



# NATIONAL CORVETTE MUSEUM

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## Business Reopen Proposal

The National Corvette Museum will continue to implement measures aligned with the CDC and WHO guidelines with regard to managing the coronavirus. Here are some details about the steps being taken to keep the workplace safe and address questions.

### Returning to Work

Staff members will be contacted with details on a date to return to work. Staffing will be ramped up in phases, beginning with the facilities team who will continue to ensure the building is cleaned and sanitized regularly according to CDC guidance, and assist in any additional staff and guest protective and social distancing measures.

Staffing numbers have been cut to allow for social distancing. Ticketing and retail stations are limited to one staff member per terminal.

All staff will complete a questionnaire prior to being permitted to enter the workplace. The questions are as follows:

- Have you engaged in international air travel or a cruise in the last 14 days?
- Have you been in close contact with anyone diagnosed with COVID-19 in the last 14 days?
- Do you currently have a fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, diarrhea, abdominal cramps or nausea?

Staff have been instructed to stay home if they are feeling sick, if they have traveled recently, or come in contact with someone who has been ill. Staff have reported (and will continue to report) any known connections to people with COVID, even if it is two or more 'degrees of separation.' Staff have self-quarantined as needed or required. We have and will continue taking temperatures of staff as needed. Any positive tests are to be reported to the health department.

Staff meetings greater than 10 persons have been cancelled until further notice. Meetings with fewer people are socially distanced. Most updates are conducted via email. Weekly emails are sent reiterating guidelines and providing any updates.

### Time Off

Full-time hourly staff that currently have a job to do but do not feel comfortable working at the Museum *and* are unable to work from home are encouraged to use sick/vacation time or take unpaid time off.

Part-time hourly staff that currently have a job to do but do not feel comfortable working at the Museum *and* are unable to work from home can take unpaid time off or use sick/vacation time if available.

Hourly staff members that do not have a job to do and no current or foreseeable scheduled hours (many of our public and customer-facing positions) because the Museum and MSP are closed can take unpaid time off, use sick/vacation time (if available) or file for unemployment if they feel they are eligible for those benefits. Employees are asked to check with their supervisor if they are unsure whether or not

they fall into this category. All decisions regarding unemployment are made by the Office of Unemployment Insurance.

### **PPE**

Gloves and face masks are available to staff. Staff working in public areas are encouraged to utilize gloves and masks. Staff behind the scenes are encouraged to use gloves when accessing public areas.

Sneeze guards are implemented in person to person contact transaction areas.

Staff are reminded to follow the CDC personal hygiene guidelines with frequent handwashing encouraged, and hand sanitizer abundantly available in the workplace.

### **Cleaning and Disinfecting**

Museum facilities team has implemented increased frequency of cleaning/disinfecting of touchpoints.

Break and food consumption areas are cleaned at a minimum, before and after each break period.

Clearly identified handwashing and hand sanitizing stations, making sure supplies are sufficient and constantly restocked, including adequate waste management.

Increase the exchange frequency or disinfection of personal protective equipment prone to accumulate germs or bacteria such as safety gloves.

### **Social Distancing**

Adjusting staffing levels to prevent excessive accumulation of employees.

Modify seating in break areas, meeting spaces, etc. to promote social distancing of six feet.

No hand shaking or other social gestures that require touching each other.

Minimization of the number of people that each individual interacts with.

### **Communication and Education**

Continuous messaging to educate around symptoms, etiquette, social distancing, reporting and other preventative measures.

Signage / awareness posters at entry points, customer transaction points and hand sanitizing stations.

### **Guests**

The Museum has consulted with our local health department regarding customer interactions and no concerns were raised with our current plan.

Vulnerable population hours are 8-9am CT daily.

Limited number of guests for Museum entry per hour with appropriate spacing measures illustrated throughout the building and following recommended number of people per square foot.

Paperless transaction terminal is offered for admissions.

Public address announcements reminding guests to socially distance and follow CDC recommendations.

Hand sanitizer provided throughout the Museum. Touch points regularly cleaned throughout each day.

Designated staging areas and a non-communal area. The Museum's Safety/Security team monitors guest numbers and the following of protocol.