



Museum, Aquarium, Zoo Health and Safety Plan

Plan Submission Date: **March 29, 2021** Tier: **ORANGE**

Business Name: **California Historical Society**

Address: **678 Mission St. San Francisco, CA 94105**

Contact Name: **Jacob Garding** Phone/Email: **jgarding@calhist.org** Permanent **URL:**

<https://californiahistoricalsociety.org/about/california-historical-society-health-safety-plan/>

Section 1: Evaluating and Documenting Maximum Capacity

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](#).

Please provide your building capacity below:

Facility sq. footage	Maximum capacity	Typical capacity (guests and staff)	Planned capacity (guests and staff)
6744 sq. ft.	250	94	40
SME Staff Notes: Facility sq. footage does not include basement vaults, which are closed to the public and accessed as needed by staff. Please see Floor Plan Addendum more detail.			

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

CHS Staff will monitor online ticket sales to anticipate capacity issues. Visitor Services Representatives will track the number of guests entering/exiting the galleries and inform guests of any wait times. Exhibitions take approximately 1.5 hours in total to view. Capacity limits per area are reflected through signage.

CHS will make further adjustments if these capacity-limiting measures prove insufficient for our 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.

All capacity numbers for areas of 678 Mission St. that are open to the public account for more than enough space to properly social distance. Staff members occupy individual offices and will have little, if any, physical overlap with colleagues or the public.

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. **Done**

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 checked="" type="checkbox"/> Y <input type="checkbox"/> N	1	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Stairways	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	2	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Public Entrances	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	1	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Queuing Areas	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	1	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Transaction counters	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	1	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Restrooms	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	4 (2 public; 2 staff)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Shared office areas and equipment	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	1	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Break rooms	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	1	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
<p>SME Staff Notes: Queuing Area overlaps greatly with Public Entrance and Transaction Counter (and extends outside of the building). Shared Office Area and Equipment accounts for our printer/scanner/copier and office supply storage area - signage reminds staff to sanitize equipment before and after each use.</p> <p>Describe additional areas:</p>				

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 checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
<p>SME Staff Notes: Staff, vendors, and patrons are encouraged to use their own face coverings, however, face coverings will be made available free of charge to any individual who does not have one. Visitors are notified on our website and through exterior and interior-facing signage of the face covering requirement.</p> <p>Individuals who refuse to wear a face covering while in the building will be asked to leave.</p>				

(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 checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
<p>SME Staff Notes: Cash payments will still be accepted. Card readers, keypads, and signing pens will be sanitized after each use. Ticket counter surfaces will be sanitized throughout the day and with increased frequency based on foot traffic.</p>					

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.

CHS staff are expected to adhere to all requirements relating to COVID-19, as issued by Federal, State, and Local public health agencies. All staff entering the site will receive an electronic copy of this HSP.

Please see the "Personnel Safety Precautions" addendum for more information on CHS's policies and expectations for staff members who are planning to work on-site.

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 checked="" 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
Break Room / Kitchen	Staff are encouraged to take their breaks outside when possible or in their offices to minimize the time occupying the shared space. Accommodations will be made for staff members who may not have food/drink around their workstations, including taking breaks in empty/unused offices.

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.sfdcp.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:

N/A

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* *We have maximized the intake of outside air and exhaust of indoor air to the extent possible, however some recirculation will still occur.*

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:

MERV 13 filters

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

In preparation for limited staff building access in July 2020, we had our building's HVAC system serviced and HVAC filters were upgraded to MERV 13 filters.

7. Are you planning to use any kind of portable air filters?

- no
- yes, describe: _____

*We currently do not have a set date for reopening the North Baker Research Library reading room to the public, however, we have not ruled out adding portable air filters to that room to allow for additional circulation and filtration. CHS staff are currently reviewing and implementing library-specific guidance from the REALM project.

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

The building's HVAC system adheres to industry and public health guidelines for mitigating illness transmission and utilizes outside air for optimal ventilation as well as MERV 13 filters for the air handling units in the building. The air inside the museum is circulated through the MERV 13 filters before it is delivered to the air distribution system. All restrooms have mechanical exhaust fans which vent to the rooftop. We closely monitor temperature

and humidity levels throughout the building, which discourages the formation of infectious airborne aerosols. We have maximized the intake of outside air and exhaust of indoor air to the extent possible. HVAC systems will operate constantly to improve results for cleaner indoor air. The system does not utilize UVGI disinfection.

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 checked="" 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.

N/A

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

N/A

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 checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" 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.

CHS will adhere to all requirements established in SFDPH's DIRECTIVE OF THE HEALTH OFFICER No. 2020-18, including:

- Providing hand sanitizer upon entry to the building.
- Posting signage informing guests that they must comply with face covering requirements.
- Limiting the number of guests allowed in the store to 50% capacity or less.
- Reorganizing the physical store so as to allow for greater social distancing.
- Reducing merchandise on store surfaces to allow for easier sanitizing by Visitor Services and janitorial staff; increasing the number of items in cases to limit customer handling of items.
- Installing a Plexiglas barriers to further reduce possible contact between shoppers.
- Creating a directional pathway through the store space using floor markings.
- Removing shopping baskets from use.
- Requiring guests who bring their own bag to bag purchased items themselves
- Encouraging guests to pay with credit/debit cards if possible, though cash payments will still be accepted

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.

All areas of CHS that are open to the public are located on the main floor. Elevators and staircases to be used only by CHS staff. Only one staff person is allowed in the elevator at any given time. Staff members are encouraged to use the stairs when possible and required to socially distance while doing so. To reduce the possibility of staircase congestion, one staircase will be designated UP and one will be designated DOWN. Signage will be displayed in both to remind to socially distance and to use hand sanitizer after touching handrails. Stairwell doors will be left ajar when possible to reduce unnecessary touching.

