

MUSEUM SECTOR REOPENING PLAN

June 29, 2020

Washington State has a strong and diverse museum sector made up of institutions large and small exploring history, art, science, and culture. As educational and cultural institutions, we are eager to re-open to the public so that we can once again bring meaning, wonder and joy to their lives. We propose the following shared re-opening protocols. Please note, however, some institutions may choose to enact more stringent standards than those presented here. As well, we strongly recommend that institutions adhere to county-level protocols, which may exceed the standards recommended here. These protocols will be enacted in the earliest phase each jurisdiction allows for re-opening, and will be subject to change in ensuing phases with approval by the Office of the Governor or Tribal Governing bodies.

Protecting Personnel

The following measures will be put into place to contribute to a safe workplace:

- Requiring personal protective masks worn by all personnel while onsite in shared spaces (not required while in private offices).
- Providing disinfecting wipes and hand sanitizer throughout work areas for personal use and to sanitize personal work stations as such products are available.
- Providing all personal protective equipment required for personnel per Department of Labor and Industries requirements, based upon their duties.
- Installing physical barriers where close contact is required with the public, such as a plexiglass or plastic shield at reception/help desks, or conducting business from the required 6-foot distance where physical barriers cannot be put in place.
- Re-organizing work spaces to ensure 6-foot distance between personnel.
- Establishing and communicating protocols for response to potential staff COVID-19 illness and exposure based upon current county and state public health guidelines.
- Allowing remote work to continue in whole or in part for staff not essential to be onsite or for staff in high risk categories.
- Regularly reviewing safety procedures with staff, updating as indicated by public health officials.
- Increased signage in staff areas to encourage social distancing, washing hands, and other precautions.

Protecting the Visitor

The following actions will be taken to support a safe environment for our visitors:

- Facilities will operate at a capacity sufficient to ensure social distancing of 6 or more feet between each visitor or social grouping in all spaces, and adherence to the Governor's directives limiting group gathering sizes. We understand gathering size restrictions to restrict the number of individuals per room or gallery, or enclosed outdoor space, so long as social distancing of 6+ feet is maintained.

- Social distancing will be encouraged using a variety of measures, depending upon the facility size and attendance. As appropriate, these measures may include:
 - Timed ticketing or staggered entry
 - One-way paths through facilities to regulate visitor flow
 - Identifying, controlling, and limiting “choke points” in our facilities where staff and visitors may come into close proximity
 - Placing staff or volunteers in galleries and other spaces to enforce social distancing of visitors
 - Allowing only one social grouping of visitors entrance at a time (for small museums, galleries, and historic sites)
 - Placing visual cues on floors for 6 foot spacing where visitors may be required to stand in line
- Strongly recommending that visitors wear personal protective masks while indoors at our facilities, and in busy outdoor spaces.
- Increased signage to remind/encourage guests to social distance, wash hands, use hand sanitizer, wear a mask, and other safety precautions.
- Outdoor signage that sets expectations for the visitor prior to entry.
- Food service, gift shop, and other retail operations will operate in adherence to phase-specific guidelines outlined by state, local and tribal health officials.
- Requiring facility rental clients to adhere to the same requirements as outlined here including, but not limited to, social distancing, observing capacity limits, encouraging masks and frequent handwashing.

Sanitation

Cleaning and sanitation measures will be a top priority and will include:

- Thorough cleaning and disinfection of the facility prior to the return of staff to the site, per established recommendations by the Department of Health.
- Enhanced daily cleaning procedures adhering to Centers for Disease Control and Prevention recommendations for cleaning and sanitation of public facilities.
- Frequent sanitizing of counter tops, doors, elevator buttons, parking meters, workstations, and other frequently touched surfaces.
- For touchable exhibition elements, one of the following will occur to reduce the risk of infection:
 - The exhibition element will be closed, blocked, or otherwise marked as not in use
 - The visitor will be provided a disposable personal stylus to activate exhibition elements
 - Staff or volunteers will disinfect the touchable element between each use
 - In combination with frequent cleaning sweeps, signage and supplied disinfectant solution throughout the museum / galleries will encourage guests to clean their hands between use of interactives
- For exhibition elements that cannot easily or safely be sanitized (such as historic furnishings) visitor access will be denied or restricted to a safe distance, with proper signage to discourage touching.

Phased Safe Start Washington

The criteria above will be observed by institutions during all phases of Safe Start Washington. Specific to Phase 2 and Phase 3, the following shall apply.

