COVID-19 Safety Manual
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Reopening of the Museum

(Action plan approved by the Board of Trustees 4/21/20.

Current plan has been adapted to align with Governor’s Re-open Idaho plan, issued 4/23/20)

Executive Committee

Joseph Giebel, Chair

Chris Sheetz, Vice Chair

Carolyn Harwood, Secretary

Linda Montgomery, Past Chair

[Signatures and dates]
Triggering event: In compliance with Gov. Little Re-open Idaho Plan issued 4-23-2020

Completed prior to May 1:

- Approved to hire new housekeeping staff (6 months ahead of schedule) to ensure deep cleaning plan is completed and they are on-boarded prior to anticipated opening.
- Order of extra hand sanitizer (Grand Teton Distillery – April 10th) and new refillable hand sanitizers (April 10th) to supplement current exhibit hand sanitizers.
- Front desk and store sneeze guards ordered (April 20th)
- Develop new cleaning/disinfecting protocols
- Instituted Museum at Home and virtual Little Learner and Discovery Day programs for kids, including mail/pick-up kits
- Communication with members regarding automatic membership extensions, virtual member benefits, and relevant museum news

Phases of Re-Opening

Phase 1 (May 1-15)

- Museum of Idaho remains closed to public
- Museum of Idaho Archives remains closed to public
- Virtual kids’ classes and programs continue
- Prepare to launch Museum Club virtual program
- Start Education Marketing Plan for July/August RMA Camps and Maker Faire
- Communication plan to members continues
- Staff training and assessment of Museum Reopening Safety Worker and Workplace Guidelines (required for all staff prior to returning to the Museum)
- Staff continue to work from home, with on-site work as needed. Virtual meetings continued and SMART goals monitored.
- Require cloth masks for all staff working on site, unless alone in office
- Create sanitizing guideline for cashiers and volunteers in public spaces
- Institute new cleaning protocols
- Create Public Plan document for “Look, Ask, Share Plan” - Idaho Gems

Phase 2 (May 16 – 29)

- Museum of Idaho remains closed to public
- Museum of Idaho Archives remains closed to public
- Virtual kids’ classes and programs continue. Launch virtual Museum Club and Museum After Dark programs for adults.
- Continue Education Marketing Plan for July/August RMA Camps and Maker Faire, and institute marketing plan for Animal Inside Out exhibit (as appropriate)
- Communication plan to members continues
- Staff continue to work from home, with on-site work as needed. Limited staff return to work provided that they have passed the safety protocols training course. No more than 10 people (including staff, volunteers, and contractors) in the Museum at any one time. Virtual meetings continued and SMART goals monitored
- Require cloth masks for all staff working on site, unless alone in office.
- Monitor workplace safety compliance guidelines
• Develop and print physical distancing signage for exhibit space, common areas, and educational spaces
• Museum messaging and press release created and shared where appropriate
• Institute new cleaning protocols for the Museum
• Submit Public Plan document for “Look, Ask, Share Plan” - Idaho Gems - to BOD and EIPH for comments

Phase 3 (May 30– June 12)

• Museum of Idaho remains closed to public
• Museum of Idaho Archives remains closed to public
• Virtual classes and programs continue
• Continue Education Marketing Plan for July/August RMA Camps, Maker Faire, and Animal Inside Out exhibit (as appropriate)
• Communication plan to members continues
• Staff continue to work from home, with on-site work as needed. If they choose to return to work regularly at the museum, they must have satisfactorily completed the safety protocols training course. Limited staff return to work. No more than 50 people (including staff, volunteers, and contractors in the Museum at any one time. Virtual meetings continued and SMART goals monitored
• Require cloth masks for all staff working on site, unless alone in office
• Train volunteers on cleaning and sanitizing and workplace safety guidelines. Volunteer training and assessment of Museum Reopening Safety Workplace Guideline (required for all volunteers prior to beginning first shift).
• Front desk and store sneeze guards to be installed
• Monitor workplace safety compliance guidelines
• Install physical distancing signage for exhibit space, common areas, and educational spaces
• Museum messaging and press release created and shared where appropriate
• Continue new cleaning protocols for the Museum
• Publish “Look, Ask, Share Plan” on museum website and Idaho Gems website

Phase 4 (June 13 - 26)

• Museum of Idaho opens to public, according to readiness of traveling exhibit
• Timed entry to the museum with 40 people allowed at opening, then 45 minutes later allow 20 people in at each consecutive ½ hour.
• Museum hours will be limited at first and more hours will be added as phased re-opening success continues.
• Communication plan to members continues
• Staff to return to work with an option to work from home if individual is identified as vulnerable
• Monitor workplace safety compliance guidelines with staff and volunteers
• Printed “Look, Ask, Share Plan” available at front entrance desk
• All staff have satisfactorily completed the safety protocols training course
COVID-19 Protocols
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Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19’s international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

The information in this document is adapted from The U.S. Department of Health and Human Services’ Centers for Disease Control and Prevention (CDC), which provides updated information about COVID-19 and the global outbreak: www.cdc.gov/coronavirus/2019-ncov.

About COVID-19

Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe, and in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as two days or as many as 14 days after exposure.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person to person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby and can be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.


This illustration, created at the Centers for Disease Control and Prevention (CDC), reveals ultrastructural morphology exhibited by the 2019 Novel Coronavirus (2019-nCoV). Note the spikes that adorn the outer surface of the virus, which impart the look of a corona surrounding the virion, when viewed electron microscopically. This virus was identified as the cause of an outbreak of respiratory illness first detected in Wuhan, China.

Photo: CDC / Alissa Eckert & Dan Higgins
Steps the Museum of Idaho is Taking to Reduce Risk of Exposure to COVID-19 (SARS-CoV-2)

Basic Infection Prevention Measures

Good hygiene and infection control practices, including:

- Promotion of frequent and thorough hand washing, including by providing staff, volunteers, and visitors with a place to wash their hands. If soap and running water are not immediately available, the museum is providing alcohol-based hand rubs containing at least 60% alcohol.
- Encouraging staff and volunteers to stay home if they are sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes and the use of cloth or disposable masks.
- Requiring staff and volunteers to wear masks.
- Providing visitors with tissues and trash receptacles.
- Providing visitors with the opportunity to participate in voluntary contact tracing.
- Establishing a timed ticketing system to ensure no more than 50 people are in the museum at a time.
- Modifying hours of operation to respond to community needs and offering specific hours for high risk individuals including older adults, or immunocompromised individuals.
- Facilitating flexible worksites for staff (e.g., telecommuting)
- Facilitating flexible work hours for staff (e.g., staggered shifts)
- Increasing the physical distance among and between employees, volunteers, and visitors
- Discouraging staff from using other’s phones, desks, offices, or other work tools and equipment, when possible
- Increasing regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. The museum is using products with CDC-approved for emerging viral pathogens, which are expected to be effective against SARS-CoV-2 based on data for harder-to-kill viruses.
Policies and Procedures for Prompt Identification

