



## Museum, Aquarium, Zoo Health and Safety Plan

### 1. Evaluating and documenting maximum capacity

The Contemporary Jewish Museum's (The CJM) square footage is as follows:

1<sup>st</sup> floor:

Grand Lobby: 5000 sq ft

Swig Gallery: 3000 sq ft

Sala Webb Education Center: 1500 sq ft

Blue Cube: 2000 sq ft

Grand Staircase: 1000 sq ft

Classrooms and the Ronald and Anita Warnick Boardroom: 1500 sq ft

2<sup>nd</sup> floor:

Koshland Gallery: 7000 sq ft

Yud Gallery: 2000 sq ft

Second floor interstitial spaces: 1000 sq feet

Administrative/Technical spaces:

Administrative Offices: 3500 sq ft

Security Entrance Area: 500 sq ft

Basement-level Offices and Storage Areas: 8000 sq ft

Loading Dock Space (shared with other tenants, including Marriott and Four Seasons): 5000 sq ft

Total museum square footage (includes public, gallery, administrative, and technical spaces, and loading dock area): approximately 41,000 square feet

Plan for reduced capacity:

Please see below for a list of reduced, typical, and former maximum occupancies for The Museum spaces. Note that all revised occupancy numbers for gallery, public, and administrative spaces are capped at or below 25%:

Grand Lobby: 32 (reduced), 20 (typical), 230 (former max)

Swig Gallery: 20 (reduced), 25 (typical), 168 (former max)

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Sala Webb Education Center: 8 (reduced), 10 (typical), 103 (former max)  
Blue Cube: 12 (reduced), 10 (typical), 90 (former max)  
Grand Staircase: 8 (reduced), 6 (typical), N/A (former max)  
Koshland Gallery: 52 (reduced), 30 (typical), 453 (former max)  
Yud Gallery: 10 (reduced), 10 (typical), 142 (former max)  
Administrative Offices: 5 (reduced), 25 (typical), 80 (estimated former max)  
Basement and Storage Areas: 6 (reduced), 12 (typical), 60 (estimated former max),  
Restrooms: 2 (reduced), 6-8 (typical), Single user restrooms remain single user.  
Alternating sinks, urinals, and stalls temporarily decommissioned accordingly in  
multi-user restrooms, revised occupancy signage posted

Visitor and personnel occupancy levels in various public spaces in The Museum will be monitored and regulated as follows:

- Prior to arrival: timed, contactless ticketing available for purchase online at [thejcm.org](http://thejcm.org) will control inflow.
- Ticket purchases will be limited to 75 per hour.
- Arrival: Security officer station will monitor inflow and outflow at The Museum through separate entrance and exit.
- In galleries: Security officers will monitor capacity within galleries and communicate with entrance Security team and Visitor Experience staff as needed to regulate inflow.
- In public spaces: Visitor Experience staff will monitor density in public spaces.
- Personnel levels in administrative spaces will be continually monitored by our Operations team, with access reviewed and granted on a case-by-case basis. The majority of The Museum's administrative work continues remotely, following protocols established in March 2020. Select staff will return to admin spaces for essential work as needed. Schedules will be planned on a rotating basis to ensure adequate spacing in office and technical areas.

## 2. Signage Requirements

Requisite health and safety signage will be installed prominently at and around the entrances (public and administrative/security/staff) and exits to The Museum, both indoors and, as needed, outdoors for queuing and advising Patrons prior to entering the facility. The Social Distancing Protocol Checklist will be posted at the Museum's public entrance and available to all visitors on The CJM's website.

Additionally, signage will be installed at and around the Patron welcome center, elevators, staircases, restrooms, landings, administrative areas, loading dock service entrance, and Security / administrative entrance.

Floor markers with icons and accompanying language "Wait here" and "<- 6ft->" utilized inside and outside of the building at 6+ feet intervals to show Patrons where to enter the



building, where to wait, where to redeem (or buy) a ticket, and where to stand at the ticket scanning post.

### 3. Ensuring Personnel and patrons wear face coverings at all times, unless specifically exempted

The CJM has reviewed and implemented the Face Covering Order for all Personnel and Patrons.

