exhibit ‘A’).

2. The Historical Park Specialist and/or the Park Site Caretakers will monitor attendance at the park on an as needed basis. During periods of high visitation, the Historical Park Specialist or Caretakers may limit the amount of visitors in the park by closing the pedestrian access gates (on an as needed basis) to ensure adherence to the social distancing guidelines.

3. During normal operational hours, all District employees and the Caretakers must wear face coverings and adhere to all social distancing guidelines while in common outdoor areas.

4. All District employees and the Park Caretakers shall adhere to the guidelines established under the “Topics for Employee and Caretaker Training” in this Strategic Opening Plan while working in the park.

5. All District employees and the Park Caretakers shall perform a self-evaluation to determine if they are exhibiting signs or symptoms of COVID-19 on a daily basis. Anyone exhibiting signs of COVID-19 must immediately leave the park site (or self-quarantine) and contact the Park District’s Director of Planning and Maintenance for further instructions.

6. Each incident where a staff member may have come into contact with an individual that has been diagnosed with COVID-19 or another contagious virus will be addressed on a case-by-case basis.

7. Eligible employees and Caretakers impacted by COVID-19 may be provided with up to two weeks of paid sick leave under the Families First Coronavirus Response Act. Please contact the Park District’s Director of Administration or H.R. Department for further information.

8. Following a reported incident of COVID-19, all objects and surfaces the person came into contact with will be thoroughly sanitized.

9. The exterior restroom building is to be cleaned twice a day. Wooden surfaces do not need to be disinfected.

10. PPE, Hand sanitizer, gloves, and face coverings shall be made available in the Visitor’s Center for use by District employees and the Caretakers.

11. All commonly touched surfaces such as grab bars, railing, door knobs/handles, information and display signs, and other amenities shall be cleaned and sanitized on a daily basis.

Plan Implementation:

Onsite person(s) responsible for implementing the plan are as follows:

A. Ms. Carolyn Valdez, Historical Park Specialist (805) 526-6453

B. Mr. and Mrs. Casey Hancox, Park Caretakers (XXX) XXX-XXXX
Administrative person(s) responsible for implementing and revising/updating the plan are as follows:

A. Mr. Wayne Nakaoka, Director of Planning and Maintenance (805) 584-4424
B. Mr. Dan Paranick, District Manager (805) 584-4406

Additional resources and contact information in regards to COVID-19 is available at www.vcemergency.gov or by contacting the County of Ventura COVID-19 Emergency Hotline at 2-1-1.

Topics for Employee and Caretaker Training:

A. What is a Novel Coronavirus?

Coronavirus Disease 2019 (COVID-19) is a respiratory disease that has spread from China to many other countries, including the United States. The virus that causes COVID-19 (the SARS-CoV-2 virus) differs from the other more familiar coronaviruses which cause mild illness, such as the common cold.

B. COVID-19 Symptoms

Illness can range from very mild (some people have no symptoms) to severe illness that may result in death. Symptoms can occur in infected persons up to 2-14 days after exposure to the virus.

Commonly experienced symptoms include a frequent cough, fever, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, and recent loss of taste or smell.

Other less common symptoms include nausea, vomiting, and diarrhea.

Employees should seek emergency medical care immediately if they exhibit trouble breathing, persistent pain or pressure in the chest, confusion, the inability to wake or stay awake, or bluish lips or face.

Employees should not come into work if they exhibit COVID-19 symptoms, have been diagnosed with COVID-19, have been exposed to someone exhibiting COVID-19 symptoms, or have had contact with someone who’s been diagnosed with COVID-19.

C. How COVID-19 Spreads

It is believed that COVID-19 is spread mainly through person-to-person contact, such as between people who are in close contact with one another (within approximately six feet) or through respiratory droplets produced when an infected person coughs, sneezes, or talks – these droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Some individuals without symptoms may still be able to spread the virus.

COVID-19 may also be spread in other less prominent ways, such as from touching contaminated surfaces or objects, then transferring the virus through inadvertent facial contact.

D. People Who are at Higher Risk

Certain groups are at higher risk of hospitalization and serious complications. These groups include people aged 65 or older; people with serious underlying medical conditions such as chronic lung disease or moderate to severe asthma, heart disease, diabetes, liver disease, chronic kidney disease being treated with dialysis, and severe obesity; and people who are immunocompromised due to conditions...
like cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.

E. Hand Washing

Everyone should regularly wash their hands with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol, making sure to cover all surfaces of their hands and rub them together until they feel dry. Hand washing or sanitizing should be performed after disinfecting surfaces or objects, adjusting face coverings, removing gloves, touching commonly used items, having contact with another person, and touching the face. People should avoid touching their eyes, nose, and mouth with unwashed hands.