- Understanding that prompt identification and isolation of potentially infectious individuals is a critical step in protecting staff, volunteers, and visitors
- Daily survey of staff and volunteers for signs and symptoms of COVID-19
- Policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19
- Face-mask requirement for staff and volunteers
- Installation of temporary barriers at front desk and store desk
- Timed entry for visitors
- Modified hours of operation
- Voluntary contact tracing for visitors

Workplace Controls

Engineering Controls

- Installing high-efficiency air filters
- Increasing ventilation rates in the work environment
- Installing physical barriers, such as clear plastic sneeze guards
- Adding hand sanitizing stations throughout the museum

Administrative Controls

- Encouraging sick staff and volunteers to stay at home
- Minimizing contact among staff by replacing face-to-face meetings with virtual communications and implementing telework
- Establishing alternating days/hours that reduce the total number of employees in a facility at a given time
- Providing staff and volunteers with up-to-date education and training on COVID-19 risk factors and protective behaviors:
  - Training how to use face masks: how to put them on, use/wear them, and take them off correctly; how to store and clean them
  - Personal hand hygiene
  - Cleaning supply safety, use, and storage
- OSHA cleaning requirements – “all common surface area”: Common areas and personal service rooms are required to be cleaned daily. Common areas are areas that more than one person has access to. In the museum, these include the basement, janitorial area, store storage area, copier, work room, dock area, mud room, education spaces, as well as entrance, bathrooms, halls, and exhibit spaces. (OSHA 1910.141 Covid-19)
Safe Museum Practices

Promoting Personal Hygiene

- Providing tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for staff to clean their work surfaces
- Requiring regular hand washing or using of alcohol-based hand rubs. Staff should always wash hands when they are visibly soiled and before and after removing any PPE
- Posting hand-washing signs in restrooms
- Making alcohol-based hand sanitizers available throughout the museum

Cleaning

- Ensuring all cleaning products are approved CDC cleaners
- Ensuring a museum staff member is on site during operating hours to sanitize and clean the restrooms, common areas, and exhibit galleries. This includes frequent cleaning of surfaces that hands touch to reduce the spread of germs (i.e. doorknobs, light switches, handles, etc.)
- Ensuring the Visitor Services Department frequently disinfects all hands-on items
- Performing deep cleaning when the museum is closed. The floors will be mopped and vacuumed, restrooms cleaned, and all surfaces sanitized.
- Ensuring the air in the building is circulated to maintain fresh, clean air at all times
- Displaying signs throughout the museum to remind visitors to wash their hands, use hand sanitizer, and maintain physical distancing
- Requiring staff to consistently wash their hands
- Informing our visitors that they are welcome to notify museum staff if an area or object needs attention
Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
Safety Protocol Training Script
Hand Hygiene

Hand hygiene is considered a primary measure for reducing the risk of transmitting infections. Follow these six steps every time:

1. Wet your hands with clean, running water and apply soap. (No standing water)
2. Lather by rubbing your hands with the soap, including the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water. Soap and friction help lift up the dirt, grease, and microbes so they can be rinsed off easily.
5. Dry your hands using a clean towel or air dry. Wet hands can transfer germs more easily than dry hands.
6. Use a paper towel or a tissue to turn off the faucet (if not automatic) and open the bathroom door.

Hand Sanitizer

If hand-washing is not available, use an alcohol-based hand sanitizer with at least 60% alcohol. These can quickly reduce the number of germs on hands in many situations. However, hand sanitizers do not get rid of all types of germs, may not be as effective when hands are visibly dirty, and might not remove harmful chemicals.

- Apply the gel product to the palm of one hand
- Rub your hands together.
- Rub the gel all over the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Masks

Putting on your face covering:

- Step 1 – Wash your hands.
- Step 2 – Inspect your mask or face covering for holes or tears
- Step 3 – Place the mask over your mouth.
  - With Ear Loops: Hold the mask by ear loops and place a loop around each ear
  - With Ties: Bring to your nose, place ties over the crown of your head, and tie it
- Step 4 – Pull the covering over the bridge of your nose, mouth, and chin

Removing your face covering:

- Step 1 – Wash your hands. Avoid touching the front of the mask.
- Step 2 –
  - With Ear Loops: Gently lift and remove the mask holding both ear loops
  - With Ties: Untie the bottom bow, then untie the top bow, and pull mask away
- Step 3 – If disposable, throw the mask in the trash. Otherwise, put your reusable cloth mask directly into your laundry hamper or washing machine for cleaning
Cleaning and Disinfecting

Different departments will be in charge of different areas for cleaning. While the person who fills our new custodian position will handle the bulk of the cleaning, regular disinfection by the cashiers, MOD, and others will be required. Focus on surfaces that frequently contact people’s bare skin, like desks, chairs, doorknobs, handrails, drinking fountains, faucets, toilets, light switches, etc.

- Wear disposable gloves when cleaning and disinfecting surfaces and discard them after each use. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection and not be used for other purposes. Clean hands immediately after removing gloves.
- Use the MOI provided cleaners appropriate for each task.
- Each staff member will receive a spray bottle containing a chlorine solution. We recommend using this solution on high touch surfaces which need to be cleaned quickly because this solution is effective within one minute of use. By comparison, Clorox wipes are effective within four minutes of use.
- Do not mix bleach with other chemicals, such as alcohol or vinegar. The resulting chemical reaction could release toxic gases that are harmful to people.
- For soft (porous) surfaces such as carpet and Maeck West furniture, remove visible contamination and clean with appropriate cleaners

How We Inform/Train Visitors on Safety Guidelines:

Visitors to the museum will receive timed entry tickets in order to limit the number of patrons in the museum at any one time. Cashiers, MODs, as well as a computer system, will help to track the number of visitors in and out to maintain a balance.

When visitors arrive, front desk staff must tell each patron about the following:

- The locations of hand sanitizing stations throughout the exhibit.
- Encourage frequent use especially before and after using an interactive.
- MOI’s required 6ft physical distancing policy between non family members
- All visitors are encouraged to wear masks which are available at cost in the museum store
- The signage around the museum which provides more guidance and information

Visitors who request our detailed guidelines/ Look Ask Share policy can be provided with a printed copy at this time.

Visitors Who Disregard Protocol

Volunteers may suggest that visitors use the hand sanitizer before and after using interactives, especially the hungry birds screen. If a visitor disregards this request, but is not flouting any other protocol, please do not engage further. If a visitor is disregarding the MOI’s safety policies and procedures:

- Volunteers should alert MOD- for the safety of our volunteers, we encourage them not to intervene on their own.
• MOD then gently recommends protocol with the visitor after observing the infraction and offers the visitor a printed copy of our safety policies and procedures.
• If necessary, the MOI reserves the right to ask visitors to leave should the infractions persist.

Special Areas in the Museum

Galleries

• All museum staff members and volunteers are responsible for reporting pest problems in the galleries. Food, drink, and live cut plants are only permitted during approved special events and only in approved areas. The staff member in charge at these events is responsible for minimizing pest related risks associated with the introduction of these things into the museum. These responsibilities include:
  o Notifying the curator that an event where food and drink will be served has been scheduled
  o Supervising event staff and contracted workers
  o Making appropriate housekeeping arrangements for cleanup

The Elevator

• Signage and MODs/cashiers will express that the elevator is limited to one person or one household per trip.

