

## **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](https://coronavirus.dc.gov/phasetwo).

Please note that any individual experiencing symptoms of COVID-19 or who is required to isolate or quarantine due to COVID-19 diagnosis or exposure<sup>1</sup> 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.

### **General Information**

#### **Museums:**

- **UPDATE:** Beginning May 1, 2021, museums may be open with increased indoor capacity of 50% (up from 25%) of rated capacity for the entire facility, with no numerical caps.
- There may be no more than 25% of a given room's rated capacity in that room (e.g., auditorium, self-contained exhibit hall) at any time. All persons must maintain social distancing from other household groups.
- **UPDATE:** Beginning May 1, 2021, museums may allow indoor guided tours with groups of 25 persons (up from 10 persons), not including the docent or tour guide, all of whom must be masked and socially distanced. If the group size is over 10 persons, the docent must employ an amplification guide to avoid shouting.
- Outdoor tours are limited to groups of no more than fifty (50) persons, not including the docent or tour guide, all of whom must be masked and socially distanced.
- Communication must be over headsets or an amplifier.
  - However, no headset or amplifier is required if persons are masked, socially distanced, outdoors, and in groups of 10 persons or fewer.

#### **Libraries:**

- **UPDATE:** Beginning May 1, 2021, libraries may increase their capacity from 25% to 50% of the capacity specified on their Certificate of Occupancy, with no numerical caps. This limit shall be applied to the building as a whole, as well as individually to all rooms within the library.

### **Employees and Patrons Must Practice Everyday Prevention Measures**

- **Get the COVID-19 vaccine.** Find out more at [coronavirus.dc.gov/vaccine](https://coronavirus.dc.gov/vaccine).
- **Stay at home if you feel unwell** or were recently exposed to someone with COVID-19<sup>1</sup>.
- **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.
  - Masks are most effective if they fit snugly to the face and have 2-3 layers of tightly woven fabric.
  - Masks are not required for children younger than 2.
  - For more information about mask wearing, see *Masks and Cloth Face*

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<sup>1</sup> For more information, including information about quarantine and testing exemptions, please see *Guidance for Quarantine after COVID-19 Exposure* at [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance)

Coverings for the General Public at [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance).

- 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**

### **Employee Considerations**

- 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 or masks 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 due to symptoms, exposure, or travel and test results are pending,
  - Employees who are isolating due testing positive for COVID-19;
  - Employees who need to quarantine due to close contact to someone who tested positive for COVID-19<sup>2</sup>;
  - Employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- Encourage and support staff to get the COVID-19 vaccine by providing leave options to get the vaccine and if they experience common side effects.
- 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 should consider staggering staff shifts, start times, and break times to support social distancing between staff.
- Employers must educate employees about COVID-19. Refer to [coronavirus.dc.gov](https://coronavirus.dc.gov) for more information.

### **Operational Considerations**

- Employers must communicate COVID-19 policies to staff and patrons.
- Display signage throughout the theater reinforcing social distancing, mask wearing, and hand hygiene policies.
- Provide readily-accessible hand sanitizer throughout the facility (e.g., at entrances, lobbies, ticket booths, in auditoriums, employee workstations, break areas, food service areas).

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<sup>2</sup> For more information, including information about quarantine and testing exemptions, please see *Guidance for Quarantine after COVID-19 Exposure* at [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance)

- Consider providing disposable facemasks to patrons if they need one, supplies permitting.
- Restaurants, cafés, and other dining facilities located in museums and the National Zoo must follow DC Health *Guidance for Restaurants* at [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance).
  - Restaurant guidance must also be followed if the facility hosts any seated receptions. Standing receptions are prohibited.
- Facilities that host outside events (i.e. meetings, galas) must follow DC Health *Guidance for Multipurpose Event Spaces* at [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance).

