

Museum, Aquarium, Zoo Health and Safety Plan

Plan Submission Date: _____ Tier: _____

Business Name: _____

Address: _____

Contact Name: _____ Phone/Email: _____

Permanent URL: _____

Section 1: Evaluating and Documenting Maximum Capacity

Planned capacity should be consistent with the limits shown in the [Business Capacities and Activities Table \(BCAT\)](#). When establishing your planned capacity, you should evaluate how many square feet per person would be available. Consider whether this is consistent with [U.S. Fire Agency guidance](#).

Please provide your building capacity below:

Facility sq. footage	Maximum capacity	50% Capacity Limit (guests and staff)	25% Capacity Limit (guests and staff)
SME Staff Notes:			

How will you monitor and ensure you do not go over the allowed capacity? (e.g. scheduled entry times or limiting visitor length of stay)

The proposed capacity must provide for enough space to allow social distancing (i.e., at least six feet of physical distance between individuals at all times). Note considerations below for the capacity of individual spaces or galleries and provide a means to ensure that the capacity is not exceeded.

Section 2 - Signage Requirements

When drafting this section of the plan, you should review the signage available on the City's website here: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

Be sure to post a copy of your Social Distancing Protocol at each public entrance to the facility.

Identify the best places to post signage that maximize patrons' and personnel's exposure to messaging. Think about all entrances to the facility, areas where people queue, common passageways, bathrooms,

elevators and such when making your plan for signage.

Please check all that apply:

Description	Do you have this on-site?	If yes, how many?	Social distancing and mask requirements posted	Posted signs in multiple languages
Elevator	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Stairways	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Public Entrances	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Queuing Areas	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Transaction counters	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Restrooms	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Shared office areas and equipment	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Break rooms	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes: Describe additional areas:				

Section 3: Ensure Personnel and Patrons wear face coverings at all times, unless specifically exempted

Please check all that apply

Offer free face coverings	Social distancing and mask requirements placed on website	Social distancing and mask requirements posted in multiple languages?	Do you confirm to have reviewed, and would notify personnel and patrons of mask requirements?	Modified duties for exempt personnel
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:				

(If your response discusses internal disciplinary or HR procedures, those procedures may be addressed in a confidential addendum to the plan that is submitted to SFDPH, but not made available to the public.)

Section 4: Ticketing Booths and Payment Systems

Describe how your ticketing booths will protect the personnel working at them and patrons visiting as well as how you will use these systems to ensure you remain at the capacity you discussed above.

Please check all that apply

Online payment	On-site payment	Contactless payment system	Hand sanitizer available	Health and Safety requirements posted in multiple languages	Install Plexiglas at ticket counter between patrons and personnel
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:					

Section 5: Personnel Safety Precautions

In this section, discuss the regulations you are implementing to protect your personnel. You should also indicate that a copy of this health and safety plan will be provided to each member of your personnel.

Please check all that apply

Health and Safety requirements posted in common areas	Provide mask and additional cleaning supplies on-site	Contactless payment systems available	Hand sanitizer and soap available	Personnel can maintain social distancing	Manage shared spaces and equipment
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Staff Protection

Please Describe Where Staff May NOT be able to “social distance” (keep 6 feet away) from patrons, visitors, or coworkers, and what protective measures will be taken:

Location and/or Activity	Protective Measures
SME Staff Notes:	

Section 6: HVAC Systems (Ventilation Worksheet)

Increasing air flow is important to increasing safety in indoor spaces. All Indoor Museums must comply with Section 4.i of the Stay-Safer-At-Home Order by reviewing SFDPH’s guidance for improved

ventilation available at: <https://www.sfdcdp.org/COVID-ventilation>. Check which of the following elements of the ventilation guidance you will implement:

1. How is ventilation provided in facility (check all applicable)?
 - ☐ a) windows
 - ☐ b) individual ventilation systems (*serves only one room or area*)
 - ☐ c) building ventilation system (*serves multiple entire facility or large section*)
2. For rooms with windows, please describe how “flow through” ventilation is achieved:

3. For rooms with mechanical ventilation (*1b & 1c above*) can the fans be run continuously or are they controlled by a thermostat or building control system?
 - ☐ continuous
 - ☐ controlled
4. For rooms with mechanical ventilation (*1b & 1c above*) is air recirculated?
 - ☐ no
 - ☐ yes
5. For rooms with ventilation systems which recirculate air (*i.e. yes answer on #4*), please describe the filters (*MERV ratings, etc.*) the recirculated air is run thorough:

6. Please describe all changes made in response to COVID-19 to improve ventilation, maximizing fresh air and reducing recirculated air.