The Servery

• Signage will be posted in the servery with a checklist of quick disinfecting procedures to complete after each use. It is each person’s responsibility who uses the servery to complete this list after use.
• Each staff member is responsible for cleaning up this space to keep it free of small crumbs and other debris capable of attracting pests.

Office Supply Areas

• It is each user’s responsibility to disinfect these resources after each use including copier, printers, slicers, staplers, and hole punchers

Offices

• It is each employee’s responsibility to keep their offices clean and clear of clutter. According to public health recommendations, loose paper should be stored in file boxes or vertical files so that it may easily be covered when not in use and moved for disinfection purposes. If you would like to request file boxes for your items, please do so and the MOI will provide them.
• You are encouraged to move personal items to areas in your office where they are less likely to be regularly touched or otherwise contaminated. (Ex: high shelves, book shelves, etc.)
• Employees do not have to wear their masks when alone in their office areas, but if any visitor enters, masks must be donned. There should be no visits in small offices where social distancing is impossible.
  o When not wearing your mask, store it in a sealed Ziploc bag provided by the MOI to keep it free of contaminants.
• Staff are encouraged to continue to work from home until we open to the public.
• All staff members and volunteers are responsible for maintaining individual work areas in such a way so as not to contribute to an increased pest risk in the museum environment.
  o Food consumption in office and work areas should be minimized, with food requiring appropriate storage and clean up by the responsible individual. Food related garbage should be taken out by the employee to the dumpster in the alley.
  o As live plant material, cut or potted may pose pest related risks, responsible use of these materials in office and work areas is essential. Plants and flowers should be inspected for pests, kept in appropriate containers, and disposed of in the same manner as food waste. All staff members are responsible for reporting pest sightings in artifact containing spaces directly to the curator. Pest sightings in non-artifact containing spaces should be reported to the Facilities Department.

Front Desk

• The front desk will have plexiglass barriers installed to protect our cashiers. Employees and volunteers are encouraged to continue to practice physical distancing as much as possible behind the counter and all volunteers and staff are encouraged not to visit with the cashiers or otherwise stand near the front desk.
• It will be the cashier’s responsibility to regularly disinfect (with the appropriate cleaner) commonly touched items such as the card reader and lobby areas.

Discovery Room

• The CDR can be used by appointment only. Visitors may sign up for a 30 minute time slot in the room provided that there is a volunteer or staff member available to clean and disinfect the room between each use.

Interactives

• Front desk staff and volunteers should encourage patrons to limit interactive use to only one visitor or one household at a time. Volunteers are in charge of encouraging the usage of hand sanitizer (especially before using the Hungry Birds game because that screen is too large to regularly wipe down.)

Staff Screening

• Each staff member and volunteer will be required to complete a self-assessment prior to spending time in the museum. If any symptoms of COVID are present such as:
  o Fever, headache, fatigue/weakness, runny/stuffy nose, sneezing, itchy/watery eyes, diarrhea, general aches/pains, sore throat, dry cough, and shortness of breath you MUST STAY HOME
• If you start feeling sick during the day, immediately inform your supervisor and head home for day.
• If you think your symptoms can be attributed to allergies or some other benign cause, you may come into the museum at your own discretion, but must follow strict safety protocols and participate in NO in person meetings during the day.
• To summarize, it is the employee’s responsibility each day to:
  o Take the daily health assessment
  o Bring a clean mask

If Staff/Volunteer Tests Positive
• Notify supervisor immediately
• Management will inform all staff, volunteers, and appropriate public health officials
• Management will work with the tested individual to establish timeline of movements, contact with others, whether protocols were followed
• Management may choose to close the museum for the day, send all staff and volunteers home, and initiate deep clean protocol.
• If a staff member is unable to go home because of an immunocompromised member of their household, MOI will make arrangements for alternative housing

**Accountability for Staff and Volunteer Compliance**

We recognize that behaviors are hard to change. In support of our staff and volunteers, management will remind people of the safety protocols in place. If non-compliance becomes an issue, the following action steps will be taken:

- After the 2nd reminder of a non-compliance event, the staff member or volunteer will be asked to retake the training associated with the non-compliance.
- Following a 3rd event, the staff member or volunteer will be asked to retake the training and asked how the museum can assist them to stay in compliance.
- Following a 4th event, the staff member or volunteer will be asked to retake the training. Staff members will receive a written warning. Volunteers will be advised that they may not be scheduled until they make a commitment to follow the guidelines.
- Following a 5th event, the staff member or volunteer will be asked to retake the training associated with the non-compliance. Staff members will be placed on a Performance Improvement Plan (PIP). Volunteers will be advised that they will not be scheduled until they make a commitment to follow the guidelines.
- Following a 6th event, the staff member or volunteer will not be able to return to the museum. Staff member non-compliance may result in termination. Volunteers will be asked not to return.
COVID-19

The outbreak of the coronavirus disease 2019 (COVID-19 or SARS-CoV-2) presents new challenges in the workplace. In order to strive to keep the Museum of Idaho running and support the health and well-being of its staff, volunteers, and visitors, we are responding with changes and new requirements, standards, and training aimed at stemming the severity of the outbreak.

Staff or volunteers who have COVID-19 symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.

Staff or volunteers who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other staff, volunteers, and visitors, and sent home.

Sick staff or volunteers should follow CDC-recommended steps and should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

Staff or volunteers who are well, but who have a sick family member at home with COVID-19, should notify their supervisor and follow CDC-recommended precautions.

Training and Assessment

At this time, the Museum of Idaho will be training all staff and volunteers in the following areas:

- **Personal hygiene** - Hand washing
- **Cloth mask care and use**
- **Safe use and storage of cleaning supplies**
- **Visitor information upon entry**
  - Hand-sanitizing stations
  - 6ft physical distancing
  - Maximum allowable number of people in a single area
  - Contact tracing
  - Making available written copies of the guidelines for visitors to read, and posters posted in visible areas
- **Cleaning Protocols**
  - New COVID-19 daily cleaning guidelines
  - High-traffic area guidelines
  - Elevator
  - Kitchen
  - Stairwells
  - Office machines such as copiers and credit card/membership card machines
  - Other common areas
- **Screening for COVID-19 for staff and volunteers**
  - CDC symptom lists
Staff Compliance of COVID-19 Protocols and Screening

- Testing at home
  - Positive COVID-19 test at the Museum of Idaho

Compliance to Museum of Idaho COVID-19 Measures
For the protection of staff, volunteers, and visitors, the Museum of Idaho has put into place safety measures and has placed a high priority on safety during and after the COVID-19 pandemic. To ensure all staff and volunteers have a safe environment, the Museum of Idaho is requiring 100% compliance to the safety training and assessment. All safety training and assessments need to be completed prior to returning to the museum on a regular or scheduled basis.

Compliance
All staff and volunteers will be monitored for compliance of safety measures by the COVID-19 Safety Team, but it is the responsibility of all staff and volunteers to comply with the safety measures put in place.