Phase 2: Museums in phase 2 will operate under a combination of [retail phase 2 guidelines](#) and phase 2 guidelines for [zoos and aquariums](#). All the same guidance for phase 2 retail would be used with the addition of these main aspects from zoos and aquariums: 1) timed ticketing or staggered entry and 2) capacity limits of 25% for facilities. In addition, museums would have these unique guidelines:

- Each individual gallery room must be monitored to not exceed 25% capacity
- Patrons over the age of 2 must wear facial coverings
- All exhibits that allow touching surfaces must be signed with “No Touching” in phase 2.

Phase 3: Authorizes groups up to 50 persons to gather while maintaining social distancing and for museums and art galleries to re-open maintaining safe practices listed above. In addition:

- 50-person maximum may be permitted in spaces capable of doing so.
- The 50-person limit is counted per-common area space, not per complex basis (i.e. persons up to 50 may gather at an outdoor museum amphitheater and indoor gallery concurrently providing social distancing and occupancy maximums are not exceeded.
- Occupancy of common spaces and galleries is determined by the fire code. This figure is then calculated to 30% to establish Phase 3 maximum occupancy for each space in museums, art galleries, and similar venues. Employees and support staff are not included in this calculation. A space is defined as a room, gallery, foyer, classroom, amphitheater or other enclosed or defined areas where people gather.
- Restroom access is provided to visitors with a limitation of no more than 1 person per stall allowed in restrooms at any time (i.e. a 2-stall restroom may have up to 2 persons present, a 3 stall may have 3 persons). Persons assisting children or disabled are exempt to this count.
- When possible, establish hours of operation that permit access solely to high-risk individuals as defined by the CDC.
- For high-volume attractions, space markers will be placed outside the facility to insure social distancing. Limitations on the number of admissions will be placed as necessary as deemed appropriate for each facility.
- Arrange flow of visitors to eliminate choke points and reduce crowding, including singular direction wayfinding, when possible.
- Facilities offering food and beverage service shall observe the guidelines for restaurants/taverns outlined by the Governor’s office.
- Facilities offering retail services shall observe the guidelines for retail operations outlined by the Governor’s office.

In addition to the above procedures, all museum, art gallery, cultural, events space, arts service organizations, and interpretive centers operating during the Safe Start Washington phased reopening must adopt a written plan for employee safety and customer interaction aligned to the above guidelines, OR that complies with the safety and health requirements of their County or City jurisdiction.

We would like to provide some important context for this document. As we evaluate options and prepare plans for reopening, each of us must do the following:

1. Comply with public health and other official requirements and guidelines;
2. Provide a safe and healthy environment for our employees, volunteers, guests, vendors, partners, and others that visit our facilities;
3. Deliver experiences that members of the community find enriching, rewarding, and worth supporting financially through ticket purchases, memberships, and/or donations; and
4. Ensure that our operations are economically sustainable.
5. Consider the surrounding community environment relative to communities of color who are facing increasing discrimination and attacks

This document focuses primarily on the steps we will take to achieve goals 1 and 2. In addition to the steps described in this document, each of us will also consider the quality of the guest experience that we can deliver, and the economic viability of our operations. As well, we must confront the heightened discrimination faced by people of color, and how this impacts our work and communities. This is critical especially at this time.

Due to differences in the guest experiences we can provide, the specifics of our different communities, and our operating economics, some of our institutions will be able to reopen sooner than others or have additional needs to re-open. In fact, some of our institutions may find it impossible to meet all five considerations even under Phase 4. This document explains how the sector will meet public health goals when we decide to reopen, not to set expectations regarding the timing of reopening for individual institutions.

The following Museums/Art Galleries/Cultural/Event Spaces/Arts Service Organizations agree to and support this plan.

4Culture	Seattle/King County
ArtsFund	Seattle/King County
ArtsWA (Washington State Arts Commission)	Statewide
Atlas fine art service	Ocean Shores
Bainbridge Island Historical Museum	Bainbridge Island
Burke Museum of Natural History and Culture	Seattle
Central Washington Agricultural Museum	Union Gap
Cheney Depot Society	Cheney
Clark County Historical Museum	Vancouver
Columbia Pacific Heritage Museum	Ilwaco
Cornish College of the Arts	Seattle
Cowlitz County Historical Museum	Kelso
Dayton Historical Depot Society	Dayton
Dodge Quarantine Cabin	Dayton
DuPont Historical Society	DuPont
DuPont Historical Museum	DuPont
Duvall Historical Society	Duvall
Edmonds Historical Museum	Edmonds