Patrons:

- No patrons will be allowed into building without a face covering.
- In person: The General Protocol Signage, located at each entrance mandates reads:
  - All Patrons are required to wear a face covering except for children under 2 or those with a medical condition preventing them from doing so.
  - Face coverings are strongly recommended, but not required, for children ages 3 – 9.
  - Disposable masks in adult and child sizes are available, free of charge, upon request (while supplies last).
- Web: <https://www.thecjm.org/pages/238>
- Email: When patrons purchase tickets online, a follow up email is sent with a link to the FAQ which has the General Protocols integrated.
- Personnel on site will enforce the mask-wearing as needed.
- Those who refuse to follow face-covering protocol will be denied admission and refunded their ticket price (if purchased in advance, via contactless ticketing).
- If a patron enters with a face covering but then refuses to wear it at any point during their visit, they will be asked to leave.

Personnel:

- All personnel have been notified via email that they must wear a face covering that covers both nose and mouth while on-site at The CJM.
- Personnel are provided at least 1 fabric mask by The CJM. Disposable masks and face shields are available to personnel upon request.
- Personnel have access to further guidelines and resources via private CJM server.
- Although The CJM has provided face coverings to personnel, individuals may choose to wear their own face covering.
- If personnel do not bring their own face covering, disposable masks will be provided.
- For personnel who are exempt from wearing face coverings, every effort to accommodate work from home will be made.

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- Any personnel who refuses to wear a face covering, and is not exempt, will not be permitted on site, and will receive a disciplinary warning.

Vendors:

- Vendors are subject to the same health and safety regulations as Personnel and Patrons. However, given their direct contact with CJM personnel, vendors will receive specific protocols via email in advance of their arrival.
- The topics covered in the Vendor protocols are: face coverings, sign in, hand washing, physical distancing, paperwork, restroom use, when not to enter the facility, who to
- contact, and instructions for sharing their employer's COVID-19 protocols and personnel screening documents prior to their arrival at the facility.
- Vendors must provide evidence of a compliant Health and Safety plan in accordance with health order directives and using standard SFDPH templates where applicable.

#### 4. **Ticketing booth and payment systems**

Timed tickets will be implemented to manage total available tickets per day and per hour as required in City health orders. Admission will be by timed tickets only.

General Admission tickets and membership purchases or renewals will be conducted online or by mobile device to minimize transaction contact on site. On-site visitors will be encouraged to purchase tickets/membership online via their mobile devices. If on-site guests are unable to conduct their transaction via a mobile device, the ticketing and membership desks can accept credit cards. Although its use is discouraged, The CJM will also accept cash, as required by San Francisco law. The CJM employees handling cash will be trained in OSHA hygiene protocols to help control the spread of COVID-19.

Plexiglass partitions are installed at all transaction points (ticketing and memberships desks) to protect employees and visitors. Touch free 70% alcohol-based hand sanitizer stations are available at ticketing and membership transaction points.

In-person ticket purchasing precautions:

- We have removed stanchions and furniture in order to improve flow, decrease bottlenecks, and remove areas where people might congregate.
- We have deployed floor markers to show Patrons a path to enter the building, buy a ticket (if needed), and proceed to the ticket scanning post.

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- Plexiglass partitions have been installed at the entrance to The Museum (security screening checkpoint), and also at the Shenson Welcome Center (ticket purchasing area).

Online ticket purchasing options and messaging:

Patrons will be strongly encouraged to purchase tickets online in advance of their visit.

1. For guests planning their visit, our website and other communications will stress that The CJM now has:
  - Limited ticket quantity (75/hour)
  - Timed tickets (at hourly intervals)
  - Specific safety requirements
2. Onsite and Online Ticketing Available Onsite.  
Not all Patrons will buy advance tickets and it will take time to message this new process. Some of our guests do not have access to the technology to buy advance tickets, so Visitor Experience staff will continue to serve our Patrons with flexibility and consideration.
3. The lobby will be reorganized to accommodate digital, self-serve ticket sales:
  - Prominently placed QR codes that Patrons can scan directing them to our online tickets page
  - Visitors follow the same steps that they would have at home (including entering their contact data)
  - Ticket appears immediately on the phone
  - Visitor Experience staff will be available to assist guests safely
4. Cautious Onsite Ticketing.  
In some cases Visitor Experience staff will need to assist with transactions. Such as:
  - Visitors who don't have access to credit cards or smartphones
  - CAPP partners
  - Reciprocal members
  - Other museum staff
5. The CJM will ensure that these transactions are done safely by:
  - Ensuring Visitor Experience staff have PPE (masks, hand sanitizer, and/or gloves)
  - Providing patrons with hand sanitizer at point of interaction with Visitor Experience staff
  - Installing Plexiglas partitions on the counters
  - Regularly cleaning high touch surfaces by janitorial team
  - Moving credit card swipers onto the counter
  - replacing signed credit card receipts with emailed digital receipts to guests
  - Using barcode scanners with patrons' ticket purchase receipt (scanned on smartphone)
6. Personnel working at the ticketing locations have sanitization supplies to use as needed.