Non-compliance
The Museum of Idaho recognizes that behaviors are hard to change. In support of our staff and volunteers, the Museum of Idaho will remind people of the safety protocols in place. If non-compliance becomes an issue, the following action steps will be taken:

- After the 2nd reminder of a non-compliance event, the staff member or volunteer will be asked to retake the training associated with the non-compliance.
- Following a 3rd non-compliance event, the staff member or volunteer will be asked to retake the training associated with the non-compliance and asked how the Museum can assist them to stay in compliance.
- Following a 4th non-compliance event, the staff member or volunteer will be asked to retake the training associated with the non-compliance. Staff members will receive a written warning. Volunteers will be advised that they may not be scheduled until they make a commitment to follow the safety guidelines.
- Following a 5th non-compliance event, the staff member or volunteer will be asked to retake the training associated with the non-compliance. Staff members will be placed on a Performance Improvement Plan (PIP). Volunteers will be advised that they will not be scheduled until they make a commitment to follow the safety guidelines.
- Following a 6th non-compliance event, the staff member or volunteer will not be able to return to the museum. Staff member non-compliance may result in termination of employment. Volunteers will be asked not to return.
Workplace Environment
The Museum of Idaho will close immediately and all staff will work remotely until enhanced cleaning and disinfecting is completed.

The Museum of Idaho will contact EIPH offices immediately. The Museum of Idaho will collaborate with local and state health departments to ensure appropriate protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of potential new cases of COVID-19.

Sick Leave, FMLA
From April 1, 2020, through December 31, 2020, federal law mandates that employers with fewer than 500 staff or volunteers provide workers with paid sick leave or paid family and medical leave for specified reasons related to COVID-19.

Employers qualify for dollar-for-dollar reimbursement through tax credits for all qualifying wages paid under the federal paid sick leave and paid FMLA mandates.
Daily Screening:

To keep you and all of our staff and volunteers safe, we are following local health department recommendations and requiring that every employee be assessed for COVID-19 symptoms and risk factors each day before entering the Museum of Idaho.

The survey must be completed prior to you coming into the Museum of Idaho.

Regardless of survey results, if you feel that you have symptoms related to COVID-19 please contact a healthcare professional.

The survey below should be completed on all days you are scheduled to work in our facilities.

1. Have you had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt "feverish" or had a temperature that is elevated for you/100.0F or greater?
   Yes ☐ No ☐

2. Do you have any of the following symptoms?
   • Cough
   • Shortness of Breath or Chest Tightness
   • Sore Throat
   • Nasal Congestion/Runny Nose
   • Myalgia (Body Aches)
   • Loss of Taste and/or Smell
   • Diarrhea
   • Nausea
   • Vomiting
   • Fever/Chills/Sweats
   Yes ☐ No ☐

3. Have you been in contact within the last 14 days with someone with a confirmed diagnosis of COVID-19?
   Yes ☐ No ☐
**If a Staff Member or Volunteer Reports a Positive COVID-19 Test**

**Immediate Response**

Staff or volunteers who have COVID-19 symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.

Staff or volunteers who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other staff or volunteers, and visitors, and sent home.

Sick staff or volunteers should follow CDC-recommended steps. Staff or volunteers should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

Staff or volunteers who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.

**Protecting Other Staff and Volunteers**

- If a staff or volunteer is confirmed to have COVID-19, the Museum of Idaho will inform fellow staff and volunteers of their possible exposure, but maintain confidentiality as required by the Americans with Disabilities Act.
- Fellow staff and volunteers should self-monitor for symptoms.
- The Museum of Idaho will identify where the infected employee worked, as well as those individuals—including staff, volunteers, and vendors—the infected employee came into contact with during the 14 days prior to testing positive or first displaying symptoms. The museum will create a timeline of contact.
- The Museum of Idaho will notify affected museum visitors (if they opted into receive notifications), and those staff or volunteers who came into contact with the sick employee within the 14-day period will be asked to go home and self-isolate for 14 days.
- Staff or volunteers who have been identified as being in contact with identified staff or volunteer should not return to work until the criteria to discontinue home isolation are met. The CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented.

**OSHA released guidance April 10 noting that employers are responsible for recording a COVID-19 case if it is confirmed as a COVID-19 illness; is work-related; and involves one or more of the general recording criteria, such as medical treatment beyond first aid or days away from work.**
**Workplace Environment**

The Museum of Idaho will close immediately and all staff will work remotely until enhanced cleaning and disinfecting is completed.

The Museum of Idaho will contact EIPH offices immediately. The Museum of Idaho will collaborate with local and state health departments to ensure appropriate protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.

**Sick Leave, FMLA**

From April 1, 2020 through December 31, 2020, federal law mandates that employers with fewer than 500 staff or volunteers provide workers with paid sick leave or paid family and medical leave for specified reasons related to COVID-19.

Employers qualify for dollar-for-dollar reimbursement through tax credits for all qualifying wages paid under the federal paid sick leave and paid FMLA mandates.
MUSEUM of IDAHO

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. The Museum of Idaho has put in place preventative measures to help reduce the spread of germs and is working hard to protect the public, as well as our staff and volunteers. The Museum of Idaho is dedicated to following the guidelines of the CDC and the recommendations from the Eastern Idaho Public Health Department in order to help to prevent the spread of COVID-19. However, we cannot guarantee that by being in the museum you will not become infected.

Measures being taken to decrease your risk include:

• Providing hand sanitizing stations throughout the museum
• Increasing the frequency and quality of cleaning museum galleries and public spaces including the restrooms, store, lobby, kitchen, etc. by hiring a full time custodian
• Installing sneeze guards at the front desk
• Limiting the number of visitors in the museum at one time through a timed entry ticket system
• Closing or closely monitoring enclosed areas such as the Children’s Discovery Room, Archives, elevator, stairwells, and lobby.

What we ask of you:

• Staff and volunteers must wear facemasks while in the museum
• Everyone must practice social distancing by maintaining 6ft distance between patrons and volunteers and staff
• Wash and sanitize your hands after sneezing, coughing, or after using the restrooms and eating
• STAY HOME if you or a close loved one is not feeling well, or if you might have been exposed

We are all ready for this pandemic to be over and hope that if we all practice these guidelines we can make a dramatic difference in our community.

Release of Liability and Waiver

I, __________________________, hereby consent to accept and assume the risk that the COVID-19, or similar viruses, will spread, and that despite best efforts to minimize said spread I may be exposed to the virus by being part of, or assisting in, the Museum of Idaho Volunteer Program. I realize that the transmission of COVID-19, from and to others is a serious health risk, including but not limited to endangering my life. Which may not be as a result of my actions but by the carelessness of others. I, __________________________, voluntarily consent to assume this risk. I release and hereby waive any and all claims against the Museum of Idaho and its officers, agents and employees. I _________ accept all liability in regards to contracting COVID-19.

Signature___________________________________________ Date: ___/___/___
COVID-19 is a communicable respiratory illness. It is mainly spread through droplets produced from the cough or sneeze of an infected person. It can also be transmitted when individuals touch contaminated surfaces and then their own mouth, nose, or eyes.

