

# **International Women's Air & Space Museum** **COVID-19 Infectious Disease Policy & Procedure**

Adopted 12/2020

The International Women's Air & Space Museum (IWASM) strives to provide a safe and healthy environment for its employees, volunteers, interns, and visitors. The purpose of this COVID-19 Infectious Disease Policy will help mitigate and prevent the spread of the novel coronavirus (COVID-19) through measures that focus on safety, prevention, and education. It sets out guidelines for effective, efficient, and manageable guidelines relating to the COVID-19 pandemic.

This policy applies to all IWASM employees, volunteers and interns, trustees, and visitors.

## **Responsibilities**

The Executive Director is responsible for the overall coordination and enforcement of this policy and applicable procedures. All IWASM employees, volunteers and interns, trustees, and visitors must adhere to the procedures established in the policy.

## **Procedures**

1. No one who is known or suspected to be infected with COVID-19 may enter the IWASM office space.
2. Person(s) who know or have reason to believe they are or may be infected with COVID-19 should seek expert medical advice and must follow the directions of medical experts and/or local health authorities in order to prevent the spread of infection and to protect his/her/their own health.
3. No one who has been directed to self-quarantine due to possible exposure to COVID-19 may enter IWASM office space until released from such self-quarantine order.
4. Everyone entering IWASM facilities must continually self-monitor for signs and symptoms of COVID-19. These symptoms, set forth by the CDC, include:
  - a. Cough
  - b. Shortness of breath or difficulty breathing
  - c. Fever (100.4 or greater)
  - d. Chills
  - e. Muscle Pain
  - f. Sore throat
  - g. New loss of taste or smell
5. Any person who has a reasonable basis to believe that anyone in the IWASM facility and space, including any employees, volunteers and interns, trustees, and/or visitors to the museum may have COVID-19 or be exhibiting symptoms of the virus must immediately report the information to the Executive director on a confidential basis.

## **Procedures applicable to IWASM employees, trustees, volunteers, and interns:**

1. Employees, trustees, volunteers, and interns must continuously self-monitor for signs and symptoms.
2. Employees, trustees, volunteers, and interns who are experiencing symptoms of COVID-19 while at work should promptly notify the Executive Director and promptly leave the premises while taking all precautions to avoid contaminating other persons or objects.

3. Anyone who experiences symptoms while at work and who must leave the facility must take any potentially contaminated personal protective equipment (PPE) with them when leaving.
4. Anyone who experiences symptoms should remain home and follow all applicable guidance provided by local, state, and federal authorities and may not return to work until 72 hours after their symptoms abate or as advised by a health care professional.
5. Anyone who has a condition or illness with symptoms that are similar to COVID-19 but have been found not to be COVID-19 by a health care professional, should report to the Executive Director. Such individual will be permitted to return to the museum.
6. Employees, trustees, volunteers, and interns who have received a confirmed diagnosis of COVID-19, either for themselves or for a household member, must not return to work for at least 14 days after exposure (in the case of a non-confirmed case for the employee, trustee, or volunteer/intern) or at least 14 days after onset of symptoms or positive test, provided symptoms are improving and it's been at least 24 hours without a fever (in the case of a confirmed case for an employee, trustee, or volunteer/intern).
7. Anyone who has had close contact with a confirmed case shall quarantine for 14 days from the date of exposure.
  - a. Close contact is defined as being within 6 feet, for longer than 15 minutes within 48 hours of onset of symptoms or positive test.
8. Employees off work due to symptoms of COVID-19 should contact their medical professional for direction. They are also required to contact the Executive Director to report their symptoms and receive further guidance.
9. Employees may be permitted to work remotely during any period of quarantine, as applicable.
10. Failure to follow this Policy is grounds for disciplinary action.
11. Should the Executive Director become impacted by the policy, the Executive Director should report to the Board President.

### Working Remotely

Under the direction and coordination of the Executive Director, employees may work remotely. On day(s) designated as 'working from home,' staff will provide a project plan for what they plan to work on during this time. Hours must be recorded honestly and accurately on timesheets.

### Workplace Environment

Masks are required to be worn at all times while in the IWASM office, collections storage, education room, and throughout the concourse/exhibit floor. Masks may only be removed when actively consuming food or drink.

Staff will, in accordance with CDC guidance sanitize workstations and high touch point items like doorknobs, light switches, computer, etc. throughout the day.

### Testing

Employees, trustees, volunteers, and interns who experience new or unexplained symptoms related to COVID-19 or who come into direct contact with a confirmed positive case of COVID-19 may be asked to take a COVID-19 test before returning to any IWASM facility.

Rapid antigen testing will be considered sufficient when ordered or recommended by a healthcare professional or when the individual is in the early stages of COVID-19 and

experiencing symptoms such that the viral load, if any, is high. In all other circumstances, a non-rapid, viral test (PCR) may be required.

General hygiene and social distancing procedures applicable to anyone entering a IWASM facility or space.

1. Avoid physical contact (i.e. shaking hands) and gatherings of more than 10 people in any indoor space.
2. To the extent possible, everyone should attempt to maintain at least 6 feet of space between themselves and others at all times.
3. Make every effort to conduct meetings remotely/virtually/ by phone whenever possible.
4. If a face-to-face meeting is unavoidable, the meeting time should be for a minimum period of time, in a large meeting room if possible, and participants should remain at least 6 feet from each other.
5. Do not congregate in offices, the kitchen, entryways or other areas where people typically socialize.
6. Eat at your desk/office, or at your designated workspace and maintain at least 6 feet of space between yourself and others while eating.
  - a. In accordance with Ohio Department of Health order signed November 17, 2020, masks must be worn at all times unless actively consuming food or beverage.
7. Wash your hands with soap and water for at least 20 seconds (i.e. after using the restroom; before and after eating; after blowing your nose, coughing or sneezing; after touching surfaces or objects; after removing any required personal protective equipment; and if you had exposure to bodily fluids).
8. If soap/water is not readily available, then use an alcohol-based sanitizer with at least 60% alcohol content.
9. Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
10. Avoid touching your face, particularly eyes, nose, and mouth with your hands.
11. If you sneeze or cough into your clothing, wash it before wearing it again.
12. Consistent with current CDC and Ohio Department of Health and Human Services recommendations, anyone entering the IWASM facility is required to wear multi-layer cloth face coverings that covers their mouths and noses, except to the extent an employee is using break time to eat or drink.

Non-Compliance

Anyone (staff, trustees, volunteers or interns) found to be not in compliance with this policy will be instructed to remain home until an internal investigation is complete. Upon completion of investigation, those individuals will be instructed on next steps.

Closing

The decision to close the museum to the public, referring to the office, will be done in accordance and through the guidance of state, local, and national health professionals. The Executive Director and the Board President will confer and determine the reopening and closing timeframe.

Confidentiality Statement

All medical information and records about an individual will be treated as private and confidential and will be handled in compliance with applicable IWASM policies and applicable legal requirements.

Signed and Acknowledged By:

\_\_\_\_\_  
Printed Name

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Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date