

COVID 19 REOPENING SAFETY PLAN

Martin House Restoration Corporation

NAICS Industry Code: 712120 (Historical Sites)

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OVERVIEW

Frank Lloyd Wright's Martin House has established a COVID-19 Reopening Plan to ensure the health and safety of our visitors, volunteers and employees. It contains recommendations applicable to Martin House operations in accordance with the latest advisories from the US Center for Disease Control (CDC), the NYS Forward (Phase 4) Guidelines and the Erie County Department of Health (DOH). This plan will be available through a variety of means including our website for public viewing. Signage are located throughout the campus to reflect mandatory guidelines, visitor rules, and physical distancing and sanitation protocols.

The COVID-19 Reopening Plan contains recommendations applicable to infection preventive measures, workplace controls, housekeeping as well as communicating policies and guidelines to employees, volunteers and our visitors. Key prevention practices include: physical distancing to maximum extent possible but at least six feet, use of face coverings by employees, volunteers and visitors, frequent handwashing and regular cleaning and disinfection, and training employees on these and other elements of the COVID-19 prevention plan.

WHAT IS COVID-19?

It is important to continue educating our staff and volunteers, as well as the public, about COVID-19 as part of preventive strategies to understand the limitations each individual faces and to take precautionary measures seriously. Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus.

People with COVID-19 have a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2 – 4 days after exposure to the virus and include fever, cough, and shortness of breath, difficulty breathing, chills, shaking, muscular pain, headache, sore throat and loss of taste or smell.

The virus is thought to spread mainly from person-to-person, both between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs, sneezes or talks. Studies have also shown that people who are not showing symptoms may spread COVID-19. The virus may be spread from contact with contaminated surfaces or objects. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his or her own mouth, nose, or possibly their eyes. The virus that causes COVID-19 is spreading very easily and sustainably between people. For further updated information, visit: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

WHAT WE ARE DOING AT THE MARTIN HOUSE

Physical Distancing

In accordance with NYS mandatory guidelines, the Martin House will:

- Limit the workforce and guest/visitor presence to no more than 25% of maximum occupancy.
- Visitors and guests will only be permitted entry onto the campus if they wear an acceptable face covering/mask (provided they are over the age of 2 and medically able to tolerate a mask).
- Ensure that a distance of at least 6 feet is maintained among individuals (guests, visitors, employees and volunteers) at all times, with the exception of groups visiting the campus from the same household, unless safety or the core activity requires a shorter distance, in which case individuals must wear acceptable face coverings.
- Ensure that employees and volunteers wear face coverings any time they interact with guests/visitors, and wear face coverings any time they are within 6 feet of another person.
- Monitor/control flow of traffic into and within the institution to adhere to capacity requirements, and enhance employee/security presence to enforce limitations on gathering size, as necessary.
- Identify and mark all locations for visitors to adhere to physical distancing, including markers for lines at guest services and retail registers.
- Enforce maximum occupancy limits and social distancing particularly in all areas of the historic structures.
- Close interactive/touch-screen exhibits and public drinking fountains.
- Eliminate the use of shared audio devices and accessible/wheelchair lift.
- Only permit group tours for members of the same household or party and with a maximum capacity under social gathering requirements at the time, including employees and patrons/visitors.

Personal Protective Equipment (PPE)

In accordance with NYS mandatory guidelines and information from the US Center for Disease Control (CDC), the Martin House will:

- Ensure that guests and visitors are only permitted entry into the institution if they wear an acceptable face covering that covers both their mouth and nose, provided they are over age 2 and able to medically tolerate a mask/face covering.
- Ensure that all vendors/contractors complete a health certification form when checking in at the site. Delivery personnel (US Post Office or otherwise) are exempt from this rule.
- Ensure that all vendors/contractors wear face coverings when on site or when working in common areas where it may be difficult to maintain 6 feet of distance (e.g. entering/ leaving the facility, traversing an enclosed area, interacting with employees). Delivery personnel (US Post Office or otherwise) are exempt from this rule.
- Ensure that employees and volunteers wear face coverings when interacting with visitors and are prepared to don a face covering if another person unexpectedly comes within 6 feet.
- Provide employees and volunteers with acceptable face coverings at no cost to the individual.
- Train employees/volunteers on how to put on, take off, clean (as applicable), and discard PPE.
- Provide disposable gloves *as may be helpful* to supplement frequent handwashing

or use of hand sanitizer (i.e. for staff who are dealing with visitors or handling commonly touched items.)

- Limit the sharing of objects among employees/volunteers, as well as the touching of shared surfaces. As may be necessary, employees will wear gloves when in contact with shared objects or frequently touched surfaces; or will perform hand hygiene before and after contact.
- Install protective (plexi-glass) shields at public counters in the visitor center and museum store.
- Continue to consult and follow CDC guidance for information on PPE, as well as instructions on use and cleaning.