**Social Distancing**

Stay at least 6 feet away from others whenever possible

Do not gather in groups

**Hand-washing**

Wash hands (how often?) with soap and water for at least 20 seconds

Use hand sanitizer before touching ...(what?)

Avoid touching your eyes, nose, and mouth with unwashed hands

**Surface Cleaning and Disinfecting**

The virus can live for hours or even days on surfaces like countertops or doorknobs.

Clean surfaces with disinfecting wipes (discuss routine?)

Clean electronics: touch screens, keyboards, etc.

Routinely disinfect high-touch surfaces: handles, doorknobs, light switches, etc.
Face coverings may provide some protection, but they are designed to protect others if you are infected – even if you don’t know you are. Social distancing and hand washing are still necessary even when face coverings and gloves are used.

**General Guidelines**

- Don’t come to work if feeling sick (fever, cough, shortness of breath)
- Wear a mask when outside your office
- Don’t share face coverings
- Change gloves often to avoid transmitting the virus through cross-contamination

**Using or Adjusting Face Coverings**

1. Wash hands with soap and water or hand sanitizer for at least 20 seconds
2. Avoid touching eyes, nose, mouth, or the inside surface of the covering
3. Store in an unsealed container when in your office
4. At the end of the day, launder at home with soap and hot water
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INTRODUCTION

One of the primary objectives in operating a Museum is to promote a museum experience to current audiences while at the same time saving it for future generations. The comprehensive goal of preserving artifacts can be achieved in several ways. These include building maintenance, monitoring of building environments and mechanical systems, disaster preparedness, integrated pest management and management of collections. Contributing to the success of all of these is basic housekeeping. Cleaning is a fundamental, regular practice that can slow down, (or speed it up, if not done properly!) wear and tear of artifacts and collections, assist in both security and pest prevention and contribute to building monitoring and maintenance.

This document provides guidelines and information that is useful to maintaining a level of care that advances the long-term preservation of collections at the Museum of Idaho.

This Housekeeping Handbook functions primarily as a guide and reference for housekeeping practices. It does not address building monitoring or maintenance, grounds maintenance, security, disaster preparedness or pest management but is an aspect of each of these. It gives some guidelines, practices and resources for the regular upkeep of the Museum of Idaho. This may be used by Museum of Idaho facilities staff in cleaning or in developing contracts for cleaning at the Museum of Idaho.

HANDLING COLLECTIONS

Appropriate handling of collections is inherent in safe housekeeping and in providing a certain level of care for the collections. The Curatorial staff is responsible for the care and cleaning of all collections and artifacts.

Although not addressed specifically in this Handbook, the maintenance of a stable environment, along with housekeeping, is an important part of long-term preservation. Light, heat, humidity and air pollution all have direct and immediate impacts on building interiors and their contents. This is the responsibility of the Curatorial staff and will work with facilities when changes or modifications need to be addressed.

The Curatorial staff will maintain Material Safety Data Sheets (MSDS) for all chemical products used in the preservation of collections will be available for review.

The Integrated Pest Management Program will work in conjunction with this Handbook.
HOUSEKEEPING

Scheduling

Scheduling and Reporting

Museum of Idaho housekeeping needs to follow a specific schedule. Otherwise, some work is forgotten, overlooked or inconsistently done. *All schedules should provide for reporting or include a housekeeping log that allows for reporting.* All reporting should include the reporter’s name (initials) and date of entry. The Facility Manager will review all reporting on a regular basis to confirm its completion and maintain records. The reporting of infestation is already part of an established Integrated Pest Management (IPM) program. Monitoring the objects on display and in storage, for pests, is also part of the regular housekeeping tasks.

Sample Schedule for Housekeeping

What is important is to establish a cleaning schedule that provides for full cleaning on a regular basis. The Museum of Idaho cleaning staff should observe the following conditions.

- How many visitors are there on a daily basis?
- What areas are they in?
- Door often open?
- What is the dust accumulation like in different areas?

Below is an example of a cleaning schedule for the Entry and Store Area.

**Daily (Entry and Store Area)**

- Vacuum entrance and halls
- Vacuum Revolving Door
- Empty Trash
- Clean Glass on Revolving Door
- Clean Handles on all entrance doors
- Clean entrance desk counters and solid surfaces
- Clean Bathrooms
- Clean all doors, stalls and door handles
- Sanitize Water Fountain Surfaces
- Clean Store Glass door handles
- Vacuum Store Floors
- Clean west Stairwell hand rails and vacuum and/or clean stairs and landing area
- Enter work in housekeeping log.

**Weekly or Biweekly (Entry and Store Area)**

- Clean Store Glass doors
- Mop Store Floors
- Enter work in housekeeping log.
Monthly (Entry and Store Area)
- Dust Light fixtures
- Dust Donor sponsor boards
- Change/ Clean Urinal pads
- Clean bathroom walls.
- Enter work in housekeeping log.

Quarterly (Entry and Store Area)
- Clean light fixtures
- Clean base boards
- Enter work in housekeeping log.

Semi-annually
- Dust ceilings
- Move all display units and clean.
- Enter work in housekeeping log.

Annually
- Remove and clean light fixtures.
- Wet-clean all painted woodwork.
- Other work identified in site review.
- Enter work in housekeeping log.

Gallery and Exhibit Hall Guidelines
This should be conducted at least once a week.
- Identify frequency and type of cleaning needs by making observations in the exhibit area.
  - Are displayed artifacts in cases?
  - Are the cases sealed?
  - Are artifacts in open areas?
  - Interactive components
  - How much visitor traffic is in gallery?
  - What is the level of dust accumulation?
- Set up a regular schedule for cleaning of the gallery and interactives.
  - Identify specific spaces, floors, rails, cases and other exhibit sections to be cleaned and define frequency (monthly, annually, &c.).
  - Perform routine cleaning on a consistent basis. (Do not clean artifacts in exhibits this is the responsibility of Curatorial Staff.)
  - Use only approved cleaning supplies and equipment in gallery or exhibit spaces to clean interactives, cases, Plexiglas and signage.
Storage Guidelines

Artifacts not on display are the responsibility of the Curatorial Staff and will be stored apart from non-collection items. Non-collection items are things such as cleaning supplies, props, paint, tools or office equipment and supplies.