## 5. Personnel safety precautions

- The CJM Personnel are being provided ongoing health and safety trainings and updates outlining the protocols and requirements in the Health and Safety Plan.
- Personnel are required to maintain social distance from one another at all times while onsite.
- Personnel are required to wash their hands for 20 seconds with soap and water or use hand sanitizer when arriving to work, when entering or exiting a common area, after moving around the facility, and before returning to the work station.
- Personnel are required to wear a face covering at all times while at work unless exempted by Health Officer Order No. C19-12c. Those who are exempt will not be asked to work onsite.
- Handshakes, similar greetings, and other unnecessary physical contact are prohibited.
- Employees are instructed to wash their hands for at least 20 seconds or use hand sanitizer at frequent intervals and after any of the following: using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, eating, drinking, entering or leaving a guest area, physical interaction with CJM employees or guests, and before starting their shift. Additionally, all CJM employees are required to frequently clean any supplies and devices they use, including keyboards, mouse, phones, pens, desk surfaces, printers, and copiers.
- The sharing of computers, phones, or other equipment by personnel is prohibited.
- Shared flatware, cups and dishes have been removed from personnel break rooms.
- Workstations have been reorganized to accommodate social distancing.
- Plexiglass partitions have been installed where social distancing cannot be maintained.
- Physical barriers will be installed as visual reminders to maintain social distancing as needed.
- Contactless payment systems have been implemented.
- Personnel have been provided with access to additional cleaning supplies so they can sanitize areas between janitorial staff's work.
- Areas where personnel take rest and meal breaks (including locker rooms, lactation room, break room, and loading area) have been reconfigured to allow for social distancing and reduced occupancy.
- Arrows have been installed on the floor in the basement/technical spaces in order to encourage unidirectional travel by personnel.
- Our HR department has shared a link with all personnel to a self-certification questionnaire that must be completed by any staff person 24 hours prior to arriving at the facility for onsite work.
- The results of the self-certification questionnaire are transmitted securely and reviewed by CJM employees trained in confidentiality requirements. CJM employees are instructed to self-screen at home daily, including temperature and/or symptom checks following CDC guidelines. If an employee is confirmed to have COVID-19, Human Resources will inform other employees of their possible exposure to COVID-19 in the workplace within 24 hours and maintain confidentiality of the

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infected individual as required by the Americans with Disabilities Act and Health Insurance Portability and Accountability Act. CJM will report to SFPDPH any outbreaks as defined by the health authority.

- Human Resources will continue to provide EAP and support resources to CJM employees to help them navigate these challenging circumstances. The CJM will continue regular and frequent communications with CJM employees that is human-centered and focused on well-being.
- The CJM has established an internal chain of communication regarding the surfacing and redress of any/all health and safety issues that arise in order to ensure immediate (same day) attention and resolution.
- The CJM has established an internal chain of communication and response in the event that a patron or staff is not following established safety protocols, particularly with respect to proper usage of face coverings.

## 6. HVAC systems

- During the first week in October 2020, The CJM upgraded all filters to MERV 13 and sealed edges of the filters to limit bypass.
- Outdoor air ventilation has been increased.
- Demand-controlled ventilation (DCV) has been disabled.
- Minimum outdoor air dampers have been opened to as high as 100% when appropriate, thereby eliminating recirculation.
  - Outdoor air dampers will be adjusted in extreme weather since they will affect thermal comfort, scent, and humidity
- Systems are running longer hours.
- Certain locations are being evaluated for portable air cleaners with HEPA filters (currently one is used in the Art Storage area).

