

Phase Two Guidance Coronavirus 2019 (COVID-19): Guidance for Libraries, Museums and Exhibits

During Phase Two, the public and businesses must adopt behaviors and rigorous safeguards to reduce risk for all. The following measures must be implemented to help reduce the risk of COVID-19 transmission amongst employees, patrons, and the community. For additional information, visit coronavirus.dc.gov/phasetwo.

Please note that any individual experiencing symptoms of COVID-19, or recently exposed to someone diagnosed with COVID-19, must not work in or visit public places due to the risk of exposing others. Symptoms of COVID-19 may include: fever (subjective or 100.4 degrees Fahrenheit), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or otherwise feeling unwell.

UPDATE: Mayor's Order 2020-127

- [Mayor's Order 2020-127](#), issued December 18, 2020, establishes temporary pauses in various activities from 10:00 p.m. on Wednesday, December 23, 2020, until 5:00 a.m. on Friday, January 15, 2021, including immediately adjusting Mayor's Order 2020-126 so as to remove the percentage capacity and numeric caps on retail food sellers; and extends the Public Emergency and Public Health Emergency.
- The pauses imposed by Section III of Mayor's Order 2020-127 are time limited and all other regulations affecting those sectors remain in place and are not superseded. This Order supersedes any Mayor's Order issued during the COVID-19 Public Health Emergency only to the extent of any inconsistency.
- **Starting December 23rd, museums must be closed to the public.**
 - Staff and contractors may enter only for the purposes of minimal business operations.
- **Starting December 23rd, libraries must suspend indoor service to patrons and return to curbside pickup and drop-off of materials only.**

Employees and Patrons Must Practice Everyday Prevention Measures

- **Stay at home if you feel unwell** or were recently exposed to someone with COVID-19.
- **Practice social distancing.** Keep 6 feet of distance between you and other people who are not in your household.
- **Wear a mask or cloth face covering** at all times (employees and patrons).
 - Masks protect the wearer and protect other people.
- Perform frequent hand hygiene (with soap and water or alcohol-based hand sanitizer).
 - Key times to perform hand hygiene include
 - Before eating food,
 - After using the toilet,
 - Before and after putting on, touching, or removing cloth face coverings,
 - Before and after work shifts and work breaks,
 - Before and after services to each patron,
 - Before and after handling any shared objects (i.e. books);
 - After handling other people's belongings, and
 - After blowing your nose, coughing, or sneezing.

Employer Considerations to Encourage Employee and Patron Safety

- Employers must provide supplies to allow for frequent hand hygiene (e.g., soap and water or alcohol-based hand sanitizers with at least 60% alcohol) Hand hygiene supplies must be easily accessible (e.g., at entrances, workstations, areas with foot traffic).

- Employers must provide staff with cloth face coverings and personal protective equipment appropriate for work duties.
- Gloves must be worn as indicated per routine job responsibilities and changed between uses.
- Implement leave policies that are flexible and non-punitive, and that allow sick employees to stay home. Leave policies are recommended to account for the following:
 - Employees who report COVID-19 symptoms,
 - Employees who were tested for COVID-19 and test results are pending,
 - Employees who tested positive for COVID-19,
 - Employees who need to stay home with their children if there are school or childcare closures, or to care for a sick family member,
 - Employees who are a close contact of someone who tested positive for COVID-19.
- Learn about and inform your employees about COVID-related leave provided through new federal law, the Families First Coronavirus Response Act (FFCRA) and all applicable District law relating to sick leave.
- Employers must stagger shifts, start times, and break times as much as possible.
- Employers must educate employees about COVID-19. Refer to coronavirus.dc.gov for more information.

Avoid Close Contact and Reduce Touchpoints

- Utilize virtual experiences to promote access to an engagement with arts and cultural offerings.
- The facility must arrange workstations, computer stations, common areas, break rooms and other areas of the facility used by staff to ensure at least 6 feet between people.
- Libraries must install sneeze guards/protective barriers in any areas where it is difficult for employees to remain at least 6 feet from patrons.
- Libraries must provide physical guides, such as tape on sidewalks and signage, to ensure that individuals remain at least 6 feet apart in pickup areas.
- Use visual cues to help prevent congregating.
- Utilize digital platforms for check-out of library materials and payments, as much as possible.