### **Avoid Close Contact and Reduce Touchpoints**

- Minimize face-to-face passing. If possible, have guides to allow one-way flow of patrons.
- Utilize virtual experiences to promote access to and 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 and museums must install sneeze guards/protective barriers in any areas where it is difficult for employees to remain at least 6 feet from patrons.
- Use visual cues to help prevent congregating.
- Monitor areas prone to congregation (e.g., common areas, restrooms, employee breakrooms) to ensure face mask and social distancing requirements are met.
- Libraries must provide physical guides, such as tape on sidewalks and signage, to help individuals stay at least 6 feet apart in pickup areas.
- 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](https://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 (staff and patrons) in the building for at least 30 days when possible to facilitate contact tracing. Information collected must include name, date and time of visit, phone number, and email (if available). This information must be provided within 24 hours if requested by DC Health if a case of COVID-19 occurs at your establishment, in order to assist with contact tracing.

### **Clean and Disinfect**

- Facilities must develop a comprehensive plan for increased routine cleaning (and disinfection as needed) of common spaces and frequently touched surfaces within the facility (e.g., countertops, workstations, computers, cash registers, handrails, door handles, light switches).
  - Ensure that any other group that uses the facility follows this cleaning protocol.
- Cleaning procedures throughout the facility must be developed in advance of opening and shared with staff. Management must properly train staff on cleaning procedures and monitor cleaning schedules to ensure compliance.
- If the facility has been closed, it must be thoroughly cleaned prior to re-opening.
- Event spaces must be thoroughly cleaned between events.
- Frequently touched surfaces should be cleaned at least daily.

- Clean any shared objects frequently, based on level of use.
- Restrooms must be cleaned and disinfected at least every 4 hours when in use, with special attention to high-touch surfaces (such as faucets, toilets, stall doors, door handles, countertops, diaper changing tables, and light switches). Restrooms should be appropriately marked and monitored to ensure social distancing guidelines are followed (please note neighboring stalls may be used). Provide an adequate supply of soap and paper towels at all times.
- Use disposable gloves when handling trash bags. Once done handling trash, dispose of gloves in a lined trash can. Do not reuse gloves. Perform hand hygiene after removing gloves.
- Follow manufacturer's instructions for cleaning sensitive electronic equipment (e.g., headphones, assisted listening devices).
- **For comprehensive guidance on cleaning and disinfection**, please see the following DC Health guidances at [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance):
  - *Guidance on Cleaning and Disinfection for Community Facilities with Suspected or Confirmed COVID-19*
  - *Guidance on Routine Cleaning and Disinfection for Community Facilities*

### Building Considerations

- Consider making the following improvements to improve building ventilation ([cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://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. Use fans to increase the effectiveness of open windows.
    - 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.
  - Decrease occupancy of spaces with poor ventilation.
  - Improve central air filtration to the highest level compatible with the filter rack, and seal edges of the filter to limit bypass.
  - Check filters to ensure they are within service life and appropriately installed.
  - Turn off any demand-controlled ventilation (DCV) controls that reduce air supply based on occupancy or temperature during occupied hours.
  - Consider portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher risk areas).
  - 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 the building was closed for an extended period of time, 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://cdc.gov/coronavirus/2019-ncov/php/building-water-system.html).

### Establish a Plan for COVID-19 Exposure

- Establish a plan in the event an employee is diagnosed with COVID-19.
- Identify a point of contact at the establishment that an employee can notify if they test positive for COVID-19 and choose to disclose this information.
- If an individual develops any of the symptoms above during the workday, there must be a plan in place for that individual to immediately isolate, notify their supervisor, and leave the establishment.
- If an employee chooses to report to the establishment that they are positive for

COVID-19, the establishment 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://coronavirus.dc.gov).
  - Information on options for COVID-19 testing in the District of Columbia, available at [coronavirus.dc.gov/testing](https://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://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 who frequently interacts with customers 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](https://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](https://coronavirus.dc.gov) regularly for the most current information.