## 7. Food and beverage concessions

Wise Sons Jewish Delicatessen will be open seven days a week from 8am—2pm for takeout and outdoor dining only. Wise Sons, an independent operator, will separately submit materials to the City of San Francisco and meet all requirements under applicable Health Orders. Food operators will complete, implement, and post on site the Health and Safety Plan as per the health officer order (Directive of the Health officer No. 2020-16).

## 8. Retail

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The CJM will complete, implement, and post on site the Health and Safety Plan as per the health officer order (Directive of the Health officer No. 2020-17). Prior to re-opening, The CJM's Retail Area will implement guidelines under all applicable Health Orders.

- Stanchions and furniture have been removed in order to improve flow, decrease bottlenecks, and remove areas where people might cluster.
- Patrons are encouraged to shop online for merchandise as well as tickets.
- The retail environment has been redesigned and moved out of the lobby, where it had been in proximity to the ticketing area, and into the Blue Cube, which is more spacious and allows more room for patrons to shop while maintaining social distance.
- Merchandise and display furniture will be spaced appropriately for socially distanced browsing.
- Patrons will be discouraged from handling merchandise except when necessary or if they plan to make a purchase.
- High-touch surfaces will be routinely cleaned.
- There will be gloves available for Visitor Experience staff to wear when handling merchandise and for sales and transactions.
- There will be hand sanitizer dispenser in the retail area.
- There will be signage that says “please sanitize your hands before handling merchandise”.
- There will be floor decals to assist with physical distancing.
- There will be clean pen/used pen jars with signage, and Visitor Experience staff will clean the pens after each use.
- Patrons will be encouraged to use credit cards.
- Self-service bags will be encouraged
- The coat check area has been closed.
  
- Wheelchairs and gallery stools will be available and easily accessible for self-service, and Visitor Experience staff will clean them after each use.

## 9. Social distancing in elevators

Signage will be posted that indicates the following:

- Elevator occupancy is limited to two individuals or one stable group or family.
- Visual representation of two masked figures with “<-6 ft->” between them.
- Give priority to people with disabilities.
- Maintain physical distancing while on elevator.
- Refrain from speaking while riding the elevator.
- All users of elevator must wear face covering.
- Please sanitize and wash your hands frequently; hand sanitizer stations are located at entrances, elevators, and transaction points.



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- Risk of transmission may increase due to prolonged exposure within an enclosed space.

Floor markers with icons and accompanying language will be utilized inside and outside of the elevator to encourage physical distancing while waiting for the elevator and while inside.

Hand sanitizer dispensers will be stationed right next to elevators.

## **10. Monitoring and limiting patrons to ensure physical distancing between members of different households**

Public space interactions must follow health and safety protocols including physical distancing requirements, practicing conscientious hygiene, and wearing appropriate face coverings. In general, groups will be limited to fewer than six persons from the same household until further notice. Open public spaces throughout The CJM, including the entrance lobby are to be used for social distanced queuing only. No lingering or gathering will be allowed. All seating throughout the CJM has been limited to single person seating only and signage is posted on all seating areas regarding distancing requirements. Galleries will require physical distancing and reduced occupancy caps are posted where required to maintain appropriate distance between visitors within.

- Floor markers with icons and accompanying language “Wait here” and “<- 6ft->” utilized inside and outside of the building at 6+ feet intervals to show Patrons where to enter the building, where to wait, and where to buy a ticket and proceed to the ticket scanning post.
- Plexiglas partitions installed on the counter for Visitor Experience staff and Patron safety.
- Only one Visitor Experience staff member will be behind the desk at a time.
- Arrows utilized on the rise of stair treads to encourage clear and distinct up and down paths of travel when using stairwell (where width of stairwell permits).
- Benches removed wherever possible and replaced with single chairs and stools.
- Security officers will be metering attendance in galleries and will communicate with ticketing personnel if/when nearing capacity.

## **11. Paths of travel through establishment and wayfinding signage**

The CJM has designed and implemented a clear graphic wayfinding program throughout the museum for both its employees and visitors, including physical distancing floor markers, directional arrows, capacity limits, and other iconographic signage to facilitate distancing and

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safety. Wayfinding signage and markers can be found at all primary entrances, elevators, bathrooms, landings, corridors, and transaction or interaction points.

