

COVID-19 Preparedness Plan for Nisswa Area History Center and Museum

The Nisswa Area Historical Society is committed to providing a safe and healthy workplace for all our volunteer workers and visitors to the Nisswa History Center and Museum. To ensure we have as safe and healthy facility we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The executive board and volunteers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our facilities and communities, and that requires full cooperation among our volunteers and museum visitors. This plan is formulated solely for the use of the NAHS and is not to be used for other organizations because of the specifics as a non-profit organization and the fact that there are no paid employees and is run only by volunteers.

The Nisswa Area Historical Society board members and volunteers at the Nisswa History Center and Museum are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The board members fully support enforcing the provisions of this policy as discussed at the board meeting on May 15, 2020.

Our volunteer workers are our most important assets. Volunteer Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We involved our executive board and volunteers in this process by updating them on the policies we are to have in place and gave time to ask questions and clarify any concerns. Ongoing suggestions will be addressed. Our volunteers are generally older individuals and are considered more high risk, they understand volunteering is their choice and it is not expected for them to volunteer if they feel uncomfortable in this role. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette
- engineering and administrative controls for social distancing
- cleaning, disinfecting, decontamination, and ventilation
- prompt identification and isolation of sick persons
- communications and training that will be provided to managers and workers
- management and supervision necessary to ensure effective implementation of the plan
- protections and controls for in-store shopping
- communications and instructions for customers

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Volunteer workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Each volunteer will have available to them a screening tool they may fill out at home or at the History Center.

- A list of Covid-19 symptoms will be provided to all volunteers.
- Volunteers will be listed on schedule for upcoming week, phone number will be available to call/text/email if unable to volunteer for their shift because of symptoms.
- Volunteers are expected to take their temperature and record symptoms every day before reporting at the History Center and document their temperature and absence of symptoms on the health log at the front desk at the history center. This will be expected for volunteers who are entering the building or working on grounds.
- Volunteers will be encouraged to wear face coverings when working as a greeter or on grounds.
- If symptoms are reported, the volunteer is to call/text/email a designated board member to report and not enter the building(s) or grounds.
- If any volunteer screens positive for the covid 19 virus they are to self-quarantine at home for 14 days. And report to a board member that they cannot volunteer in the building or on the grounds.
- If volunteer begins experiencing symptoms/fever at the History Center, they are to notify a board member and close/lock the buildings if they are physically able to do so. If not, the board member will direct them to shut/lock the door and place the closed sign on the door. The board member will then come in to assist in closing being mindful of the infection prevention procedures.
- The Nisswa Historical Society has no paid employees and only volunteers. There is no leave procedures needed as all workers are voluntary. If volunteers are ill, they are to stay home and notify a designated board member.
- Included in this policy, volunteers will be informed if they have been potentially exposed to a person with COVID-19 while volunteering and requiring them to quarantine for the required amount of time.
- If anyone tests positive at the Nisswa History Center and Museum, or if any one has potentially been exposed to anyone who has the virus, the volunteer is to report this and self-quarantine at home for 14 days. They are not to come to the center or on grounds to volunteer.

In addition, this policy will also protect the privacy of workers' health status and health information. The specific volunteer's health information will not be shared.

Handwashing

Basic infection prevention measures are implemented at the History Center volunteers are instructed to wash their hands for at least 20 seconds with soap and water throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All customers and visitors to the center are required to wash or sanitize their hands prior to or immediately upon entering the facility. A hand-sanitizer dispenser is at the entrance for visitors and at the desk for volunteers. Sanitizer may be used for hand hygiene in place of soap and water, if hands are not visibly soiled-but hand washing is the recommended procedure. Absolutely no visitors can use the private bathroom facilities in the history center at any time for any reason.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Signs will be placed in the building and the grounds as a reminder and garbage containers are on the grounds.

Social distancing

Social distancing of six feet will be implemented and maintained between volunteers and visitors in the through the following engineering and administrative controls: Volunteers will be able to sit at least 6 feet from visitors upon them entering the building and a plexiglass barrier is in place to further distance the volunteers from the visitors. If two volunteers are in the building that day, one can work in the back room and one at the desk. If two are at the front desk, the expectation will be for them to sit six feet apart. Volunteers are to supply their own facial coverings to their preference. As visitors come into the building or tour the outside grounds, signs will be posted as a reminder for the social distancing and the facial covering guidelines. The building is small but generally has capacity for 30 people. We will monitor and allow no more than 15 people in the building at a time, families may come in in groups if the total number in the building is not larger than 15. Visitors can only enter the building through one door and exit through one door. The outdoor space will accommodate more visitors at a time with at least 30 on grounds at one time. If visitors or volunteers have questions or concerns, they will be referred to this policy and my contact the NAHS executive board.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools, areas in the work environment, including staff restrooms. There are no public restrooms onsite. The cleaning schedule will be followed by volunteers and consists of: Washing counter tops with soap/water and disinfectant prior to the start of the day, mid-day and at the end of the volunteer shift. Disposable products such as paper towels will be used and if cloth wipes are used, they will be placed in a bag at the end of the shift for home washing. Door handles will be wiped with disinfecting wipes multiple times throughout the day. If volunteer or visitor enters the building with a known case of covid-19 or symptomatic, the building will be closed until full cleaning and disinfecting has been completed.

Appropriate and effective cleaning and disinfectant supplies have been purchased and will be used in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product if indicated. Screen doors and screened windows may be opened to enhance ventilation—the outdoor grounds do not need alteration. Fans may be used sitting by the volunteer area and pointed to screened windows or doors to assist with air flow.

Communications and training

This COVID-19 Preparedness Plan was communicated to all workers on June 3, 2020 and necessary training was provided for the volunteers that day. Additional communication and training will be ongoing and provided to all volunteers as they sign up to help at the center. Training will consist of verbal, written material, and signage. Instructions will be communicated to visitors with signage about in-store shopping to ensure social distancing between the customers and volunteers, required hygiene practices; and CDC recommendations regarding face masks. Masks for visitors are not mandatory but are encouraged per the CDC guidelines. Visitors and volunteers will also be advised with signage and policy not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. The NAHS executive board is to monitor how effective the program has been implemented by reviewing visitor record sheets and volunteer health self-recording. Updated training will be issued when changes happen in the CDC and state of MN recommendations. This COVID-19 Preparedness Plan has been certified by the NAHS executive board management and was posted throughout the workplace June 3, 2020. It will be updated as necessary.

This plan is formulated solely for the use of the NAHS and is not to be used for other organizations because of the specifics as a non-profit organization and that it has no employees and is run only by volunteers.

Certified by:

Susan Mathison-Young, Executive Board, Secretary Niswaga Area Historical Society