7. Are you planning to use any kind of portable air filters?
 - ☐ no
 - ☐ yes, describe: _____

Provide additional description of the building ventilation and relevant details about elements you are implementing to ensure optimal air flow.

8. SME Notes

Section 7: Food and Beverage concessions

Dining may be allowed by the [Stay Safer at Home Health Order C19-07](#) and in compliance with [Health Officer Directive 2020-16](#), as each may be amended from time to time.

Please check all that apply

Indoor dining	Outdoor dining	Food allowed	Beverages allowed	Health and Safety requirements posted	Safety signs posted in multiple languages
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:					

In the space below, highlight how you will meet requirements. Don't forget to think about how the goods will be sold, where they will be consumed, and how you will ensure people are seated while consuming the food or beverages.

If you are considering food or beverage concessions, note the indoor and outdoor capacities for dining and briefly describe how they are calculated.

Section 8: Retail

When outlining your plans for your retail space, keep in mind that you will need to meet the requirements in [Health Officer Directive 2020-17](#) regarding indoor retail. Consider removing shopping baskets or create a cleaning protocol ensuring they are sterilized between each use.

Please check all that apply

Hand sanitizer available	Customer can touch merchandise	Contactless payment system	Social distancing requirements posted	Health and Safety signs posted in multiple languages
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:				

Consider how you will reduce instances of touching items, protect cashiers from getting too close to customers and describe any space redesign to ensure social distancing can be maintained by patrons while shopping.

Section 9: Social Distancing in Elevator, Escalators and Stairways

Describe or detail additional policies applicable to elevators, escalators and stairs serving as access to, from and within the facility.

Please check all that apply

Have on site: <input type="checkbox"/> Elevator <input type="checkbox"/> Stairways <input type="checkbox"/> Escalator				
Limit capacity in elevators	Encourage personnel to use stairways where visible	Hand sanitizer is available	Face covering requirements posted	Health and Safety signs posted in multiple languages
<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:				

Section 10: Monitoring and Limiting Patrons to Ensure Physical Distancing between members of Different Households attendant

For this section, outline what interventions you will be making in the parts of your facility where crowding can typically occur. Options include signage, ropes and stanchions, floor markings and metering attendance for specific portions of your facility

Please check all that apply

Social distancing and mask requirements posted	Floor markings, ropes & stanchions	Services staff/security guard on-site	Health and Safety requirements posted	Safety signs posted in multiple languages
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:				

Section 11: Path of Travel through the Establishment and Wayfinding Signage

Implement a clear and consistent wayfinding program, including floor markings and iconographic signage. Place signs or markings on the floors to outline physical distancing guidelines. As much as possible, establish one-way path of travel through the facility to facilitate distancing. Stairwells and narrow passageways should be designated for one-way (up or down) movement if possible.

Please check all that apply

Social distancing requirements posted	Floor markings and place signs	Establish one-way path of travel	Health and Safety requirements posted	Safety Signs posted in multiple languages
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:				

Section 12: Plans for Preventing Patrons from Gathering in a Space

Patrons should be kept moving through the exhibition spaces and the facility at all times. In this section, describe how you will achieve this.

Please check all that apply

Social distancing and mask requirements posted	Floor markings, and other visual cues	Services staff/security guard on-site	Health and Safety requirements posted	Safety signs posted in multiple languages
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:				

Common area gathering places such as meeting rooms and lounge areas must remain closed. List below the areas of your facility which will remain closed to the public.

Section 13: Sanitation for Restrooms (Cleaning & Disinfection Worksheet)

Discuss how you will ensure that public and employee restrooms will be frequently and thoroughly cleaned, and fully stocked with soap and hand towels throughout the day. Identify what cleaning and disinfection products will be used and how they will be applied.