Please check all that apply

Have on site: <input checked="" type="checkbox"/> Elevator <input checked="" 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 checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" 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

CHS will use stanchions, floor markings, and signs to remind guests to keep a 6-foot distance apart from one another. Visitor Services staff and our security guard will periodically visually monitor guests to guarantee that all social distancing guidance is being adhered to, and will verbally remind patrons when necessary.

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 checked="" 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 checked="" 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.

Guests will be reminded of the importance of maintaining the flow of visitors through both exhibitions after they purchase a ticket. If necessary, CHS staff and/or security will remind guests who are lingering too long to continue forward. CHS will monitor how guests react to our modified space and make adjustments if necessary to better promote good flow.

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 checked="" type="checkbox"/> Y <input type="checkbox"/> N				

SME Staff Notes:

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.

The North Baker Research Library will remain closed to the general public. In the coming weeks and months we will work to resume operations gradually. Initially by appointment only with one researcher scheduled per day, then increase gradually. CHS library staff will consult REALM project guidelines for library-specific guidance on safely reopening our reading room.

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	Twice a Day	Custodian	Multiple (see list below)	Multiple (see list below)
Hand Rails	Twice a Day	Custodian	Enviro Care Neutral Disinfectant	Spray bottle and towels
Chairs & Seating	Twice a Day	Staff	Clorox Disinfecting Wipe	Prepackaged wipes
Door Knobs	Twice a Day	Custodian & Staff	Clorox Disinfecting Wipe	Prepackaged wipes

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	Enviro Care Neutral Disinfectant	Rochester Midland Corporation	EPA Reg No 47371-129-527	Didecyl dimethyl ammonium chloride 2.54%,	Danger	Dilute, spray then towel or air dry

				n-Alkyl (C14 50%, C12 40%, C16 10%) dimethyl benzyl ammonium chloride 1.69%		
2	Windex - Advanced Glass & Multi-Surface Cleaner	SC Johnson	EPA Reg No 4822-491	2-hexoxyethanol, isopropanolamine, sodium dodecylbenzene sulfonate, lauramine oxide, ammonium hydroxide		Spray bottle and paper towel
3	Clorox Disinfecting Wipes (Strong Wipe for Industrial Cleaning)	Procter & Gamble Company	EPA Reg No 5813-79	n-Alkyl (C14, 60%; C16, 30%; C12, 5%; C18, 5%) Dimethyl Benzyl Ammonium Chloride.0.184% n-Alkyl (C12, 68%; C14, 32%) Dimethyl Ethylbenzyl Ammonium Chloride.0.184%		Prewetted wipes
4	Method Antibac Toilet	Method Products PBC	EPA Reg No 75277-2	Citric Acid 5.0%		Apply to toilet bowl then scrub with brush
5	Comet with Bleach	KIK Custom Products Inc.	EPA Reg No 74965-2	Sodium dichloro-s-triazinetrione dihydrate	Caution	Scouring powder and toilet brush or towel
SME Staff Notes:						

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

HVAC in restrooms is connected to main HVAC systems and will maximize fresh outside air flow into these areas and filtered through high quality MERV-13 filters as recommended by industry standards and OSHA guidelines. All restrooms have mechanical exhaust fans which vent to the rooftop. We closely monitor temperature and humidity levels throughout the building, which discourages the formation of infectious airborne aerosols. We have maximized the intake of outside air and exhaust of indoor air to the extent possible. HVAC systems will operate constantly to improve results for cleaner indoor air. The system does not utilize UVGI disinfection.

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. N/A

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
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<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N				
SME Staff Notes: N/A					

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

N/A

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 checked="" 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>
EMV readers, signing pens	After each transaction	Staff	Clorox Disinfecting Wipes (Strong Wipe for Industrial Cleaning)	Prepackaged wipes
Doorknobs, lightswitches, handrails	Daily	Custodian and Staff	Clorox Disinfecting Wipes (Strong Wipe for Industrial Cleaning)	Prepackaged wipes
Phones Receivers	Daily, or after each use if shared	Staff	Clorox Disinfecting Wipes (Strong Wipe for Industrial Cleaning)	Prepackaged wipes
Printer/Copier	Before & After each use	Staff	Clorox Disinfecting Wipes (Strong Wipe for Industrial Cleaning)	Prepackaged wipes
SME Staff Notes: Staff members are encouraged to clean/disinfect all high-touch surfaces in their work area at the end of each day. The workplace safety monitor will disinfect all door handles and shared office areas at the end of each shift.				

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.)

All CHS staff who are able are encouraged to work remotely. Staff members who perform essential functions or staff which require site-specific materials that enable them to better work remotely will be allowed to work from the building on a limited schedule. CHS will account for staff work needs, the personal safety of staff members, all meal and rest break laws, and the safety of the CHS building and its collections when crafting a building work schedule. No fewer than 2 and no more than 10 staff members will be at the building at any given time. All staff members who work from the building will be required to answer the required Health Screen Questions before entering the building and are expected to follow all mitigating measures to prevent the spread of the coronavirus. Staff members have been equipped with personal hand sanitizer spray and gel as well as cleaning supplies to maintain their individual work areas. Considerations have been made to ensure that staff who are scheduled to be on-site are able to remain socially distanced at all times and their individual work areas have little, if any, overlap.

SME Staff Notes:

Food Service (Environmental Health) Elements Go Here

Coordinator Use Only:

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