- Allow no food or drink in the storage area.
- Do not store items near furnace, radiators, pipes or other sources of water or heat.
- Do not store flammable materials near the storage area.
- Keep a fire extinguisher ready for use near or in the storage area.
- **Keep the storage areas clean.**
- Identify items that are not boxed. COVID 19 OSHA requirements address common area surfaces must be disinfected cleaning. All surfaces must be free of clutter for cleaning and disinfecting.
Cleaning Frequency Schedule
<table>
<thead>
<tr>
<th>Time</th>
<th>Daily</th>
<th>Weekly/Monthly</th>
<th>Special Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:00</td>
<td>Clean bath vanities and sinks.</td>
<td>Clean all common areas.</td>
<td>Check hand towels.</td>
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<tr>
<td>08:00</td>
<td>Daily.</td>
<td>Weekly.</td>
<td>Check coffee supplies.</td>
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<td>09:00</td>
<td>Check all bathrooms.</td>
<td>Check all common areas.</td>
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<td>Entrance/Store Area</td>
<td>Clean Store Glass doors, Mop Store Floors</td>
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<tr>
<td>Exhibition Gallery 1st Floor</td>
<td>Wipe down doors</td>
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<tr>
<td>Education Center</td>
<td>Dust furniture, Vacuum sofa and chairs, Wipe down doors</td>
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<tr>
<td>Carr Addition 1st Floor</td>
<td>Dust pony wall at glass windows, Mop Servery Counters, Clean back entrance door and handles inside and outside, Clean refrigerator toss any food items left at the end of the week unless marked, Wipe down doors</td>
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<tr>
<td>Nickham/Bates and Eagle Rock</td>
<td>Dust tops of heaters</td>
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<td>Carnegie 2nd Floor</td>
<td>Dust tops of heaters, Dust window ledges</td>
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<tr>
<td>Carr Addition 2nd Floor</td>
<td>Dust low wall surface tops, Clean ramps to staff only area, Wipe down doors</td>
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<tr>
<td>Maria Puttman Discovery Center</td>
<td>Dust window ledges, Wipe down doors</td>
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<td>Exhibit Hall 2nd Floor</td>
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<td>Staff Offices</td>
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Semi Annually and Annually to be determined
Integrated Pest Management Program

Created by Carrie Anderson Athay, Curator
INTEGRATED PEST MANAGEMENT PROGRAM

The Museum of Idaho adheres to the principles and practices of Integrated Pest Management (IPM) to prevent or control pests, as appropriate, in the museum environment. This supports the Museum of Idaho’s objectives regarding the preservation of its collection and adheres to a best practices approach to collections care.

GOALS AND OBJECTIVES

Insects, spiders and rodents directly and indirectly pose a threat, through biological degradation, to museum collections. Integrated pest management strategies encourage ongoing maintenance and housekeeping to ensure that pests will not find a stable environment in the museum. Activities include building inspection and maintenance; climate control; restriction of food and plants; regular housekeeping; proper storage; control over incoming collections to avoid infestation of existing collections; routine monitoring for pests. The IPM program at the Museum of Idaho (MOI) focuses on correcting conditions that encourage pests by reducing the amount of food, water, dirt, dust, and harborage that they need to thrive. Practices such as sanitation, vacuuming, dusting, monitoring, education and excluding pests through structural repairs are implemented to control pests and to reduce the use of pesticides in the museum. The IPM program at the MOI is designed to manage and reduce the risk to the collections and to provide a more healthful and safe environment for both visitors and staff.

PROCEDURE

Introduction:

The IPM program is a risk management program that focuses on prevention and employs a combination of pest management strategies to reduce the risk of pests and related damage. The material knowledge and collection handling expertise of the Curatorial staff, in tandem with the institutional knowledge of the Facility Manager, will be used to manage and reduce the risk of damage to the artifact and archival collections, the exhibit areas, and the historic and modern facilities, from pests and any resulting interventions in control of pests.

A member of the Curatorial Department functions as IPM program manager to oversee and provide IPM services to all artifact-containing areas within the museum, and offsite storage areas, and to any adjoining areas that pose an increased threat to artifact-containing areas (e.g. the paint storage with its proximity to the exhibit galleries and upcoming Wasden Collection space). The IPM program manager will work closely with the Facilities Manager and both will advise various other staff and volunteers of their responsibilities in support of the program. The Facilities Manager will act as the point person for pest management in areas not containing artifacts and for the exterior of the building.

IPM Responsibilities at the MOI:

Office and Work Areas:

All staff members and volunteers are responsible for maintaining individual work areas in such a way so as not to contribute an increased pest risk to the museum environment. Food consumption in office and work areas should be minimized, with food requiring appropriate storage and clean up by the responsible individual. It should be noted garbage cans are to be emptied on a daily basis by cleaning staff, however, food related garbage should only be placed in covered trash cans in the break room. Each staff member is responsible for cleaning up the break room space; even small crumbs on the counter tops, sinks, and floors are capable of drawing pests.

Work areas should be kept free of dust, debris and clutter. The facilities staff should maintain a regular schedule, including vacuuming, for cleaning office and work areas. Every staff member should insure that his or her office or work area is cleaned on a regular basis. As live plant material, cut or potted, may pose pest-related risks, responsible use of these materials in office and work areas is essential. Plants and flowers should be inspected for
pests, kept in appropriate containers, and disposed of in the same manner as food waste. All staff members are responsible for reporting pest sightings in artifact-containing spaces directly to the IPM manager. The pest should be captured if possible and a pest sighting form, available from the IPM manager should be completed. Pest sightings in non-artifact containing spaces should be reported to the Facilities Department.

Collections Storage Areas:
Curatorial staff who have access to collections storage areas are responsible for assuring that proper housekeeping measures are in place. As even dust is capable of providing adequate support for some types of pest, appropriate housekeeping is a major part of maintaining an environment that is a deterrent to pest activity. Food and drink are not permitted in collections storage areas.

Accessions Room or Examination Space:
Active pest problems in loan objects or new accessions may pose a threat to the existing collection, care must be taken prior to moving new artifacts into spaces containing existing artifacts. An examination area, either the accession room or other designated space (such as B room, prior to an exhibit installation) should be used for this purpose. Incoming artifacts should be assessed prior to being moved into the existing collection-containing spaces. The IPM manager should be consulted when a potential pest problem is seen.

Galleries:
All museum staff members and volunteers are responsible for reporting pest problems in the galleries. Food, drink and live or cut plants are only permitted during approved special events and only in approved areas. Approval must be obtained from the IPM manager. Food and drink in exhibition galleries containing borrowed objects is prohibited, unless express permission is granted in contracts. At approved special events, the staff member in charge will be responsible for minimizing pest-related risks associated with the introduction of food, drink, or plant materials into the museum. These responsibilities include: notifying the IPM manager that an event where food and drink will be served has been scheduled, supervising event staff and contracted workers (e.g.: caterers, decorators and florists) and making appropriate housekeeping arrangements for cleanup.

Museum Shop:
Staff, who are responsible for incoming shop goods and supplies, are also responsible for assuring that the materials are brought in free of pest risk. IPM manager should be consulted if questionable materials are encountered. Museum shop storage areas should be kept free of dust, debris and clutter. Unneeded packaging materials should be promptly discarded. Any Food Stuffs should be properly sealed. Food should not be consumed near the cash registers.

General Operations and Facilities:
The Facilities staff are responsible for pest management in non-artifact containing areas at the MOI. Pest sightings in non-artifact containing spaces should be reported to the Facilities Department. The Facilities Manager is responsible for maintaining a log of pest sightings in non-artifact containing areas of the building. The IPM manager will make recommendations to the City of Idaho Falls of City when improvements or modifications are necessary to minimize risk within the artifact-containing areas of the museum on city property. The IPM manager will work with and will make recommendations to the Facilities staff when improvements or structural modifications to the building and landscape are necessary to minimize pest risk within the artifact-containing areas of the museum.

