

# COVID-19 REOPENING PLAN

## STATUS SUMMARY

The Museum of Art and Archaeology and the Museum of Anthropology reopened to the public on 18 August, 2020, with modified operations and requirements designed to ensure the safety of visitors and staff alike, and based on plans reviewed and approved by campus authorities. This reopening plan is a living document and will be revised regularly and in accordance with the University of Missouri Show Me Renewal [reopening plan](#), [Columbia ordinances](#) and City [mask and business guidance](#), Columbia Boone County Plan for [Response and Road Map for Reopening](#), and applicable [guidance from the Centers for Disease Control](#). As conditions evolve the museum hours of operation, procedures for entry and other restrictions may be revised or changed to adapt to changing circumstances.

## STAFF GUIDELINES AND RESTRICTIONS

TOPIC	CURRENT GUIDELINES
<b>Training</b>	All staff are required to have completed University-wide COVID-19 Return to Work training, and to complete an assessment to demonstrate that they understand and can apply all applicable procedures and protocols
<b>Symptom Checks</b>	All staff are required to complete daily symptom checks using #CampusClear App before coming to the Museum
<b>Masking</b>	All staff are required to wear masks except when working in private offices <ul style="list-style-type: none"><li>• Face coverings must cover your mouth and nose and surrounding areas of your lower face</li><li>• Face covering can be made of cloth or other soft or permeable material, without holes.</li><li>• Cloth face covering, it is recommended that they be made with at least 2 layers of fabric</li><li>• Neither a clear face shield nor a face covering with exhalation valves or vents meet the face covering requirements</li><li>• Anyone unable to wear a face covering because of a physical or mental health condition, should reach out to the MU Disability Center for accommodations. Staff unable to wear coverings because of religious beliefs or practice must contact the MU Office for Civil Rights &amp; Title IX</li></ul>
<b>PPEs</b>	While staff are expected to provide their own PPE, all Museum staff have been issued masks, sanitizing wipes and bottles of hand sanitizer to keep in their offices or workspaces
<b>Sanitizing</b>	Enhanced sanitizing and disinfection protocols are in place for all public areas, coordinated by MU Facilities and contracted partners. Private spaces are sanitized by staff occupying those spaces
<b>Public Access to Offices</b>	Multipoint, linked doorbells have been installed so that fewer staff are needed to answer public inquiries at any of the Museum office suites, and to allow most on-site staff to work with closed doors

<b>Telework Authorization</b>	Staff are required to have completed applicable Cherwell-based MU System Telework Arrangement Forms, and are encouraged to telework if doing so does not compromise their ability to complete assigned tasks
<b>Positive COVID Test</b>	In case of a positive COVID test among staff, staff are required to report the result to their immediate supervisor, who reports through channels defined by MU policy using a private Qualtrics form and in accordance with the Show Me Renewal Plan, as revised

## PUBLIC GUIDELINES AND RESTRICTIONS

TOPIC	CURRENT GUIDELINES
<b>Areas Open</b>	Galleries will be open 9-4 T-F, 12-4 weekends, closed Monday, unless restricted hours are required. The Museum Gift Shop will remain closed, due to the difficulties of adequately sanitizing merchandise and ensuring adequate social distancing in existing retail spaces
<b>Sanitization</b>	Enhanced sanitizing and disinfection protocols are in place for all public areas, coordinated by MU Facilities and contracted partners. Sanitizer stations are located just inside the entry to the building, outside the main museum lobby, and another sanitizer dispenser is located at the guard desk/information station. Most touch points have been eliminated; remaining interactives (magnifying glasses at coin cases, light button at ancient textile case) are in direct line-of-sight from guard station and are sanitized after use. Benches have been reduced in number and are regularly disinfected
<b>Symptom Checking</b>	All visitors are asked if they feel well or have any symptoms and referred to prominently-placed MU-Incident Command-approved symptom check posters. If visitors report symptoms they are asked to return when well. #CampusClear may be used to satisfy this requirement, if applicable
<b>Contact Tracing</b>	All visitors must provide contact information to allow contact tracing if needed; to minimize risk of exposure guards will normally collect this information as name and mobile phone number, if available, otherwise landline or email address
<b>Masking and Distancing</b>	All visitors are required to wear masks and to practice effective social distancing measures at all times. Masks are available at the guard desk in case masks are forgotten or damaged
<b>Entry</b>	Visitors are pulsed-in with appropriate social distancing between wait-points, with floor markings to assist in maintaining spacing. Guards orient visitors and explain current policies before entry
<b>Occupancy</b>	No more than six (6) persons are allowed entry together, and no more than twelve (12) persons are allowed in any single gallery at one time. While the galleries have been approved by MU authorities for groups in excess of twenty (20) persons, lower maximum occupancy levels will be used until campus restriction levels are eased
<b>Traffic Flow</b>	Gallery traffic flows have been revised to promote one-way traffic of visitors and more linear flow through the galleries; separate entry and exit points have been established so that visitors do not pass one another on the way In and out
<b>Researcher Access to Collections</b>	<p>Access to collections and support of research remain vital to our missions, but under current circumstances we urge scholars contemplating on-site study of collections to postpone their visits if practicable. In order to maintain the safety of staff, visitors, and collections, requests for research access are reviewed on a case by case basis and may be declined or visits deferred at the discretion of collections staff.</p> <p>Researchers are allowed on a limited basis by prior arrangement only</p> <ul style="list-style-type: none"> <li>• Researchers must review and affirm adherence to our COVID-19 protocols and procedure before access is permitted</li> <li>• No more than one researcher may be scheduled for access at any one time</li> <li>• Limited, defined work areas with appropriate distancing, and so we have more targeted areas for regular disinfection and supervision</li> </ul>

## REVISION AND APPROVAL

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VERSION	REVIEWED BY	DATE
Internal Reopening Plan	MU A&S Dean's Office	8/14/2020
Revised Reopening Plan Allowing 20+ Persons in Galleries	MU Emergency Management Incident Command	8/20/2020
Visiting Researcher Guidelines	MU A&S Dean's Office	8/11/2020

## RESOURCES

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University of Missouri Show Me Renewal Expectations for Employees: <https://renewal.missouri.edu/employees/>

University of Missouri General Community Expectations: <https://renewal.missouri.edu/safety-expectations/>

University of Missouri New COVID Policies (8/17/2020): <https://chancellor.missouri.edu/news/new-covid-policies/>

University of Missouri Student COVID Case Dashboard: <https://renewal.missouri.edu/student-cases/>

Boone County COVID case dashboard:

<https://www.arcgis.com/apps/MapSeries/index.html?appid=478880b83d5e4d35b646d80fe6f2c2f6>

COVID-19 Mask and Business Guidance:

<https://www.arcgis.com/apps/MapSeries/index.html?appid=478880b83d5e4d35b646d80fe6f2c2f6>

City of Columbia COVID Ordinances and City Orders: <https://www.como.gov/coronavirus/official-documents/>

AAM COVID-19 Resources for the Museum Field: <https://www.aam-us.org/programs/about-museums/covid-19-resources-information-for-the-museum-field/>

CDC COVID Guidelines for Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC COVID-19 Guidelines for Colleges and Universities: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>