



PLAN TEMPLATE FOR INDOOR MUSEUMS, ZOOS AND AQUARIUMS

To open to the public under the current COVID-19 pandemic in furtherance of the requirements of the Stay-Safer-at-Home Order No. C19-07i, indoor museums (including art galleries), zoos and aquariums in San Francisco must comply with the following health and safety requirements and conditions:

Plan Requirement:

- Each indoor museum, zoo or aquarium must submit a proposed Health and Safety Plan to the San Francisco Department of Public Health (SFDPH) at healthplan@sfcityattty.org. The facility may not open until it submits the plan to SFDPH and makes the plan available to the public on its website on a permanent URL and at its facility. The URL at which the plan will be posted must be provided to SFDPH.

This document is designed to support indoor museums, zoos and aquariums in developing a plan for submittal. A template for the plan follows this overview of health and safety requirements. The following resources may also be helpful in completing a re-opening plan.

- California Department of Public Health Industry Guidance for Museums, Galleries, Zoos, and Aquariums (<https://files.covid19.ca.gov/pdf/guidance-zoos-museums.pdf>)
- The American Alliance of Museums Preparing to reopen resources (<https://www.aam-us.org/programs/about-museums/preparing-to-reopen/>)

The minimum requirements listed below should be considered and reflected in the proposed Health and Safety Plan.

Guest Experience:

- The facility—and discrete galleries and rooms within the facility—must remain below 25% maximum capacity. Both Personnel and patrons count towards the maximum capacity.
- Personnel and patrons must wear face coverings at all times, unless they are specifically exempted from the face covering requirements in the Face Covering Order (Health Officer Order No. C19-12c, issued on July 22, 2020), as that order may be amended from time to time.
- The establishment must review, post, and implement all applicable provisions of the Social Distancing Protocol, including the requirement to advise patrons not to enter the facility if they have symptoms of COVID-19 or, in the past 14 days, have been diagnosed with COVID-19 or been in close contact with a person who has been diagnosed with COVID-19. The Social Distancing Protocol is available at <http://www.sfdph.org/healthorders>. The plan described in this document is in addition to the Social Distancing Protocol.
- The establishment must post signage regarding the following throughout facility, including, but not limited to, in elevators:
 - Social Distancing Requirements (maintain at least six feet of distance);
 - Face Coverings;
 - Importance of handwashing/sanitizing;
 - Capacity limits for entire facility, and each discrete gallery/room as appropriate;
 - Risks of transmission (including asymptomatic transmission and increased risks due to prolonged exposure within an enclosed space); and
 - Reminder for patrons to circulate through the facility and not gather or linger in one area.



Sample signage is available on the City's website at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

- To ensure steady movement of patrons through the exhibition space and prevent patrons from gathering together for a sustained period:
 - Group reservations or group visits with members of different households are not allowed, unless part of an out-of-school time (OST) program (for information on OST Programs, see <https://www.sfdph.org/dph/alerts/files/Directive-2020-21-Out-of-School-Time-Programs.pdf>);
 - Guided tours are not allowed;
 - Events, classes, and other gatherings are not permitted indoors;
 - Common area gathering places such as meeting rooms and lounge areas must remain closed;
 - Auditoriums must remain closed;
 - The establishment must monitor and limit patrons to ensure physical distancing between members of different households; and
 - In facilities with multiple rooms, the establishment must establish measures to indicate paths of travel through the establishment, encourage steady movement through the facility, and post wayfinding signage.
- Although cash payments must be permitted, touchless payment should be encouraged and where social distancing of at least six feet is not possible at ticketing booths or other points of contact, use of an impermeable barrier between Personnel and patrons is required.
- Public and employee restrooms must be cleaned frequently, and external doors and windows should be left open whenever possible to increase ventilation.
- Audio self-tour equipment may be used, as long as it can be effectively cleaned and disinfected between each use.
- Coat/personal property check services must remain suspended.
- High-touch surfaces and areas must be cleaned and disinfected regularly in compliance with CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.
- Close water fountains; bottle filling stations may remain open subject to frequent cleaning and disinfection.
- Event rentals must remain closed until further notice.
- Interactive exhibits that cannot be modified to remove touching must be closed.
- Patrons may not consume food or beverages indoors. If food or beverages are sold for outdoor consumption, then Health Officer Directive No. 2020-16b regarding outdoor dining (available at <http://www.sfdph.org/directives>) must be followed.
- If goods or merchandise are sold on site (e.g., gift shops), then Health Officer Directive No. 17 (available at <http://www.sfdph.org/directives>) regarding indoor retail must be followed.