F. Cleaning and Disinfecting

Employees should frequently disinfect commonly touched surfaces including grab bars, railings, placards, light switches, door handles, etc. Thoroughly clean and disinfect any indoor work areas that employees must use in order to maintain outdoor operations such as offices, meeting rooms, break rooms, handrails, stairways, etc. Employees should avoid sharing work supplies or office equipment whenever possible. When sharing cannot be avoided, items should be disinfected between shifts or uses, whichever is more frequent. Commonly shared items include copiers, fax machines, printers, phones, keyboards, staplers, staple removers, shared work stations, etc. Items passed between employees and visitors should also be wiped down such as pens, pamphlets, etc. Workplace terminals should be equipped with sanitation products like hand sanitizer and sanitizing wipes. Workers should use cleaning products approved for use against COVID-19 on the Environmental Protection Agency approved list: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2.

G. Social Distancing

Staff must implement measures to ensure social distancing of at least six feet. (Visitors of the same household do not need to be six feet apart.) Social distancing measures can include physical partitions, Plexiglas barriers, or visual cues such as floor markings or signs indicating where employees and visitors must stand. Signage reminding people of social distancing must be displayed at entrances, waiting areas, and throughout the outdoor facility. Maximum occupancy rules should be adjusted to limit the number of people at the museum. Visitor group sizes should be limited to six or fewer. Seating arrangements should be rearranged to support social distancing guidelines. Signs reminding guests to distance themselves from others should be posted near shared, immovable seating such as benches. Office spaces and workstations should be reconfigured so that employees can maintain six feet apart while working. Workers should avoid sharing vehicles when traveling on the property. When shared travel is unavoidable, face coverings should be worn while in the vehicle. When possible, limit person-to-person hand-offs by installing transfer-aiding materials such as shelving and bulletin boards. Redesign parking lots to limit congregation points and ensure proper separation (e.g. every other space).

H. Face Coverings

Face coverings can help prevent the spread of COVID-19. They are to be worn by all employees whenever they are around visitors or other employees and whenever they are in commonly populated areas such shared workspaces and public grounds. All visitors should be encouraged to wear face coverings, as well.
Employees must exercise proper sanitary practices while using face coverings. Employees must wash or sanitize their hands before and after using or adjusting their face coverings. They should also avoid touching their eyes, nose, and mouth while removing face coverings. Face coverings must be washed or replaced frequently. Employees must never share their face coverings with others. When face coverings are not being worn in private settings, employees must cover their mouth and nose with a tissue or the inside of their elbow whenever they cough or sneeze. Afterwards, used tissues are to be discarded in a proper trash receptacle, and hands must be washed immediately with soap and water for 20 seconds or sanitized with a hand sanitizer containing at least 60% ethanol or 70% isopropanol.

I. Gloves

Disposable gloves need to be worn while cleaning and disinfecting objects and surfaces and while handling commonly touched items. Gloves must never be shared by staff or reused by the original wearer. After gloves are removed, they should be disposed of. Employees are to wash or sanitize their hands immediately after they have disposed of the gloves.

J. Resources

Below are some recommended resources to access the most current and accurate information regarding COVID-19:

- Occupational Safety and Health Administration website: www.osha.gov
- Centers for Disease Control and Prevention website: www.cdc.gov
- National Institute for Occupational Safety and Health website: www.cdc.gov/niosh
- California Department of Public Health website: https://www.cdph.ca.gov/
- Ventura County Health Care Agency: http://www.vchca.org/agency-divisions/public-health
- VC Emergency: https://www.vcemergency.com/

Attachments:

1. Exhibit ‘A’ – Site Plan
2. COVID-19 Industry Guidance: Outdoor Museums and Galleries
3. Cal/OSHA COVID-19 general Checklist for Outdoor Museums and Galleries
Only the Pedestrian Access Gate will be open for Outdoor Museum Visitation. Signs shall be posted in close proximity informing visitors of Social Distancing and wearing of Face Coverings.
COVID-19
INDUSTRY GUIDANCE:
Outdoor Museums and Galleries

May 12, 2020
covid19.ca.gov
OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- physical distancing to the maximum extent possible,
- use of face coverings by employees (where respiratory protection is not required) and customers/clients/visitors,
- frequent handwashing and regular cleaning and disinfection,
- training employees on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

PURPOSE

This document provides guidance for outdoor museums, open air galleries, botanical gardens, and other outdoor exhibition spaces to support a safe, clean environment for workers.

NOTE: This guidance is not intended for zoos, amusement parks, or indoor gallery and museum spaces. Each of those types of establishments should remain closed until they are allowed to resume modified or full operation through a specific reopening order and guidance. Outdoor museums and galleries with indoor exhibits, gift shops, cafes, restaurants, convention space, etc. should keep those areas closed until each of those types of establishments is allowed to resume
modified or full operation. Employers should refer to appropriate guidelines for retail, restaurants, etc., as they become available.