The Facilities staff are responsible for good housekeeping practices throughout the facility, with the exception of the collection storage areas. They are responsible for routine vacuuming, sweeping, mopping and dusting, in
addition to good and consistent sanitary practices in bathrooms. The Facilities staff will keep a log of routine vacuuming maintenance.

**Off-site Warehouse:**

The MOI maintains an off-site warehouse facility for the storage of large artifacts (such as furniture and farm equipment), certain collections (such as the Keefer Collection), exhibition materials and cases, and miscellaneous maintenance supplies and equipment. Because objects from the warehouse are routinely transported into the museum, the IPM policies for the museum also apply to the off-site warehouse.

1. **General policies:**
   - Eating, drinking, and smoking are prohibited in the warehouse.
   - Storage of food or food waste is also prohibited.
   - Grain-containing rodent poisons should be avoided, as they can become a food source for other types of pests.
   - The facility should be cleaned (swept, dusted, etc...) on a regular basis.
   - The facility should be monitored with sticky traps to identify the extent of pest activity.

2. **Policies regarding the storage of artifacts:**
   - Museum artifacts should only be placed in designated areas. These areas should not be used to store any other materials.
   - Objects (or boxes of objects) should be kept off of the floor on shelves and at least 1 foot away from walls. Placing objects against walls create environments that are favorable for pest harborage and limit the ability to adequately monitor for pest activity.

3. **Policies regarding the storage of exhibition and maintenance materials:**
   - All materials stored at the warehouse, especially exhibition cases, should be inspected for pests prior to bringing them into the museum.

**Parameters for Prevention:**

Parameters for prevention include monitoring to determine biological activity, maintenance of the building structure, treatment actions necessary to modify conditions that permit pest access and survival, and actions taken once an infestation is discovered.

**Monitoring:**

The IPM Manager monitors pest activity within the artifact-containing areas of the building by interviewing staff responsible for maintaining specific areas and assessing these spaces using sticky traps. A baseline of information is gathered from the interview and from the placement of sticky traps throughout a space. Sticky traps are periodically examined and field data is recorded. The scheduling and frequency of future monitoring will be based upon initial findings, and adjusted as necessary to each situation. New base-line readings should take place following the renovation of a space as new materials, etc. can create variables that may support new insect populations.

A proper sticky trap program includes:
   - numbering and dating of each individual trap
   - placing of traps in critical areas, around perimeter walls, near doors and water sources, etc.
• recording resulting data on appropriate form: trap number, date placed, date inspected, and insects found
• retaining forms in a useable manner and basing future resources upon results of base-line findings
• replacing traps at appropriate intervals.

In addition, environmental monitoring provides climate condition information that may shed light on reasons a pest community is surviving. This may be tracked with the HOBO monitoring system in place throughout the museum.

Communicating Pest Problems:
All staff should be aware of the threat to the collection and the historic buildings posed by pests. All staff are relied upon for communicating pest problems in artifact-containing spaces by directly informing the IPM Manager or completing a pest sighting form. These forms (found on the synserver) are compiled in a pest logbook maintained in the Curatorial Office. This form and logbook provide a record of the insect activities within art areas and adjacent spaces. Reported incidents may also be recorded in the MOI pest database. This information indicates where the pests are and perhaps why they are occurring there.

Maintenance:
The building structure is a physical barrier to insect life. All pests require food, water and shelter, and as the museum environment is capable of providing all three, it is necessary to reduce pest access into the museum from the outdoors. To accomplish this, all gaps in the physical structure should be closed in an appropriate manner. In addition, management of the landscape surrounding the exterior of the building will help reduce adjacent insect populations.

Inside the building, pest movement from one area to another can be reduced by installing door sweeps and caulking cracks and crevasses. These measures also serve to deny pests harborage and minimize dust accumulation. Many pests are attracted by moisture. Therefore, proper maintenance of the plumbing and drainage systems in the building is very important. Leaks or large spills of water should be reported to Facilities and to Curation.

Good Housekeeping:
Pests require only small amounts of water and food, therefore, both must be restricted as much as reasonably possible. Dust and clutter should be reduced as it provides harborage and obstructs monitoring. Unneeded packaging materials should be promptly discarded. Regular, routine vacuuming and mopping is essential.

Food Usage:
Food use in permitted spaces for Special Events is discussed above. All staff must understand the importance of responsible food use within the museum.

Parameters for handling active pest problems in or around artifacts and archival materials.
When a possible pest problem is found the following steps are taken:

Isolate the object:
When an active pest problem is possible, all priority is given to isolating the object to prevent possible infestation of additional material. Small objects should be placed in appropriately sized polyethylene bags, always maintaining a complete seal. The object should be placed on a clean, white support of stiff board to enable sighting of frass or other evidence of pest activity. A dated “sticky-trap” should be placed in a location inside the bag that does not
pose a threat to the art. For example, an object containing fur should be placed an appropriate distance from the sticky trap to prevent contact with the fur. Larger objects may require custom-made polyethylene enclosures to adequately isolate possible infestation. As above, a clean, white support should be placed under the object, and a dated sticky-trap placed inside at a safe location.

Identify the problem:
Once a problem is found the pest must be identified to determine the appropriate path of activity.

Extent of infestation:
Based upon the habits of the known pest, the region immediately surrounding the infested object should be carefully inspected to determine if additional infestation is present. Findings should be documented in the “Pest Book”, as appropriate. If no evidence of spread of infestation is found, the area should be monitored with sticky traps and checked appropriately. If evidence of additional infestation is found, collection objects should be isolated as above, areas thoroughly cleaned, and any non-collection material with infestation removed promptly and appropriately.

Determine the source of the infestation:
If the source is from infested material brought in from the outside, it may be necessary to reevaluate and modify policies and procedures that have permitted the occurrence. If the problem is one of facilities structure, appropriate modifications or repairs should be made.

Treating the problem of infested collection objects:
(the following is based upon the National Park Service Museum Handbook, Part I)

1. Identify the pest and the stage in its development that is found on the materials.
2. Identify the media of the infested material (e.g., what is the material composition of the object/specimen?).
3. Based on an understanding of the biology of the pest, its life stage when found, and the material of the object, answer the following questions:
   • can the infested material be disinfested through removing the pest?
   • are eggs present?
   • what is the least damaging approach to treatment?
4. Treatment decisions must incorporate the identification of the pest, the infested materials, and the condition of the object. Treatment options range from simple cleaning to fumigation/anoxia. Fumigation of objects, when safe for materials comprising that object, would be undertaken by a certified independent contractor who has been approved by the consulting entomologists. The more recently developed option of “anoxia” provides a treatment path that can be more safely applied to diverse collection materials.
5. All treatment must be documented. After treatment, objects should be cleaned, if appropriate, and all evidence of infestation should be documented and removed. Records of the infestation and treatment should be placed in the Object File and the Pest Log.
6. Continue to evaluate as necessary to determine if treatment was effective.