Building Infrastructure Requirements:

- The establishment must flush out stagnant water under San Francisco PUC guidance for flushing and preparing water systems at <https://sfwater.org/index.aspx?page=1327>.
- The establishment must meet or exceed applicable building code requirements for fresh-air ventilation for each space where patrons or Personnel are present. As set forth in more detail



below, the establishment must also provide information to the Department of Public Health about the building's ventilation, either mechanical (HVAC) and/or natural (windows and doors).

Personnel Safety Precautions:

- The establishment must designate a Worksite Safety Monitor (including in the plan submitted to SFDPH), who must be ready to assist SFDPH with any contact tracing.
- Personnel must be trained for use of Personal Protective Equipment (PPE). Specifically, the establishment must:
 - Perform Hazard Assessment to Safety to determine the necessary PPE and safety supplies required for Personnel.
 - Supply PPE to employees based on department needs, job responsibilities, and the level of risk to exposure.
 - Provide training to Personnel on the use of PPE. In most circumstances, glove wearing is not recommended by OSHA and the CDC.
- The establishment must screen Personnel each day before they come into the facility, as outlined in Section 2 of the [Social Distancing Protocol](#).
- All Personnel who can work remotely must continue to do so. Only personnel who cannot work remotely, and who must be onsite to facilitate allowed operations, may work in the facility. In office space where such Personnel are working, the establishment must comply with all relevant provisions of Section 1 of the Appendix A to [Health Officer Directive No. 2020-18](#) regarding office facilities.

NOTE: Additional details on health and safety requirements for indoor museums, aquariums, and zoos will be set forth in Health Officer Directive No. 32. The Directive will be complementary to the list of requirements provided here and will provide further details and clarity. Facilities that have already opened will have a two-week grace period to come into compliance with any newly-articulated conditions.

Museum, Aquarium, Zoo Health and Safety Plan

Business name: SOMArts, 934 Brannan St, San Francisco, CA 94103

Address: 934 Brannan St, San Francisco, CA 94103

The following person at this business may be contacted with any questions or comments about this plan

Name: Alexander Lukas Phone number: (415) 992-6023 Email: alex@somarts.org

Worksite Safety Plan Monitor contact information:

Name: Alexander Lukas Phone number: (415) 992-6023 Email: alex@somarts.org

Permanent URL for Health and Safety Plan: http://somarts.org/somarts_hsp

Please explain the steps being taken to address each of the sections below.

Section 1 - Evaluating and documenting maximum capacity

Facility square footage: 26190 sq ft

Maximum capacity: 1043 people (guests and staff) Typical capacity: 300+ people (guests and staff)

Planned capacity: 25 people (guests and staff)

Planned capacity should be 25% or less of maximum capacity). 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](#).

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

Entry will be scheduled at timed intervals. Staff will maintain intake metering and enforce distancing, capacity, and other safety protocols. All on-site staffing positions will maintain active communication re: guest management. SOMArts will be admitting guests at a cap of less than 5% capacity instead of the allowed 25% (maximum 20 persons per gallery space).

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.

SOMArts has two primary exhibition spaces, internally defined as the 'Main Gallery' and 'Bay Gallery'. The 'Main Gallery' has a capacity defined by the SFFD as 450 persons; the 'Bay Gallery' a capacity 689 persons. The capacity for the facility may not exceed 1043 persons regardless of cumulative individual capacity per room / space. We intend to operate under 5% capacity per exhibition space. The two exhibition spaces are rarely simultaneously active, but in the event that they are used concurrently docents and other strategically placed staffpersons will regulate flow and access between spaces.

Museum, Aquarium, Zoo Health and Safety Plan

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>

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.

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

of public entrances: 1 # of queuing areas: 1

of bathrooms: 6 # of elevators: 0

Outline where you will hang or place signage. Be mindful of targeting signs for your patrons as well as your Personnel, and include signage in multiple languages.

