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### **COVID-19 Reopening Safety Plan**

Name of Business: Southampton History Museum

Industry: Museum / Education / Preservation

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Owner/Manager of Business: Thomas V Edmonds

#### **I. PEOPLE**

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

- Using the copy machine. Staff will have to give notice to the staff person in that office so they can safely distance.
- All staff meetings will be by Zoom.
- All desks/personal space will be at least 6ft spaced.
- Common space will be used by one staff person at a time.
- When 6 ft distancing is not possible, masks will be worn.

How will you manage engagement with customers and visitors on these requirements?

- Visits by appointment. Will be monitored.
- All visitors required to sanitize hands, wear face masks, 6ft distance.
- One appointment at a time limited to one household. Limited to 6 people.
- Plexi shield at front desk.

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- No visitors without a staff person on premises.

How will you manage industry-specific physical social distancing e.g. shift changes, lunch breaks.

- All staff will eat at own desk
- Keep personal belongings in personal space
- Staff responsible for sanitizing any shared space after use including bathroom, appliances, etc.

## **II. PLACES**

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

What quantity of face coverings – and any other PPE - will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

- EPA Cleaning supplies will be ordered in bulk
- Masks, gloves, hand sanitizer will also be ordered in bulk
- Gloves (X3 Industrial Nitrile Gloves, 1 box of 100 - Size L, 1 box of 100 - Size XL), Hand Sanitizer (L.I. Spirits, 2 cases), Masks (3-layer blue, disposable adjustable nose clip Montana West; Quantity-50)

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and or discarded?

- Staff will be responsible for washing their own reusable masks
- Disposable masks, gloves, wipes etc. will be discarded in a separate covered bin
- A clean, climate controlled area will be provided for storage of equipment

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

- Alarm keypads
- Door knobs
- Cleaning equipment
- Stair railing
- Out building keys
- Bathrooms
- Kitchen area and equipment

- Pantry and water dispenser
- Thermostats
- Light switches
- Copy machine
- Thermometers
- Step stool
- No shared space without notice. Staff will be responsible for sanitizing after use.
- All of the above will be wiped down after being touched and again at the end of the day

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

- A cleaning log will be kept on the kitchen table with a list of all items that need to be sanitized at the end of the day including personal space. All staff will be responsible to keep the log updated.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

- Back door, front door, every desk, bathrooms, library/archives with signs saying hand sanitizing required.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials using products effective against COVID-19?

- All staff will be responsible for cleaning shared space
- Each staff person will be responsible for their own desk/personal space.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- Front log will be maintained by the person at the front desk.
- Backlog will be maintained by all staff and will be kept on the kitchen table.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

- Tom Edmonds, Executive Director of the Southampton History Museum

### **III. PROCESS**

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

What type(s) of daily health and screening practices will you implement? Will the screening be done before the employee gets to work or on site? Who will be responsible for performing them, and how will these individuals be trained?

- Temps will be taken at the door when each staff person arrives. All staff will be trained to use the thermometers properly.

If screening on site, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply the PPE?

- Appropriate thermometers have been purchased.
- Staff will take temperatures on their forehead. Temperature should read 96.8 Fahrenheit. Any temperature over 99.5 Fahrenheit will have to leave the premises, if a staff member has a temperature over 99.5 designated staff will notify state and local health departments.
- Staff person will wear a mask and gloves if taking the temperature of another staff person. PPE will be bought in bulk.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

In case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them.

- EPA approved products bought in bulk.

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

- Checking the logs.
- Small staff. All staff contact info is kept on premises.
- If a staff member tests positive for COVID-19, all staff will be required to self-isolate for 14 days before returning to work.