



## SITE Santa Fe COVID-Safe Practices

### ***What SITE Santa Fe is doing in response to COVID-19***

SITE Santa Fe (“SITE”) looks forward to welcoming the public back to the museum. In order to do so, SITE formed a Task Force to develop a ReOpening Plan with health and safety as its highest priority. SITE developed policies and procedures that adhere to all CDC and OSHA guidelines as well as orders and recommendations from federal, state and local governments and New Mexico health officials. The Task Force has treated these recommended guidelines as a minimum standard for safety and, where practical, has implemented measures beyond the requirements in order to bring people back to SITE again in the safest manner possible.

SITE’s ReOpening Plan has four Phases and considers the impact on employees, the general public, and outside contractors. The plan addresses day-to-day operations by employees in the building, interactions with visitors, gallery spaces, public programming, and other museum business. Detailed instructions concerning day-to-day operations and procedures have been distributed to all SITE employees.

### **MUSEUM**

- **Reduced schedule.** SITE open hours have been reduced.
- **Limited Capacity.** SITE is limiting the total number of people in the building and in specific spaces (i.e., restrooms, small galleries and conference rooms) in accordance with current state regulations.
- **Timed Entry.** SITE is requiring timed entry for ticket purchases/reservations.
- **Contact Tracing.** SITE is gathering contact tracing information upon ticket purchase/reservation or any other visits by recording the name, email or phone number of each visitor/guest.
- **Tours, Public Programs, and Events.** Group gatherings have been postponed indefinitely.
- **Visitor Code of Conduct.** SITE has developed a [Visitor Code of Conduct](#) which outlines the expectations for all visitors while at SITE.

- **Face Coverings.** Physical respiratory protection such as a cloth face mask is required to be worn by employees and visitors at all times in public spaces. In order to ensure maximum compliance, signage regarding face covering is posted at the museum entrance.
- **Social Distancing.** Visitors are expected to follow social distancing guidelines and to leave at least *six feet (about two meters)* to the person closest to them. These guidelines will also apply while waiting in line at the ticket counter or for the restroom.
- **Hand Sanitizing Stations.** Stations with sanitizer containing at least 60% ethanol or 70% isopropanol are provided at all points of ingress and other well-marked and illuminated locations throughout the venue. These stations allow no-touch activation wherever possible. SITE staff regularly confirms there are adequate supplies.
- **Signage, decals, and stanchions.** SITE has clear and direct signage throughout the museum that reinforces museum policies and reminds visitors of hygiene protocols.
- **Video.** SITE shows video on the Lobby screen to introduce visitors to the new guidelines before they reach the front desk.
- **Website.** Information about what to expect when visiting SITE after the reopening can be found on the website.

## CAFE AND STORE

- **Counter Service.** The number of Visitor Service or Retail staff working behind the desk is limited consistent with social distancing. Staff members place food and beverages on the counter rather than handing purchases directly to patrons.
- **Partitions/Shields.** Clear plastic partitions/shields are installed at registers to protect visitors and staff members.
- **Point of Sale Terminals.** POS terminals are assigned to one worker and are sanitized between each user and before and after each shift.
- **Gloves.** Workers who handle money or food must wear gloves
- **Queuing.** Floor decals are positioned to encourage social distancing throughout the Lobby and the store.
- **Touchless.** Customers are encouraged not to touch items for sale.
- **Final Sale.** No returns or exchanges. All sales are final

## EMPLOYEES

- **Social Distance.** Employees are required to follow social distancing

guidelines and to leave at least six feet (about two meters) to the person closest to them. Where a task cannot be accomplished working alone, employees limit their exposure by forming a “work team” in which people routinely work together, but they keep their distance from everyone else.

- **Hand Washing.** Employees are required to wash their hands frequently. As a backup, employees use sanitizer containing at least 60% ethanol or 70% isopropanol when a sink is not available. Employees are also advised to wash their hands at the beginning and end of each shift and break, after using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking.
- **Temperature Screening.** Employees are required to take their temperature and to certify their wellness every day they come into the facilities. Anyone displaying a temperature over 100.4 F (38.0 C) is not allowed into the building.
- **Touching Your Face.** Employees are advised to avoid touching their eyes, nose, and mouth. Microphones, headphones, and other personal equipment is not shared, and is sanitized before and after each use.
- **Cough and Sneeze Etiquette.** Employees are required to cover their cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough handwashing.
- **Face Coverings.** Physical respiratory protection such as a cloth face covering is required to be worn by employees at all times in public spaces.
- **Practices for Sick Employees.** Employees are required to follow SITE’s ReOpening Plan’s protocol and procedure if they fall ill and are eligible for sick leave under the Families First Coronavirus Response Act.

## **CLEANING AND SANITIZING THE BUILDING**

- **Cleaning and Disinfecting.** SITE removes dirt and impurities from surfaces and objects using CDC approved products and materials effective against COVID-19.
- **List of approved products.**
  - CLOROX - Disinfecting Wipes EPA Reg. No. 5813-79
  - CUI Solutions - Surface TB EPA Reg. No. 1839-83
- **Frequency.** In addition to services by a professional cleaning company, SITE sanitizes high-touch areas every two hours or on an alternate timeline based on the surface or object and how it is used, applying guidance from local health authorities.
- **Sanitizing High-Touch Areas.** SITE will regularly disinfect the following high-touch areas:

- **Public Areas** (Lobby, hallways, and food service areas): Door handles, handrails, push plates; elevator buttons – inside and out; reception desk and ticket counter: tables and chairs; water fountains, trash receptacle touch points
- **Restrooms:** Door handles and push plates; sink faucets and counters, and toilet handles; stall door handles and locks; soap dispensers and towel dispenser handles; trash receptacle touch points
- **Employee-Only Areas** (Administrative offices, SITE Guide Lounge, Staff Kitchen, Shop, Behind the Front Desk): Door handles and push plates; light switches, telephones, Point of Sale terminals, and other keypads; water coolers; shared copy machine and printer; staff microwave and refrigerator handles;
- **Galleries:** Door handles and push plates; plexiglass cases; seating areas
- **Documentation.** SITE keeps documentation of all health and safety practices, and ensures that they are followed at the correct intervals. The Facilities Manager ensures that cleaning logs are carefully entered and preserved for reference.