Signage clusters will be placed at guest check-in / intake, at entryway to each exhibition space, and outside of public restrooms. Limited targeted signage will be placed strategically throughout the space as needed depending on context, e.g.: handwashing and restroom usage protocol signage placed within the restrooms themselves; distancing, mask requirement, and queuing protocol signage placed at intake and restroom queuing areas; mounted and freestanding distancing and mask requirement signage placed in exhibition spaces; protocol signage on exterior sandwich boards; required signage in non-public offices and workspaces.

Section 3 - Ensuring Personnel and patrons wear face coverings at all times, unless specifically exempted

In responding to this section, outline how you will ensure that Personnel and patrons will be made aware of this requirement as well as how you will enforce this requirement.

- Confirm that you have reviewed and will implement the Face Covering Order for all Personnel and patrons.
- Personnel:
 - Confirm that you have notified Personnel of this requirement
 - Confirm that you have provided Personnel with face coverings. Options you may want to consider include:
 - Providing all Personnel with multiple reusable face coverings and instructions to launder daily
 - Providing Personnel with face coverings each time they report to work

(Although the establishment must provide face coverings to Personnel, Personnel may choose to wear their own face covering)

- Outline how you will address Personnel that come to work without a face covering. Options you may want to consider include:
 - Providing a face covering if they have forgotten theirs;
 - Sending them home if they refuse to wear a face covering (unless exempted from the requirement; and
 - For Personnel who are exempted from wearing face coverings, consider requests for modified duties for their contact with customers and other Personnel.

(To the extent this response includes a discussion of 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.)

- Vendors:
 - Clarify to vendors that they are subject to the same mask requirements as personnel.

SOMArts has reviewed face covering requirements for personnel and guests. Appropriate face coverings are required at all times inside premises by all persons. SOMArts has disposable N95, KN95 and medical-style masks available to personnel and provides them on the jobsite. If personnel arrive with no or inappropriate masks they are provided a mask before entering the premises. All contractors, guests, and outside vendors are required to wear a mask; if they are wearing an inappropriate face-covering or arrive without one a mask will be provided.

- Patrons:
 - Outline how you will notify visitors of face covering requirements. Options you may want to consider include:
 - Placing information on your website;
 - Emailing any patron who purchases a ticket in advance of arrival;
 - Signage; and
 - Including face coverings in the admission price and providing face coverings to all patrons.
 - Outline how you will deal with patrons who arrive without a face covering. Options you may want to consider include:
 - Offering face coverings for sale;
 - Offering free face coverings; and
 - Denying admission and refunding ticket price.

Guests will be notified of face covering requirements via SOMArts' website, signage at outdoor queue areas, signage at guest intake, signage in public spaces, and online communication before and after online registration of ticket slots. Individually wrapped disposable multifold face masks will be provided to guests who arrive either without masks or with inappropriate face-wear. Guests refusing to wear masks will be denied entry and issued refunds if applicable.

Section 4 - Ticketing booths and payment systems

This section should address 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.

In addition to making hand sanitizer available, items you may want to consider include:

- Offering online ticket sales;
- Offering refunds to those who develop or show COVID symptoms and are unable to attend the museum/aquarium/zoo;
- Installing Plexiglas at the ticket counter between Personnel and patrons;
- Ensuring at least six feet of distance between Personnel at this location or installing a barrier between staff to ensure safety;
- Installing contactless payment systems; and
- Increasing cleaning/sterilization frequency

All of SOMArts' internally produced exhibitions are currently free to the public. For exhibition entry SOMArts will be providing timed online reservations as part of our procedures to limit and meter gallery access. SOMArts will be implementing the following for guest check-ins: plexiglass barriers between staff and guests at front of house / check-in positions; signage, floor markings, and stanchions to define distancing, queue, and standing positions; contactless digital check-ins - guests will be able to state their name or present ID in front of plexiglass barrier which will then be verified by staff via a computer or tablet only the staffperson touches; hand sanitizer and a touchless, free-standing handwashing station will be provided in proximity to entrance. Additionally, on arrival, guests will be required to complete an online self-screening form accessible via both URL and QR code verifying lack of COVID-19 symptoms / exposure, understanding of safety protocols, etc. If guests do not have a personal device capable of online access SOMArts staff will complete the self-screening assessment verbally from behind barrier.

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.