The guidance is not intended to revoke or repeal any employee rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more comprehensive guidance on their Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19 webpage. CDC has additional requirements in their guidance for businesses and employers.
Workplace Specific Plan

- Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each location to implement the plan.

- Identify contact information for the local health department where the operation is located for communicating information about COVID-19 outbreaks among employees.

- Train and communicate with employees and employee representatives on the plan.

- Regularly evaluate the location for compliance with the plan and document and correct deficiencies identified.

- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.

- Identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.

Topics for Employee and Volunteer Training

- Information on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.

- Self-screening at home, including temperature and/or symptom checks, using CDC guidelines.

- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.

- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
• The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).

• The importance of physical distancing, both at work and off work time (see Physical Distancing section below).

• Proper use of face coverings, including:
  o Face coverings do not protect the wearer and are not personal protective equipment (PPE).
  o Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  o Employees should wash or sanitize hands before and after using or adjusting face coverings.
  o Avoid touching the eyes, nose, and mouth.
  o Face coverings should be washed after each shift.

• Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker’s compensation for COVID-19, including employee’s sick leave rights under the Families First Coronavirus Response Act and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s Executive order N-62-20.

### Individual Control Measures and Screening

• Provide temperature and/or symptom screenings for all workers (including docents, interns, volunteers, etc.) at the beginning of their shift. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible. Both screeners and employees should wear face coverings for the screening.

• If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows CDC guidelines, as described in the Topics for Employee Training section above.

• Encourage workers, volunteers, and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.
• Employers should provide and ensure workers and volunteers use all required protective equipment including face coverings and gloves where necessary.

• Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

• Face coverings are strongly recommended when employees are in the vicinity of others. Workers and volunteers should have face coverings available and wear them when in shared work areas, such as offices and other areas on the property. Face coverings must not be shared.

• Outdoor museum and gallery operators must take reasonable measures including posting signage in strategic and highly-visible locations to remind visitors that they should use face coverings during their visit.

Cleaning and Disinfecting Protocols

• Frequently disinfect commonly touched surfaces such as grab bars, railings, placards, light switches, door handles, etc.

• Clean outdoor surfaces made of plastic or metal. Do not spray disinfectant on playgrounds, wooden surfaces, or sidewalks, as recommended by the CDC.

• Perform thorough cleaning of any indoor work areas that employees must use or occupy in order to maintain operations of outdoor exhibits. This should include high traffic areas and shared workspaces (offices, meeting rooms, break rooms, etc.), and areas of ingress and egress (handrails, stairways, elevator controls, etc.)

• Avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. Never share PPE.

• Where such items must be shared, disinfect with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, terminals, ATM PIN pads, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment (microphones, microphone stands, mixer boards, TV monitors), walkie talkies, etc.
• Instruct employees to wipe down and disinfect equipment that passes between employees and customers/visitors such as pens, reusable maps, etc.

• Provide disposable or single-use maps, pamphlets, guides, etc. to customers/visitors and make these available digitally so that customers/visitors can view on a personal electronic device, if possible. If single-use items cannot be provided, properly disinfect reusable ones before and after customer use.

• Discontinue the use of audio headsets and other equipment lent to customers/visitors unless they can be properly disinfected after each use. Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam earmuffs.

• Equip workplace terminals with proper sanitation products, including hand sanitizer and sanitizing wipes.

• Ensure that sanitary facilities for employees and guests stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide hand sanitizer for visitors where possible at high traffic areas such as entrances.

• Install and encourage the use of hands-free devices, if possible, including motion sensor lights and automatic soap and paper towel dispensers.

• When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide employees training on manufacturer’s directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.

• Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees’ job duties.

• Modify hours, if necessary, to ensure regular, thorough cleaning of workspaces, as appropriate. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.
Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers and customers/visitors and between customers waiting in lines. This can include use of physical partitions, Plexiglas barriers, or visual cues (e.g., floor markings or signs to indicate to where employees and customers/visitors should stand).

- Designate separate routes for entry and exit into outdoor exhibits, galleries, and indoor employee workspaces to help maintain physical distancing and lessen the instances of people closely passing each other, if possible. Establish directional hallways and passageways for foot traffic, if possible, to eliminate employees and guests from passing by one another.

- Display signage at entrances, waiting areas, and throughout outdoor gallery and museum spaces to remind people of physical distancing and face coverings usage at every opportunity. Dedicate staff to direct guests at high traffic and bottleneck areas to avoid congregating.

- Adjust maximum occupancy rules to limit the number of people at outdoor museums and galleries as appropriate to support physical distancing.