- Some stanchions and furniture have been removed to prevent bottlenecks and gathering areas.
- Abundant signage has been installed throughout building communicating need to social distance, wear face coverings, and sanitize or wash hands frequently.
- Floor markers with icons and accompanying language “Wait here” and “<- 6ft->” utilized inside and outside of the building at 6+ feet intervals to show Patrons where to enter the building, where to wait, where to buy a ticket, and to proceed to the ticket scanning post.
- Arrows utilized on the rise of stair treads to encourage clear and distinct up and down paths of travel when using stairwell (where width of stairwell permits).

## **12. Plans for preventing patrons from gathering in a space**

- All group seating furniture has been removed and common areas, classrooms, and meeting rooms are closed.
- Rotating digital signage will encourage Patrons to refrain from gathering in one area and to keep moving through The Museum.
- Stanchions and furniture have been removed as needed to prevent bottlenecks or congregating.
- Floor markers with icons and accompanying language “Wait here” and “<- 6ft->” utilized inside and outside of the building at 6+ feet intervals to guide Patrons’ path through The Museum.
- Arrows utilized on the rise of stair treads to encourage clear and distinct up and down paths of travel when using stairwell (where width of stairwell permits).

## **13. Sanitation for restrooms**

- Multi-user restroom doors will remain propped open to allow viewers to ascertain occupancy level, and to increase ventilation. Curtains have been added as needed to ensure privacy.
- Increased restroom cleaning intervals by Janitorial staff to clean and disinfect high touch surfaces, replenish soap and paper towels, and remove trash.
- See included data sheets for janitorial cleaning products in Sanitation section below.
- We have installed sanitizer dispensers at regular intervals throughout the building, including near restrooms and elevators.

## **14. Tours and audio self-tour equipment**

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All guided tours, including school tours, are suspended until January 2021 or as allowed by City health orders.

Public Programs: All Public Programs will continue virtually through December, 2020 or allowed by public health orders.

- No audio self-tour equipment currently in use at The Museum.
- All audio/video files connected to exhibits will be played ambiently, without headphones.
- All interactive exhibits have been decommissioned.
- Select audio/visual content and programming will be available virtually, on The CJM's website, and Visitor Experience staff will redirect Patrons as needed.
- Any objects that may be handled by Patrons (folding stools, pencils, etc.) will have an accompanying cleaning protocol to ensure that it is cleaned between uses

## **15. Sanitation for high-touch surfaces and areas**

Janitorial team members (AAA) will only use EPA-approved disinfectants for SARS-CoV-2 as per manufacture recommendations.

All Janitorial team members working at The CJM will be provided with appropriate training on use of PPE, including donning and doffing of the PPE. Safety Data Sheets for all cleaning products being used in their duties will be reviewed, and training will be documented.

All Janitorial team members will be screened in advance of working on site. If the staff member can answer "yes" to any of the following questions (without identifying which question applies), the staff member will not be permitted to access the facility.

- Within the last three (3) days, have you had a fever (100.4 F or higher) without having taken fever reducing medication?
- Within the last three (3) days, have you had respiratory symptoms (cough and shortness of breath) or other COVID 19 symptoms, including but not limited to loss of taste and smell?
- Within the last fourteen (14) days, have you had close contact with an individual diagnosed with COVID-19?
- Within the past ten (10) days have you been diagnosed or tested positive for COVID-19?
- Within the past fourteen (14) days, have you been asked to self-isolate or quarantine by your doctor or local health official?

One AAA member will be assigned to clean and assist at all high touch areas during days and times The Museum is open to the public. These are listed below.

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## High Touch Areas for disinfecting.