Fall City Historical Society	Fall City
Forks Timber Museum	Forks
Fort Walla Walla Museum	Walla Walla
Foss Waterway Seaport	Tacoma
Fred Oldfield Western Heritage and Art Center	Puyallup
Friends of Mukai	Vashon Island
Gallery One Visual Arts Center	Ellensburg
Grays Harbor Lighthouse	Westport
Greater Kent Historical Society	Kent
Henry Art Gallery	Seattle
Highline Heritage Museum	Burien
Historic Fort Steilacoom Association	Lakewood
Holocaust Center for Humanity	Seattle
Inland Northwest Rail Museum	Reardan
Inspire WA	Statewide
Island County Museum	Coupeville
Issaquah History Museums	Issaquah
Jack Straw Cultural Center	Seattle
Jack Straw New Media Gallery	Seattle
Jefferson Museum of Art and History	Port Townsend
Kettle Falls Historical Center	Kettle Falls
Key Peninsula Historical Society & Museum	Vaughn
Kittitas County Historical Museum	Ellensburg
Lacey Museum	Lacey
Lewis County Historical Museum	Chehalis
Lincoln County Historical Society	Davenport
Lynnwood-Alderwood Manor Heritage Association & Museum	Lynnwood
Makah Cultural and Research Center	Neah Bay
Maryhill Museum of Art	Goldendale
Marysville Historical Society	Marysville
McCleary Museum and Heritage Center	McCleary
Mindport Exhibits	Bellingham
MoPOP / Museum of Pop Culture	Seattle
Mukai Farm and Garden	Vashon Island
Museum of Flight	Seattle
Museum of Glass	Tacoma
Museum of History & Industry (MOHAI)	Seattle
National Nordic Museum	Seattle
Neely Mansion Association	Auburn
Northern Kittitas County Historical Society	Cle Elum
Northwest African American Museum	Seattle
Northwest Museum of Arts and Culture	Spokane
Northwest Railway Museum	Snoqualmie
Pacific Northwest Naval Air Museum	Oak Harbor
Pacific Science Center	Seattle
Palus Museum	Dayton
Pottery Northwest	Seattle
Poulsbo Historical Society	Poulsbo

Reach Museum	Richland
Representative Carolyn Eslick (39 th Legislative District)	Sultan
Representative Sharon Wylie (49 th Legislative District)	Vancouver
San Juan Islands Museum of Art	Friday Harbor
Scandinavian Cultural Center at Pacific Lutheran University	Tacoma
Schack Art Center	Everett
Sea Mar Museum of Chicano/a/Latino/a Culture	Seattle
Seattle Aquarium	Seattle
Seattle Art Museum	Seattle
Seattle Office of Arts & Culture	Seattle
Senator Hans Zeiger (25 th Legislative District)	Puyallup
Shanaman Sports Museum	Tacoma
Shoreline Historical Museum	Shoreline
Skagit County Historical Museum	La Conner
Smith Hollow Country Schoolhouse	Dayton
Southwest Seattle Historical Society	Seattle
South Whidbey Historical Museum	Langley
SPARK Museum of Electrical Invention	Bellingham
Spokane Valley Heritage Museum	Spokane
Steilacoom Tribal Cultural Center	Steilacoom
Tacoma Art Museum	Tacoma
Tacoma History Museum	Tacoma
Tacoma Historical Society	Tacoma
Tolt Historical Society	Tolt
Vashon Heritage Museum	Vashon
Voices Rising: LGBTQ of Color Arts & Culture	Seattle
Waitsburg Historical Society	Waitsburg
Waitsburg Museum Complex	Waitsburg
Wanapum Heritage Center	Beverly
Washington Museum Association	Statewide
Washington State Historical Society	Tacoma
Wenatchee Valley Museum and Cultural Center	Wenatchee
Western Washington University, Performing Arts Center	Bellingham
Western Washington University: Western Gallery/Outdoor Collection	Bellingham
Westport Maritime Museum	Westport
Westport South Beach Historical Society	Westport
White Bluffs Quilt Museum	Richland
Woman's Club of Olympia	Olympia
Woodland Park Zoo	Seattle
WORKSHOP 3D, LLC	Seattle
Yakima Valley Museum	Yakima
Yakima Valley Rail & Steam Museum	Toppenish