- Consider implementing timed and/or advanced reservation ticketing systems to stagger patron visits and help maintain physical distances.

- Limit visitor group size to six or fewer. People from the same household do not need to be six feet apart.

- Discontinue tours that combine individuals from different households into the same tour group. Tour guides must maintain at least six feet of physical distance from customers/visitors.

- Rearrange seating areas and/or remove seats to allow for a minimum of six feet of physical distance between customers/visitors. Post signage at shared, immovable seating (benches, etc.) to remind customers/visitors to physically distance from others outside their party.

- Close interactive exhibits, playgrounds, etc. where physical contact is necessary and customers or visitors may congregate.

- Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
• Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g., staggering start/end times), establishing alternating days for on-site reporting, returning to workspaces in phases, or continued use of telework when feasible.

• Reconfigure office spaces, workstations, check-out counters, etc. to allow for at least six feet between employees while at their workstations.

• Reconfigure, restrict or close breakrooms and create alternative space for breaks where physical distancing is possible. Discourage employees from congregating in high traffic areas such as bathrooms and hallways. Limit the number of employees riding in an elevator and encourage the use of face coverings.

• Discourage employees and visitors from congregating in high traffic areas such as bathrooms and hallways.

• Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.

• Avoid sharing vehicles when traveling on the property. When employees or customers/visitors must travel together the use of face coverings is strongly recommended.

• Eliminate person-to-person contact for delivery of goods to worksites.

• Avoid touching others' pens and clipboards. If possible, install transfer-aiding materials, such as shelving and bulletin boards, to reduce person-to-person hand-offs.

• Redesign parking lots to limit congregation points and ensure proper separation (e.g. every other space, contactless payment, etc.)

Additional requirements must be considered for vulnerable populations. Employers must comply with all Cal/OSHA standards and be prepared to adhere to its guidance as well as guidance from the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH). Additionally, employers must be prepared to alter their operations as those guidelines change.
Cal/OSHA COVID-19 General Checklist for Outdoor Museums and Galleries

May 12, 2020

This checklist is intended to help employers at outdoor museums, open-air galleries, botanical gardens, and other outdoor exhibition spaces implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the Guidance for Outdoor Museums and Galleries. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.

Topics for Employee and Volunteer Training

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of face coverings.
- Information on leave and workers' compensation benefits.

Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers, volunteers, and visitors who are sick or exhibiting symptoms of COVID-19 to stay home.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers using cleaners and disinfectants if required. Consider gloves a supplement to frequent hand washing for other cleaning tasks such as handling commonly touched items or conducting symptom screening.
- Strongly recommend cloth face covers.
- Post signage to communicate to customers that they should use face masks/kovers.

### Cleaning and Disinfecting Protocols

- Perform thorough cleaning in indoor high traffic areas and shared workspaces.
- Frequently disinfect commonly touched surfaces.
- Clean outdoor surfaces made of plastic or metal but not on playgrounds, wood, or sidewalks.
- Clean and sanitize shared equipment between each use.
- Disinfect equipment that passes between employees and customers, such as pens, reusable maps, etc.
- Provide single-use maps, guides, etc., and make them digitally available for visitors' electronic devices.
- Only use audio headsets if they can be properly disinfected after each use.
- Equip workplace terminals with proper sanitation products, including hand sanitizer and sanitizing wipes and ensure availability.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Provide hand sanitizer for visitors at high traffic areas, such as entrances.
- Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
- Provide time for workers to implement cleaning practices during shifts and consider third-party cleaning companies.
- Install hands-free devices if possible.

### Physical Distancing Guidelines

- Implement measures to physically separate workers and customers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Designate separate routes for entry and exit into outdoor exhibits, galleries, and indoor employee workspaces to help maintain physical distancing, and establish directional hallways to prevent employees and guests from passing by one another.
- Display signage to remind people of physical distancing and use of face coverings.
- Dedicate staff to direct guests at high traffic areas to prevent congregating.
- Limit the maximum occupancy to support physical distancing.
- Limit visitor groups to six or fewer people and do not combine people from different households into the same tour group.
- Rearrange or remove seats to allow for physical distancing between visitors.
- Close interactive exhibits where physical contact is necessary.
- Reconfigure office spaces, workstations, checkout counters, etc., to allow for at least six feet of physical distancing between employees.
- Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- Reconfigure, restrict, or close break rooms and provide alternative where physical distancing can be practiced.
- Avoid sharing vehicles when traveling on property. Use face coverings if people must travel together.
- Limit the number of individuals riding in an elevator and encourage the use of face covers.
- Eliminate person-to-person contact for delivery of goods.
- Redesign parking lots to limit congregation points and ensure proper separation, and limit contact at pay stations.