Shared Surfaces:

Description	Frequency Cleaned	Who Will Clean	Cleaning Products	Cleaning Methods Used
<i>Type of surface</i>	<i>Hourly, twice a day, daily, etc.</i>	<i>Custodian, Staff, etc.</i>	<i>Type</i>	<i>Prepackaged wipes, spray bottle and towels, foggers, etc.</i>
Restroom				
Hand Rails				
Chairs & Seating				
Door Knobs				

Cleaning/Disinfection Products:

	Product Name	Product Mfg.	EPA Registration #	Active Ingredient(s)	Signal Word	Application Method
			<i>See bottom of back label "EPA Reg No #####-##"</i>		<i>"Danger", "Warning" or "Caution" on front of label</i>	<i>Spray bottle & paper towel wipe, prewetted towels, foggers, etc.</i>
1.						
2.						
3.						
4.						

SME Staff Notes:

If applicable, explain what measures you will take to ensure adequate ventilation is maintained in restrooms.

Section 14: Tours and Audio Self-Tour Equipment

Guided and self-guided tours are allowed subject to maintenance of social distancing, masking and cleaning requirements, as applicable.

Please check all that apply

Audio self-tour available	Content available for download	Social distance can be maintained	Hand sanitizer available	Health and Safety requirements posted	Safety signs posted in multiple languages
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
SME Staff Notes:					

Discuss how you will safely facilitate the rental, and cleaning of audio equipment.

Section 15: Sanitation for High-Touch Surfaces and Areas

Identify high touch surfaces and establish a frequency of cleaning. Identify what cleaning and disinfection products will be used as well as how and by whom they will be applied.

Please check all that apply

Shared office surfaces and equipment	Door handles/railings/hard surfaces	Wiped and cleaned surfaces frequently	Hand sanitizer and cleaning supplies available	Health and Safety requirements posted
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Cleaning/Disinfection Products:

Description	Frequency Cleaned	Who Will Clean	Cleaning Products	Cleaning Methods Used
<i>Type</i>	<i>Hourly, twice a day, daily, etc.</i>	<i>e.g. Custodian, Staff, Volunteer</i>	<i>Type</i>	<i>Prepackaged wipes, spray bottle and towels, foggers, etc.</i>
SME Staff Notes:				

Section 16: Interactive Exhibits

Please check all that apply

Interactive Exhibits Available	Interactive Displays and Controls	Modified Interactive Exhibits	Hand Sanitizer Available	Health and Safety Requirements Posted	Safety Signs Posted in Multiple Languages
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Interactive Displays & Controls

Description	Frequency Cleaned	Who Will Clean	Cleaning Products	Cleaning Methods Used
<i>Type</i>	<i>e.g. Hourly, twice a day, daily</i>	<i>e.g. Custodian, Staff, Volunteer</i>	<i>Type</i>	<i>e.g. Prepackaged wipes, spray bottle and towels, foggers</i>

Explain any modifications to interactive exhibits such as methods to ensure patrons maintain social distances and description of cleaning plan for the touch surfaces.

SME Staff Notes:

Section 17: Office Space

All Personnel are encouraged to remain home and telework. Personnel whose responsibilities are essential to the operations of the museum/aquarium/zoo, and cannot be done remotely (e.g. art handlers, security) may work in offices. Everyone else must continue to work remotely. The Workplace Safety Monitor must designate which staff are permitted to work onsite based on this criteria.

Please check all that apply

Telecommute available	Staff/Safety monitor on-site	Personnel follows social distancing protocols	Hand sanitizer available	Health and Safety requirements posted	Safety signs posted in multiple languages
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

What measures will be put in place to decrease the risk of virus transmission for on-site personnel?

Address all relevant provisions of [Health Officer Directive No. 2020-18](#) regarding offices. (To the extent this response includes a discussion of internal operations concerning staffing levels and schedules, it may be addressed in a confidential addendum to the plan that is submitted to SFDPH, but not made available to the public.)

SME Staff Notes:

Food Service (Environmental Health) Elements Go Here

Coordinator Use Only:

- ☐ (1) Met Requirements
- ☐ (2) Some Met/Need Info
- ☐ (3) Not adequate