Items you must consider include (check any that you will be implementing at your site):

Sanitary measures & personal protective equipment

- Requiring Personnel to wash their hands for 20 seconds with soap and water or use hand sanitizer when arriving to work, when entering or exiting a common area, after moving around the facility, and before returning to the work station
- Requiring Personnel to wear a face covering at all times while at work unless exempted by Health Officer Order No. C19-12c
- Providing Personnel with access to additional cleaning supplies so they can sanitize areas between janitorial sweeps

Managing shared spaces and equipment

- Requiring Personnel to maintain social distance at all times
- Prohibiting Personnel from sharing computers or phones or other equipment
- Removing shared flatware, cups and dishes
- Reorganizing workstations to accommodate social distancing
- Installing shields where social distancing can't be maintained or physical barriers as visual reminders to maintain social distancing where it is possible
- Managing where personnel will be able to take rest and meal breaks

Other measures

- Providing regular trainings to Personnel reminding them of the protocols and requirements in the Health and Safety Plan
- Installing contactless payment systems
- Prohibiting handshakes and similar greetings that involve physical contact

Detail any additional steps in the space below. Don't forget to address other areas that limited Personnel may use such as lactation facilities, locker rooms, bike rooms and loading docks.

In addition to the checked items above (contactless payment systems unchecked due to absence of financial transactions): Offices, shops, and other enclosed workspaces are limited to one person at a time regardless of capacity; consumption of food and beverage is only permitted in our building exterior in defined, distanced locations; tenting is provided in outdoor break areas during inclement weather; KN95 or better masks (provided) are required in exhibition spaces during art installation, maintenance work, and by personnel interacting with guests; face shields are required when handling items requiring multiple persons to lift, though solutions to avoid multiple-person lifting tasks will be implemented when possible; private, sanitized lactation facilities will be provided as needed. All previously listed workplace standards will be enforced in loading areas. Required signage will be placed as needed.

Section 6 - HVAC systems

Increasing air flow is important to increasing safety in indoor spaces. Address ways that you will work to increase the air exchange. Provide a description of building's ventilation, either mechanical (HVAC) and/or natural (windows and doors) including either:

- An explanation of alterations and upgrades to ventilation to increase supply of fresh air and decrease stale or recirculated air, or
- An explanation of why alterations or upgrades were either (1) unnecessary or (2) unfeasible.

Items you should consider include:

- Running the HVAC for longer periods of time beyond the hours the facility is occupied;
- Having your system serviced to confirm it is functioning properly; and
- Opening doors and windows where and when possible

Note: Although not required to as part of the initial Plan, facilities which make exclusive use of natural ventilation can reasonably expect to be required to submit an amended plan detailing how fresh air ventilation will be provided during cold and/or inclement weather.

SFDPW in coordination with SOMArts has installed two 4600CFM air outtake fans along one end of our Main Gallery with two corresponding intake vents along the opposite end, ensuring a constant displacement of interior air with fresh outdoor air. These fans are running at full capacity, 24 hours a day. Three more fans and attendant venting, currently closed to the public, are installed along the entire length of the Event Space but pending final electrical wiring, scheduled to be completed shortly. The ACH in the Main Gallery is greater than 3. Approximately 2/3rds of the Main Gallery's cubic air volume is unoccupied vertical ceiling height.

Additionally, SOMArts has a loading dock with large, openable roll-up door at one end of our Event Space, a silent high-velocity 12ft fan at its other end, doors to the building exterior throughout both our Event and Main Gallery spaces, and mechanical intake ventilation as part of our heating system around our Theater Space. Our Event, Main Gallery, and Theater spaces all have spacious, open ceilings over 30ft high with open verticals connecting these spaces. Using a combination of these tools depending on weather and context we can achieve strong fresh airflow throughout our interconnected public spaces.

In our public restrooms we've added additional floor standing HEPA fan-based filtration units to complement existing overhead ventilation.

Our tenant offices and upstairs classrooms are lined with openable windows. Additional fans and floor-standing HEPA fan-based filtration units are available for classrooms and offices without openable windows and rotated based on need, used in conjunction with crossflow through open doors throughout these spaces. Many have openable doors at either end and are adjacent to our Event Space, benefiting from its air flow. We are restricting access to areas with poor air flow.

