



CHECKLIST FOR MUSEUMS AND LIBRARIES

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Museums and libraries may operate up to 25% of the total listed occupancy, and must close any components of the museum or library that have interactive functions or exhibits, including child play areas. Local public museums and libraries may operate only if permitted by the local government. Employees and contractors of the museum or library are not counted towards the 25% occupancy limitation

The following are the minimum recommended health protocols for all museums and libraries choosing to operate in Texas. Museums and libraries may adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all employees, contractors, volunteers, and customers.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Museums and libraries should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization. Museums and libraries should also be mindful of federal and state employment and disability laws, workplace safety standards, and accessibility standards to address the needs of both workers and customers.

Health protocols for serving your customers:

- Museums and libraries are encouraged to utilize remote ticketing options to help manage capacity limitations.
- For museums and libraries providing food service to visitors:
 - Do not leave condiments, silverware, flatware, glassware, or other traditional table top items on an unoccupied table.
 - Provide condiments only upon request, and in single use (non-reusable) portions.
 - Clean and disinfect the area used for dining (table, etc.) after each group of customers depart the museum/library.
 - Use disposable menus (new for each patron).
 - Have wait staff sanitize or wash hands between interactions with customers.
- Museums and libraries with counter food service for visitors:
 - Provide condiments or flatware only in single use, individually-wrapped items, and provide condiments only upon request.



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- Have employees, volunteers, and contractors follow proper food-handling protocols.
- Disinfect any items that come into contact with customers.
- Contactless payment is encouraged. Where not available, contact should be minimized.

Health protocols for your employees, contractors, and volunteers:

- Train all employees, contractors, and volunteers on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees, contractors, and volunteers before coming into the museum or library:
 - Send home any employee, contractor, or volunteer who has any of the following new or worsening signs or symptoms of possible COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19
- Do not allow employees, contractors, or volunteers with new or worsening signs or symptoms listed above to return to work until:
 - In the case of an employee, contractor, or volunteer who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has *improvement* in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed *since symptoms first appeared*; or
 - In the case of an employee, contractor, or volunteer who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same three-step criteria listed above; or
 - If the employee, contractor, or volunteer has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Do not allow an employee, contractor, or volunteer with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14 day self-quarantine



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period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers).

- Have employees, contractors, and volunteers wash or sanitize their hands upon entering the museum or library, and between interactions with visitors.
- Have employees, contractors, and volunteers maintain at least 6 feet separation from other individuals. If such distancing is not feasible, measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced
- If the museum or library provides a meal for employees, contractors, and/or volunteers, the museum or library is recommended to have the meal individually packed for each individual.
- Consistent with the actions taken by many businesses across the state, consider having all employees, contractors, and volunteers wear cloth face coverings (over the nose and mouth). If available, employees, contractors, and volunteers should consider wearing non-medical grade face masks.

Health protocols for your facilities:

- Block off items of the facility that are frequently touched, such as tabletops and countertops, to prevent the spreading of germs between parties.
- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, handrails, and restrooms.
- Disinfect any items that come into contact with visitors.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and visitors.
- Place readily visible signage at the facility to remind everyone of best hygiene practices.
- For facilities with more than 10 employees, contractors, and/or volunteers present at one time, consider having an individual wholly or partially dedicated to ensuring the health protocols adopted by the facility are being successfully implemented and followed.