Review established museum IPM Program to determine how it could be modified to prevent the problem in the future.
Documentation:

A variety of forms and organizational systems are maintained by the IPM manager and Facilities manager to document the IPM Program at the MOI.

The documentation includes:

- Pest Sighting Form - filled out when a pest is seen or found in an art containing space or an area that poses threat to an art containing space. This is then filed chronologically in the Pest Notebook.
- Pest Management Notebook - place for storing Pest Sighting Forms and all other IPM information, related correspondence, etc., placed in a chronological manner.
- Sticky Trap Location List – updated to reflect new areas that are being monitored and logging any activity in areas currently being monitored. This will be kept in the Pest Management Notebook.
- Data Base - computer log of identified insects, taken from information on Pest Forms.
- Log Book - chronological record of actions taken and any resulting effects when an active pest problem arises.
- The Facilities manager will maintain a Housekeeping log of housekeeping duties routinely performed.

Sources:

American Alliance of Museums
Smithsonian Center for Materials Research and Education
Integrated Pest Management Working Group
Deacy-Quinn, Christa. Fundamentals of Museum IPM
Approved Cleaning Products and Material Safety Data Sheets
SAFETY DATA SHEET
Advanced Alcohol Foaming Hand Sanitizer

Section 1. Identification

GHS product identifier: Advanced Alcohol Foaming Hand Sanitizer
Product code: 795
Other means of identification: Not available.
Product type: Liquid.

Relevant identified uses of the substance or mixture and uses advised against

Identified uses
Hand Sanitizer
This is a personal care, cosmetic, or drug product that is safe for consumers and other users under normal and reasonably foreseeable use. Cosmetics and drug products, specifically defined by regulations, are exempt from the requirements of a SDS for the consumer. This SDS contains valuable information critical to the safe handling and proper use of the product for industrial workplace conditions as well as unusual and unintended exposure such as large spills.

Uses advised against
For Industrial and Institutional Use Only
Reason

Supplier’s details
Betco Corporation
460 Van Camp Road
Bowling Green, Ohio 43402
www.betco.com
888-426-3626

Emergency telephone number (with hours of operation)
Chemtrec (800)424-9300 24 hour

Section 2. Hazards identification

OSHA/HCS status
This material is considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200)

Classification of the substance or mixture
FLAMMABLE LIQUIDS - Category 2
EYE IRRITATION - Category 2A

GHS label elements
Hazard pictograms:

Signal word
Danger

Hazard statements
Highly flammable liquid and vapor.
Causes serious eye irritation.

Precautionary statements

Prevention
Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking. Use explosion-proof electrical, ventilating, lighting and all material-handling equipment. Use only non-sparking tools. Take precautionary measures against static discharge. Keep container tightly closed. Wash hands thoroughly after handling.

Response
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical attention.

Storage
Store in a well-ventilated place. Keep cool.

Date of issue/Date of revision: 3/15/2020
Date of previous issue: 3/19/2020
Version: 2.03
1/13

to view full document see MSDS for this product on Betco Website
SECTION 1: Product and company identification

Product name: CHLORINATED DISINFECTING TABLETS

Use of the substance/mixture: Effervescent HOCl

Tablets are used for surface disinfection and sanitizing and drinking water disinfection.

Company: SOP Green Klean
616 Industrial Dr.
Cary, IL 60013

Emergency number: Chemtrec (800) 424-9300 or National Poison Center 1-800-222-1222

SECTION 2: Hazards Identification

2.1. Classification of the substance or mixture

Not classified for physical or health hazards at any concentration.

Not classified for environmental hazards at <2500 ppm chlorine.

GHS-US classification

Eye Irrit. 2A
Respir. 3

Full text of H statements see section 16

2.2. Label elements

GHS-US labeling

Hazard pictogram (GHS-US)

Signal word (GHS-US) Warning

Hazard statements (GHS-US) Causes serious eye irritation

May cause respiratory irritation

Precautionary statements (GHS-US) Avoid breathing dust/mist

Wear protective gloves, protective clothing, eye protection, face protection

If inhaled: Remove victim to fresh air and keep comfortable for breathing

If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing

Call a POISON CENTER or doctor if you feel unwell

Store in a well-ventilated place. Keep container tightly closed

Disposal of contents/container to comply with local/regional/national/international regulations

2.3. Other hazards

Other hazards not contributing to the classification

Direct contact with wet material or moist skin may cause severe irritation, pain, and possibly burns. Dry material is less irritating than wet material. This material is not a skin sensitizer.

To view full document see MSDS for this product on GK website
SAFETY DATA SHEET

1. Identification
Product number: 100009372
Product identifier: PRO-LINK FOAMING GERMICIDAL CLEANER-RA009
Company information: PRO-LINK
500 CHAPMAN STREET
CANTON, MA 02021 United States
Emergency telephone US: 1-866-636-8865
Emergency telephone outside US: 1-877-852-4946
Version #: 01
Recommended use: PESTICIDE
Recommended restrictions: None known.

2. Hazard(s) Identification
Physical hazards: Flammable aerosols
Health hazards: Serious eye damage; eye irritation
Environmental hazards: Not classified
OSHA defined hazards: Not classified

Label elements:

Signal word: Danger
Hazard statement: Extremely flammable aerosol. Causes serious eye irritation.
Precautionary statement:

Prevention: Keep away from heat/sparks/open flames/hot surfaces. - No smoking. Do not spray on an open flame or other ignition source. Pressurized container: Do not pierce or burn, even after use. Wash thoroughly after handling. Wear eye/face protection.

Response: If swallowed, Rinse mouth. Do NOT induce vomiting. If in eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention.

Storage: Protect from sunlight. Do not expose to temperatures exceeding 50°C/122°F.

Disposal: Not available.

Hazard(s) not otherwise classified (NOC): None known.

Supplemental information: None.

3. Composition/Information on Ingredients
Mixtures

<table>
<thead>
<tr>
<th>Chemical name</th>
<th>Common name and synonyms</th>
<th>CAS number</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Butoxyethanol</td>
<td></td>
<td>111-75-2</td>
<td>2.5 - 10</td>
</tr>
<tr>
<td>Butane</td>
<td></td>
<td>106-97-8</td>
<td>1 - 2.5</td>
</tr>
<tr>
<td>EDTA Tetracene Sodium Salt</td>
<td></td>
<td>64-02-8</td>
<td>1 - 2.5</td>
</tr>
<tr>
<td>Other components below reportable levels</td>
<td></td>
<td></td>
<td>90 - 100</td>
</tr>
</tbody>
</table>

*Designates that a specific chemical identity and/or percentage of composition has been withheld as a trade secret.

4. First-aid measures
Inhalation: Move to fresh air. Call a physician if symptoms develop or persist.

Product name: PRO-LINK FOAMING GERMICIDAL CLEANER-RA009
Product #: 100009372 Version #: 01 Issue date: 05-19-2015

To view full document see MSDS for this product on Pro-link website.
Example of COVID-19 Museum Signage
Elevator usage

To protect all members of our community during COVID-19:

Only one person or household is permitted in the elevator at one time.

Thank you for doing your part.