Screening and Monitoring for Symptoms

- Screening (e.g., symptom questionnaires) of employees must be performed daily, prior to entering the facility, over the phone or in person.
 - For **Screening Tool Guidance**, visit coronavirus.dc.gov/healthguidance.
- Facilities must post signage at the entrance(s) to inform staff of screening procedures and to instruct staff not to enter if they feel unwell.
- If an employee develops any symptoms of COVID-19 during the workday, there must be a plan in place for that individual to immediately isolate, notify their supervisor, and leave the building.
- Facilities must maintain a daily record of individuals in the building for at least 30 days when possible to facilitate contact tracing.

Clean and Disinfect

- The facility must have a comprehensive plan for cleaning and disinfecting high touch surface areas (e.g., counters, railings, restroom, etc.) routinely throughout the day.
- If surfaces are visibly dirty, they must be cleaned with detergent or soap and water prior to disinfection.
- At a minimum, frequently touched surfaces must be cleaned and disinfected at the beginning and end of each shift.
- Computers and office machinery (e.g., photocopiers, printers) must be cleaned and disinfected after each use.

- For more information about cleaning and disinfecting public spaces and disinfectants that are effective against the virus that causes COVID-19, visit the CDC website: [cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)

Building Considerations

- Consider making the following improvements to improve building ventilation ([cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)):
 - Increase circulation of outdoor air as much as possible, for example by opening windows and doors.
 - Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).
 - Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
 - Improve central air filtration to the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
 - Increase ventilation rates.
 - Check filters to ensure they are within service life and appropriately installed.
 - Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.
- Consult with a specialist to see what works for your building if activities are indoors, increase circulation of outdoor air as much as possible by opening windows or exterior doors if possible.
- If the building has been closed for an extended period of time, remember to ensure all water systems are safe to use. For more information, see CDC's Guidance for Reopening Buildings after Prolonged Shutdown or Reduced Operation: [cdc.gov/coronavirus/2019-ncov/php/building-water-system.html](https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html).

Establish a Plan for COVID-19 Exposure

- Workplaces must establish a plan in the event that an employee is diagnosed with COVID-19.
- Identify a point of contact at the workplace that an employee can notify if they test positive for COVID-19 and choose to disclose this information.
- If an employee chooses to report to the workplace that they are positive for COVID-19, the workplace must have a notification process to share the following with staff:
 - Education about COVID-19, including the signs and symptoms of COVID-19,
 - Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at [coronavirus.dc.gov](https://www.coronavirus.dc.gov),
 - Information on options for COVID-19 testing in the District of Columbia, available at [coronavirus.dc.gov/testing](https://www.coronavirus.dc.gov/testing).
- Refer to the guidance "First Steps for Non-Healthcare Employers when Employees Test Positive for COVID-19" at [coronavirus.dc.gov/healthguidance](https://www.coronavirus.dc.gov/healthguidance).
 - A close contact is someone who was within 6 feet of a person who tested positive for COVID-19 for at least 15 minutes over a 24-hour period, during that person's infectious period.
 - The infectious period starts two days before symptom onset and typically ends 10 days after symptom onset (or test date for people who do not have symptoms).
- Establishments must notify DC Health when:
 - An employee notifies the establishment they **tested positive for COVID-19** (not before results come back)

AND

 - The person was in the building **during their infectious period**.
- Notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website dchealth.dc.gov/page/covid-19-reporting-requirements:

- Submit a **Non-Healthcare Facility COVID-19 Consult Form**.
- An investigator from DC Health will follow-up within 48 hours to all appropriately submitted notifications. Please note this time may increase as cases of COVID-19 increase in the District.

The guidelines above will continue to be updated as the outbreak evolves. Please visit coronavirus.dc.gov regularly for the most current information.