

Cal/OSHA COVID-19 General Checklist for Museums, Galleries, Zoos, and Aquariums

October 20, 2020

This checklist is intended to help employers at museums, galleries, zoos, aquariums, and other similar spaces implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Museums, Galleries, Zoos, and Aquariums](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Businesses must identify and monitor the County Risk Level for the county the business is operating in and make required adjustments to their operations:

- **Purple – Widespread – Tier 1:** Outdoor operations are permitted and must follow the modifications in this guidance.
- **Red – Substantial – Tier 2:** Indoor operations are permitted but must be limited to 25% capacity and must follow the modifications in this guidance.
- **Orange – Moderate – Tier 3:** Indoor operations are permitted but must be limited to 50% capacity and must follow the modifications in this guidance.
- **Yellow – Minimal – Tier 4:** Indoor operations are permitted at full capacity and must follow the modifications in this guidance.

For the most updated information on county tier status, visit [Blueprint for a Safer Economy](#). Please note that local health departments can have more restrictive criteria and different closures. Find [your county's local information](#).



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.
- ☐ Use of face coverings, in accordance with the [CDPH guidance](#).
- ☐ Training and communication with workers and worker 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 and infected workers.

- ❑ Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance and recommendations and orders from the local health department](#).
- ❑ A process to notify in writing all employees and employers of subcontracted employees present when there is an outbreak, and report outbreaks to the local health department, as required under [AB 685](#).



Topics for Worker and Volunteer Training

- ❑ Information on [COVID-19](#), preventing spread, and who is [especially vulnerable](#).
- ❑ If the establishment keeps animals, information on how to prevent the spread of COVID-19 between people and animals, as it becomes available.
- ❑ Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- ❑ The importance of not coming to work if workers have symptoms of COVID-19 as [described by the CDC](#), such as a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- ❑ To return to work after a COVID-19 diagnosis only after meeting [CDPH Guidance on Returning to Work or School Following COVID-19 Diagnosis](#).
- ❑ When to seek medical attention.
- ❑ The importance of hand washing and types of hand sanitizers to use.
- ❑ The importance of physical distancing, both at work and off work time.
- ❑ Proper use of face coverings, including information in the [CDPH guidance](#).
- ❑ Information on paid leave, including the [Families First Coronavirus Response Act](#) and other [government programs supporting sick leave and workers' compensation for COVID-19](#).
- ❑ Train any temporary, contract, volunteer, and other types of workers in these policies and ensure they have necessary supplies and PPE.



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 and ensure workers and volunteers use all required protective equipment.
- ❑ Provide disposable gloves to workers as a supplement to frequent hand washing or for other tasks such as handling commonly touched items or conducting symptom screening.
- ❑ Provide secondary barriers (e.g., face shield, safety goggles) to workers who must consistently be within six feet of guests or co-workers (e.g., fitting and securing guests with safety equipment) and ensure they use them in addition to face coverings.

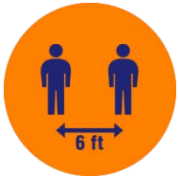
- ☐ Require guests to wear face coverings throughout the facility indoors and outdoors unless they are exempted as stated in the CDPH guidance. Remove customers who do not comply.
- ☐ Post signage to communicate to the public that they should use face coverings, practice physical distancing, not touch their face, frequently wash hands, and use hand sanitizer.
- ☐ Remind guests to bring a face covering and consider providing them to those who arrive without them.
- ☐ Screen guests and visitors for symptoms on arrival and refuse entry to symptomatic guests.
- ☐ Display a set of rules at the entrance that are to be a condition of entry.



Ventilation, Cleaning, and Disinfecting Protocols

- ☐ Where possible, install upgrades to improve air filtration and ventilation.
- ☐ Where possible, allow at least 30 minutes between different households in indoor spaces to allow for proper ventilation.
- ☐ Check the [CDPH website](#) periodically for updates on indoor air quality and ventilation guidance for airborne diseases in indoor settings.
- ☐ Perform thorough cleaning in indoor and outdoor high traffic areas and shared workspaces.
- ☐ Frequently disinfect commonly touched surfaces.
- ☐ Encourage the use of credit cards and contactless payment systems.
- ☐ Avoid sharing equipment. Never share PPE.
- ☐ Disinfect any shared equipment between each use.
- ☐ Disinfect equipment that passes between workers and customers, such as pens, reusable maps, etc.
- ☐ Provide single-use maps, guides, etc., and make them digitally available for guests' electronic devices.
- ☐ Only use audio headsets, strollers, and other lent equipment 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.
- ☐ Install hands-free devices if possible.
- ☐ Provide hand sanitizer and portable sinks 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 train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements.
- ☐ Follow the [asthma-safer cleaning methods](#) recommended by the CDPH.
- ☐ [Ensure all water systems are safe](#) to use to minimize risk of [Legionnaires' disease](#).

- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ Provide time for workers to implement cleaning practices during their shifts as part of the workers' job duties.
- ❑ Modify hours, if necessary, to ensure regular, thorough cleaning. Hire third-party cleaning companies if needed.



Physical Distancing Guidelines

- ❑ Implement measures to physically separate people 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 guests should stand).
- ❑ Designate separate routes for entry and exit into exhibits, galleries, viewing areas, and workspaces to help maintain physical distancing, and establish directional walkways, passageways, hallways, etc., to prevent crossflow of people.
- ❑ Display signage to remind people of physical distancing, use of face coverings, and proper hand hygiene.
- ❑ Dedicate staff to direct guests at high traffic areas to prevent congregating.
- ❑ Implement timed and/or advanced reservation ticketing systems to stagger patron visits.
- ❑ Reconfigure viewing areas for live demonstrations and shows so that physical distancing can be maintained.
- ❑ Limit customer groups to a household unit, and do not combine people from different households into the same tour group.
- ❑ Rearrange or remove guest seats to allow for physical distancing between users.
- ❑ Regulate or close interactive exhibits where physical contact is necessary or where people may congregate. Provide hand sanitizer at these exhibits.
- ❑ Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with guests and other workers.
- ❑ Utilize work practices to limit the number of workers in shared workspaces at one time.
- ❑ Reconfigure office spaces, workstations, checkout counters, etc., to allow for at least six feet of physical distancing between workers.
- ❑ In break rooms, install barriers and move tables/chairs so that physical distancing can be maintained. Provide alternative space for breaks where physical distancing can be practiced.
- ❑ Stagger worker breaks, in compliance with wage and hour regulations, if needed.
- ❑ Limit the number of individuals riding in an elevator.
- ❑ Eliminate person-to-person contact for delivery of goods. Install transfer-aiding materials.



- ❑ Redesign parking lots to limit congregation points and ensure proper separation, and limit contact at pay stations.
- ❑ Avoid sharing vehicles when traveling on property.