Arts & Culture (includes non-profit museums and public gardens)

I. Workforce Protection
   a. **Install hand sanitizing stations at entrances and in common areas**
   b. Establish sign-in stations or check points for employees with health questionnaire on symptoms
   c. Encourage employees to self-identify and report symptoms

II. Employee Protection
   a. **Space out customer queues venue entry and at ticketing booths with floor markers (every 6 ft); adopt virtual waiting area / queue where feasible**
   b. Install Plexiglass barriers between cashier and customer
   c. Upgrade turnstiles to touchless ticket scanning
   d. **Procure appropriate amounts of soap, hand sanitizer, cleaning materials and protection equipment (masks, gloves)**

III. Non-employee Protection
   a. **Place signs outside and inside the elevators to limit capacity to 4 passengers, with visual markers for passengers to stand on.** Signs should encourage people to take the stairs where appropriate and offer preferential treatment to vulnerable groups (e.g., elderly, persons with disabilities, pregnant women, and families with small children)
   b. **Eliminate car valet**
   c. Set dedicated visiting hours or special events for vulnerable groups (e.g., elderly, persons with disabilities and pregnant women

IV. Business Process Adaptations
   a. **Mark with arrows entry and exit points, creating one-way circulation paths inside venue when possible; otherwise, enforce distancing by posting signs indicating 6' separation**
   b. Remove public seating areas, if possible – else, enforce distancing through signaling
   c. **Flush plumbing and run water in sinks to eliminate stagnant water from the period of facility closure**
   d. Change and/or upgrade HVAC filters (per OSHA guidance)
   e. Enable website to support: (i) online payment of tickets, and (ii) questionnaire for visitors
   f. **Suspend group tours and group programming; implement circulation control measures to support social distancing**
   g. **Eliminate the use of interactive exhibits**
   h. Establish special hours for members, senior citizens, individuals identifying health issues

V. Employer-led public health interventions
   a. **Train all personnel in new operating protocols and modifications to existing codes of conduct to deal with Covid-19 issues**

        b. **Post CDC signage in publicly trafficked locations emphasizing measures to "Stop the Spread of Germs" (CDC) and exercise social responsibility (e.g., hygiene)**
        c. Design work group shifts to ensure easier tracking and tracing
        d. Encourage use of contactless thermometer for daily employee check in monitoring of temperatures
        e. Design testing program for high risk employees (e.g., frequent contact with customers or suppliers) to be tested every 2 weeks

VI. Industry-wide safeguard
        a. Acknowledge in writing the review and understanding of relevant industry association and union organizations guidelines, including capability checklists and reference to WHO, DOH and CDC guidelines
        b. Establish protocol to immediately disclose infection to state DOH bodies and procedure to safeguard facility (e.g., deep cleaning)
        c. Establish and employ clear reporting protocols based on leading (e.g., thermometer temp spikes, thermal scanning spikes, increased absenteeism) and lagging indicators (e.g., staff health visits above pre-defined rate, community spread in retailer locale)
        d. **Post a contact email address and/or telephone number for customers to contact if they have questions or concerns**