St. Johnsbury Athenaeum

Phased Opening Plan

June 8, 2020

This Plan includes conditions for staff members and members of the public. There is also an eight week, phased return to full open hours. If at any time during the eight week period it is apparent that the plan is not working as intended, new conditions (reduced access and number of patrons allowed in the building, complete re-closing, etc.) will be imposed/re-imposed. This plan will be evaluated weekly for effectiveness:

* Is the plan compliant with all applicable State of Vermont requirements?
* Are staff members feeling safe to work under the existing conditions?
* How are patrons responding to the plan? The intention of the plan is to ‘train’ members of the public to understand that the virus is still a potential danger and we won’t return to conditions as they were before the pandemic.

What follows below are sections specific to staff members, patrons, and an eight week schedule of changes to operating conditions within the Athenaeum.

Staff members working at the Athenaeum:

* All staff members have completed the [VOSHA](https://labor.vermont.gov/news/covid-workplace-training-presented-vosha) training. Returning volunteers will be required to complete the VOSHA training.
* Required CDC signage on Covid-19 symptoms, and social distancing are in place at staff entrance.
* Touchless thermometer and Health Screening questions sheet are in place at staff entrance. Each staff member must certify upon arrival each day that they are, to the best of their knowledge, safe to be working in the building.
* Each staff person uses only her or his work station, or sanitizes the keyboard, mouse, phone after use on shared equipment. Staff don’t use break room at the same time.
* Sneeze guards at the three circulation desks are in place.
* A program for sanitizing surfaces is developed. Sanitizing spray has arrived.

Patrons using the Athenaeum will find evolving conditions from June 15 through August 8.

* Occupancy limit will be posted in each room. Athenaeum will use *one person per 200 square feet* option, applied to rooms, not the building in aggregate.
* Patrons will be strongly encouraged to wear facial coverings when entering the building. Masks will be offered to anyone not using a facial covering. Masks will not be required unless the town of St. Johnsbury adopts a policy requiring such. A survey of St. Johnsbury businesses determined about half require masks, have don’t, and the compliance rate for those requiring masks is roughly eighty percent.
* Patrons will be required to sanitize their hands with supplied alcohol, or by washing in a bathroom when entering the building.
* Initially, publicly open hours will be reduced to four hours per day.
* Initially, no computers will be available for public use.
* Initially, all chairs will be removed to discourage lingering. Folding chairs will be available for patrons needing one for safety reasons.
* Patrons may not stay in the Athenaeum longer than one hour.
* Returned items will be quarantined for seven days before being available again.

Opening schedule

**June 15-27**

* Understand and enforce allowable occupancy limits. Athenaeum will use *one person per 200 square feet* option, applied to rooms, not the building in aggregate.
* **Hours of operation:** 
  + **Lobby M-F 10-4, Sat. 10-2, Building M-F 12-4, Sat. 12-2.**
* Gallery open when building is open, possibly without docents.
* No congregating:
  + No seating available
  + No computers available, wifi available for personal devices
  + One hour building use limit per person
  + Other conditions?

**June 29-July 11**

* Understand and enforce allowable occupancy limits
* Evaluate previous two week period and change conditions for this period if needed
* **Hours of operation:** 
  + **Lobby M-F 10-4, Sat. 10-2, Building M-W-F 10-4, T-Th 12-4, Sat. 10-2.**
* Gallery open when building is open, possibly without docents.
* Limited congregating:
  + Limited seating with minimum six foot spacing.
  + Three computers available with six foot spacing, 30 minute limit.
  + Hour long building use limit per person remains in effect or is increased depending on previous two week use pattern and patron feedback.
  + Other conditions?

**July 13-25**

**Same conditions as June 29-July 11.**

* Evaluate previous two week period and change conditions for this period if needed.

**July 27-August 8**

**Regular hours resume**

* Understand and enforce allowable occupancy limits. *Athenaeum will use one person per 200 square feet* option, applied to rooms, not the building in aggregate.
* Evaluate previous two week period and change conditions for this period if needed
* **Hours of operation:** 
  + **M-W-F 10-5:30, T-Th 12-7, Sat. 10-3. Lobby open during building hours.**
* Gallery open when building is open, possibly without docents.
* Limited congregating:
  + Additional seating with six foot spacing.
  + Six computers available with six foot spacing, one hour limit.
  + Building available to patrons for all open hours if we believe it is safe to have patrons gathering while still keeping a safe distance apart.
  + Other conditions?

## Update on New Work Safe Additions to the Be Smart, Stay Safe [Order](https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order) from the State of Vermont [Agency of Commerce and Community Development](https://accd.vermont.gov/)

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**8.4 Indoor Arts, Culture and Entertainment (Effective 6/1)**

* Libraries, galleries, museums, theaters and other indoor arts, culture and entertainment organizations are limited to 25% (twenty-five percent) of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater. Operators must post their temporary occupancy limit, and which method was used to determine it, prominently on all entrances. Posting templates are available at [accd.vermont.gov](https://accd.vermont.gov/).
* Cashless/touch-less transactions are strongly preferred.
* Curbside pickup remains the preferred method of operation. When possible, organizations should take steps to schedule or stage customer visits, such as waiting in cars or outside, to ensure lower contact operations.
* Organizations should close or remove high touch entertainment features, including arcades and playgrounds.