SANITATION PLAN

The Martin House will maintain pre-existing cleaning protocols with increased disinfection of high touch areas. A cleaning log will be maintained by the Facilities Manager, through the maintenance software program. Maintenance and housekeeping staff will be provided specific instructions to ensure all areas of the site are cleaned regularly. Surfaces that are commonly touched (desks, countertops, kitchen areas, electronics, doorknobs, handrails) will be disinfected regularly. Specific areas and sanitation protocols are as follows:

Public Spaces Sanitation

- Exterior doors and windows will be open to increase air circulation whenever possible.
- Touchless hand sanitization stations are available throughout the campus.
- Touchless soap dispensers are available in restrooms.
- Plexi-glass shields installed at the Visitor Center and Museum Store sales counters.
- Limit brochures for public distribution.
- Shift cleaning and sanitation will transition from after hours to take place during the business day in a highly visible manner.
- Hands-free entry into the Greatbatch Pavilion and restrooms.
- Close center stall in women's restroom to ensure distancing.
- Drinking fountain disabled in Greatbatch Pavilion visitor center.
- All public trash removed daily.
- Routine cleaning of frequently touched surfaces will include doorknobs, light switches, countertops, handles, desks, phones, mouse/keyboards, toilets, faucets, sinks, etc.
- Electrostatic disinfecting misting systems will be used in visitor center restrooms, display cases, outdoor benches, on stair handrails and throughout the Museum Store.
- Antimicrobial tape will be used on railings, door handles, appliance handles, toilet handles and faucets.
- Increased frequency of cleaning restroom areas. Disinfecting wipes provided in all bathrooms.
- Facility staff will wear disposable gloves to clean and disinfect high contact areas.

Administrative Offices Sanitation

- Office trash removed daily.
- Daily use of electrostatic disinfecting misting systems in restrooms & personal workstations.
- Daily disinfection of public spaces. (Kitchen, restrooms, front office). Carpets vacuumed daily.

- Multi-use equipment (copiers/printers) will be cleaned with disinfectant wipes before and after each use by the individual using the machine.
- Antimicrobial tape on door handles, appliance handles, toilet flushers, grab bars, railings.
- Hand sanitizer distributed to every workstation.
- Routine cleaning of frequently touched surfaces to include doorknobs, light switches, countertops, handles, desks, phones, mouse/keyboards, toilets, faucets and sinks.

PUBLIC PROGRAMS

As part of online information, visitors will be informed that an inherent risk of exposure to COVID-19 exists in any public place where people are present. In order to adhere to mandatory guidelines and ensure the safest environment for our guests, volunteers and staff, modifications to our public (tour) programs include:

- Reduced tour capacity to a maximum of 10 individuals, inclusive of volunteers and/or staff.
- Amended tour schedule to minimize visitor overlap.
- Amended tour routes and adjustment/removal of furnishings to ensure necessary distancing.
- Installation of floor markers to ensure physical distancing of tourists while in historic buildings.
- Training for Martin House tour team members in updated safety, tour and access procedures.
- Staffing has been minimized at guest services and museum registers.
- Tour reservations must be made online in advance of tours.
- All transactions by credit / debit cards. No cash will be accepted.
- All visitors must wear appropriate face coverings while on tours that cover both the nose and mouth at all times when on campus, whether indoors or outdoors.
- Museum Store fixtures are rearranged to enhance social distancing.
- Umbrellas will not be provided to visitors.
- With the exception of tours, public community programs have been cancelled.
- The Statler Café will be closed until further notice.

SCREENING / HEALTH MONITORING

Staff and volunteers will complete a confidential health certification form daily prior to or immediately upon arrival at the site and before participating in any work, tour or volunteer activities.

Health certifications will include a temperature check, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID19 test in past 14 days, and/or (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days.

Health certifications will be reviewed, documented daily and maintained for the purposes of contact tracing, as may be necessary.

Contact information for all tour reservations will also be maintained for the purposes of contract tracing, as may be necessary.

The Martin House will immediately notify the state and local health department upon being informed of any positive COVID-19 test results or suspected COVID-19 transmission. Contact tracing and notification of any affected individuals will take place as well. Alex Quiros has been designated a site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.

EMPLOYEE SPECIFIC CONSIDERATIONS

Work from home, staggered schedules and adjusted workspaces will be encouraged to minimize contact and overlap among all employees while on site. Employees must coordinate their work schedule with their direct supervisor.

Staff will wear face coverings when in shared work spaces or common areas.

Virtual meetings will be held as much as possible. In-person meetings will be limited to small groups, in outdoor settings whenever possible.

Staff must stay at home if they are not feeling well, and must leave the worksite if they arrive and are not feeling well, notifying their supervisor of their departure.

For employees experiencing external exposure to probable or confirmed cases of COVID-19, the employee must notify their immediate supervisor and follow guidance issued by Erie County Department of Healthy, NYS and the US CDC.

In the event of a suspected exposure, the Martin House will follow all NYS and Erie County Department of Health guidelines to report any confirmed or suspected health risks due to COVID-19.

In the event of any probable or confirmed exposure, all affected areas of the campus will be closed immediately for necessary sanitization, following all requisite guidelines.

Alcott HR should be contacted for all questions relating to human resource matters as regards COVID-19.

COMMUNICATION

This information will be provided to all Martin House employees, volunteers and to the public through a variety of means including company file access, volunteer communications and / or software program and on the Martin House website. This reopening plan will be updated regularly as items change.

All necessary communications in the forms of signage on campus will be maintained and updated as necessary. Our administrative staff can be reached during business hours at 716-856-3858 or by email at info@martinhouse.org Please contact sbadgley@martinhouse.org for media inquiries.

Original Document Dated July 10, 2020; Revised July 22, 2020