Section 7 - Food and beverage concessions

Indoor dining is currently prohibited. Review Health Officer Directive No. 2020-16b regarding outdoor dining (available at <http://www.sfdph.org/directives>) and make sure your proposal meets those requirements. Don't forget to think about how the goods will be sold, where they will be consumed, and how you will deal with ensuring people are seated while consuming the food or beverages. If you are considering food or beverage concessions, detail how you will establish outdoor capacity for this use.

N/A - SOMArts has no food facilities and will not be providing food or beverage during exhibition hours. Guests will not be allowed to eat or drink inside the facility.

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 No. 17 (available at <http://www.sfdph.org/directives>) regarding indoor retail. Consider how you will reduce instances of touching items, protect your cashier from getting too close to customers and redesign the space to ensure social distancing can be maintained by patrons while shopping. Consider removing shopping baskets or create a cleaning protocol ensuring they are sterilized between each use.

N/A - SOMArts does not have any retail spaces and does not intend to vend on-site.

Section 9 - Social distancing in elevators, escalators and stairways

In this section, explain how you will modify policies for using elevators, escalators and stairs serving as access to, from and within the facility. For example:

- Make hand sanitizer available near elevators and stairways;
- Make stairways accessible to Personnel and patrons, where feasible;
- Encourage Personnel who are physically able to use the stairs;
- Add signage to stairways and escalators reminding patrons and Personnel to keep at least six feet distance from others, and to sanitize and wash hands frequently, especially after touching a handrail or other commonly touched item;
- Limit capacity in elevators to the lesser of: (1) four people (if not from the same household), or (2) the number of people who can fit in the elevator while maintaining at least six feet of distance from each other; and
- Add signage to elevators and on all floors requiring anyone who rides the elevator to wear Face Coverings.

SOMArts does not have any escalators or elevators. All exhibition spaces are on the ground level and there are no stairwells accessible to the public. Some tenant and personnel-only areas contain stairwells; hand sanitizer and distancing signage will be placed in proximity. Additionally, all personnel and tenant facility access is accounted for and regulated by SOMArts Management, with steps taken to avoid personnel and tenants occupying adjacent areas which may result in accidental stairwell cross-traffic. Personnel and tenants are informed of other personnel and tenants currently on-site.

Section 10 - Monitoring and limiting patrons to ensure physical distancing between members of different households

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.

SOMArts Staff will actively enforce distancing and safety requirements, verbally addressing guests if they begin to encroach on other visitors viewing the exhibition. Floor markings, stanchions, and signage will be used to define required walking paths and discourage congregation in possible problem areas. SOMArts' gallery has a large, open floor-plan accommodating distanced guest flow. SOMArts staff will verbally 'meter' guests at gallery entrance/exit as necessary.

Section 11 - Paths 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. Describe your plan in detail below.

As in section 10, SOMArts Staff will actively enforce distancing and safety requirements, verbally addressing guests if they begin to encroach on other visitors viewing the exhibition. Floor markings, stanchions, and signage will be used to define required walking paths and discourage congregation in possible problem areas. SOMArts' gallery has a large, open floor-plan accommodating distanced guest flow. SOMArts staff will verbally 'meter' guests at gallery entrance/exit as necessary, with separate entrance and exit paths in and out of lobby from building exterior defined by stanchions.

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, discuss how you will achieve this.

Items you may want to consider include:

- Asking Personnel to remind people who are lingering excessively
- Playing recorded reminders over the loud speaker
- Signage and other visual cues

As detailed in previous sections, SOMArts Staff will actively enforce distancing and safety requirements, holding guests or household groups in place as necessary and monitoring pacing. SOMArts staff have access to camera systems monitoring public areas and gallery has a public address system if announcements are required. Signage will re-enforce awareness of other persons in the exhibition space and appropriate distancing.

Auditoriums, as well as 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.

All classrooms and other enclosed spaces will remain closed to the public. SOMArts has an open adjacent stage connected to the "Bay Gallery" space, however it has no permanent seating and will remain curtained off and closed to the public until limited events are authorized, at which point SOMArts will re-submit plan with appropriate modifications.

Section 13 - Sanitation for restrooms

of public restrooms: 2

of employee restrooms: 4

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. Explain what measures you will take to increase ventilation in restrooms.

On-site employees and tenants are assigned individual toilet stalls and sinks on a daily basis. All restrooms now contain only touchless soap dispensers, paper towel dispensers, and faucets. Additional private, one-user restrooms will be sanitized at the beginning and end of workday and as needed throughout. Shared and public restrooms will be cleaned at the beginning and end of workday and at regular intervals based on use. Assessment for daily sanitation needs will be performed by the on-duty Workplace Safety Monitor. Restroom surfaces and handles are sanitized with verified EPA List N quaternary ammonium based sprays, wipes, and liquids in addition to bleach-based products used in toilet bowls. All restrooms have either fan-based ceiling ventilation or openable windows, public restrooms without windows have additional floor-standing HEPA filters installed.

Section 14 - Tours and audio self-tour equipment

Docent guided tours are not permitted at this time. Self-guided tours are allowed, but audio equipment must be cleaned and disinfected between each use. Discuss how you will safely facilitate the rental and use of audio equipment.

Items you may want to consider include:

- Making audio content available for free to download or stream to personal mobile devices;
- How social distancing will be maintained; and
- How equipment will be provided, returned, and cleaned

of audio-self tour units on hand: 0

Our facility's audio self-tour equipment will be available with the following modifications:

N/A

- Audio self-tours will not be made available
- Our facility does not have audio self-tour 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.

High-touch surfaces include restroom facilities, handrails, door-knobs and door pushbars, outdoor break-area seating, tools and other equipment used by personnel, and alarm panels used by personnel. All surfaces will be sanitized at beginning, end, and throughout day based on frequency of use. All tools and equipment will be sanitized immediately after use. Cleaning will be performed by supervised janitorial contractors, facilities / maintenance staff, and the on-duty Workplace Safety Monitor. Workplace Safety Monitor will observe frequency of use of high-touch surfaces and adapt cleaning frequency accordingly (e.g. identifying if a surface has or has not been touched or used). Surfaces will be sanitized with verified EPA List N quaternary ammonium based sprays, wipes, and liquids; products will be allowed to sit on surfaces for the EPA-defined effective amount of time to kill SARS-CoV-2 (variable depending on product). Surfaces that accumulate dirt and grime (e.g. door knobs) will be pre-cleaned with soap and water. Surfaces in active use by will be cleaned hourly or greater.

Section 16 - Interactive exhibits

Interactive exhibits that cannot be modified to remove touching should be closed. Explain what exhibits will be closed.

SOMArts has currently removed any plans for interactive exhibits and no interactive exhibits are currently installed. If these plans change health plan will be re-submitted.

Interactive exhibits that can be modified to remove touching may remain open. Explain which interactive exhibits will remain open with modification and describe how they will be modified.

N/A

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.

of Personnel expected to work in on-site office space: 12 maximum.

Why are these Personnel required to be on-site?

SOMArts' Director of Site Operations performs role of Workplace Safety Monitor with SOMArts' Director of Technical Operations deputized as secondary Workplace Safety Monitor. These positions along with Director of Gallery Operations and Lead Preparator supervise and coordinate exhibition installs and physical operations. Part-time art handlers, technicians, docents, and front of house staff are present as needed for their respective duties regarding exhibition installs and public open hours. Executive, Operations, and Financial Directors need occasional access to paper records, access for mail collection and processing, and other site-specific tasks. A Facilities / Maintenance staffperson maintains the building and performs repairs as needed. Staff overlap is minimized as much as possible, there will rarely be more than 6 staffpersons on site at any given time. Offices have been given a temporary capacity of 1 person.

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.)

Signage indicating distancing, mask requirements, and other protocols will be placed at entrances, restrooms, in offices and all other work spaces. Capacity per office is reduced to one individual at a time, with sanitization of space occurring between individual access. Capacity for exhibition space installation staffing is reduced to less than 3% of legal occupancy (12 persons in Gallery Spaces). Windows and doors are to remain open while offices and work spaces are occupied, with additional floor-standing HEPA filters placed in offices as needed. Signage is placed at staircases with additional coordination / traffic control by Workplace Safety Monitor. Touchless hand sanitizer dispensers are placed at each entrance and in or near each office. Cleaning and sanitization supplies are provided to each staffperson. Self-verification check-in is required for all personnel, contractors, and guests entering SOMArts without exception. Janitorial and sanitization protocols have been strengthened based on CDC guidelines and frequency increased.