1. Lobby:
  - a. Entrance and Exit door handles, inside and outside.
  - b. ADA-compliant automatic door opener, inside and outside.
  - c. Public elevator, #2, inside and outside buttons and door frames.
  - d. Grand staircase hand rails.
  - e. Restrooms.
    - i. Main lobby men's and women's restroom door handles and door frame, faucet push buttons, wall counter top, doors on toilets, and baby changing table.
    - ii. Wise Sons single-use restrooms door handles and door frame, faucet push buttons, and baby changing table.
  - f. Education Hallway: all door handles to Goldman Hall, Swig Gallery, Board Room, Docent Room, Class Rooms, double doors to Admin exit and Kitchen area. Also, any sitting areas and table surfaces relocated to these areas.
  - g. Kitchen elevator, #4, inside and outside buttons and door frames.
  - h. Stair 6 Emergency exit door handles, inside and outside.
2. Blue Cube:
  - a. Retail spaces
  - b. High top tables and chairs
  - c. c. All table surfaces
  - d. d. Storage closet door handles
3. Administrative Entrance:
  - a. Entrance doors handles inside and outside
  - b. Intercom button outside
  - c. Bench and counter in vestibule
  - d. Door handles to Stair 7, outside and inside
  - e. Door handles to double glass doors, inside and outside
  - f. Admin Elevator 3, inside and outside buttons and door frames
  - g. Stair hand rails
4. Second Floor Public Areas:
  - a. Public elevator, #2, inside and outside buttons and door frames
  - b. Hand rail to wall overlooking lobby across from the Yud Gallery
  - c. Yud Gallery door handles inside and out
  - d. Any surface areas
  - e. Men's and women's restroom door handles and door frame, faucet push buttons, wall counter top, doors on toilets, and baby changing table
  - f. Koshland Gallery door handles, inside and out

General use	Name & Chemical Disinfectant Base/Products	Potential Hazards	Controls
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Disinfectant, Virucide, Fungicide	SSS Navigator #61 Ace 256 Neutral Disinfectant & Detergent RT	<ul style="list-style-type: none"> <li>• Skin Irritation, Category 3</li> <li>• Eye Irritation, Category 2A</li> </ul>	<ul style="list-style-type: none"> <li>• Use in well-ventilated environment.</li> <li>• Disposable nitrile gloves</li> <li>• Safety glasses or goggles</li> <li>• Long sleeve shirts and long pants</li> <li>• Closed toe shoes</li> </ul>
Cleaning and Degreasing Compounds	<b>143 WAXIE-Green Cleaner/Degreaser.</b> Alcohols, C9-11, Ethoxylated, Ethanol, 2- Amino, Sodium citrate, dihydrate	<ul style="list-style-type: none"> <li>• Harmful if swallowed, inhaled, or in contact with skin.</li> <li>• Causes skin and serious eye irritation</li> </ul>	<ul style="list-style-type: none"> <li>• Use in well-ventilated environment.</li> <li>• Disposable nitrile gloves</li> <li>• Safety glasses or goggles</li> <li>• Long sleeve shirts and long pants</li> <li>• Closed toe shoes</li> </ul>
Multipurpose Cleaner	<b>343 WAXIE-Green Restroom Cleaner.</b> Urea Sulfate, Trimethylene Glycol	<ul style="list-style-type: none"> <li>- Causes serious eye irritation.</li> <li>- Causes mild to moderate skin irritation, depending on duration of contact</li> <li>- Causes respiratory tract irritation; symptoms may include coughing and sneezing depending on volume of mist/spray inhaled.</li> <li>- Causes gastrointestinal system irritation; symptoms may include pain, sore throat, nausea and vomiting if large volumes are ingested.</li> </ul>	<ul style="list-style-type: none"> <li>• Use in well-ventilated environment.</li> <li>• Disposable nitrile gloves</li> <li>• Safety glasses or goggles</li> <li>• Long sleeve shirts and long pants</li> <li>• Closed toe shoes</li> </ul>
Glass and surface cleaning.	<b>543 WAXIE-Green Glass &amp; Surface Cleaner,</b> Sodium Lauryl Sulfate, Isopropyl alcohol	<ul style="list-style-type: none"> <li>- Causes serious eye irritation.</li> <li>- Causes mild skin irritation.</li> <li>May cause respiratory tract irritation; symptoms may include coughing and sneezing depending on volume of mist/spray inhaled.</li> <li>- Causes gastrointestinal system irritation; symptoms may include pain, sore throat, nausea and vomiting if large</li> </ul>	<ul style="list-style-type: none"> <li>• Use in well-ventilated environment.</li> <li>• Disposable nitrile gloves</li> <li>• Safety glasses or goggles</li> <li>• Long sleeve shirts and long pants</li> <li>• Closed toe shoes</li> </ul>

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		volumes are ingested.	
Disinfection of surfaces, equipment.	<b>710 Multi-Purpose Disinfectant Cleaner,</b> Quaternary ammonium compounds, benzyl-C12-16-alkyldimethyl, chlorides; Octyl decyl dimethyl ammonium chloride; 1-Octanaminium, N,N-Dimethyl-N-octyl-, chloride; 1-Decanaminium, N-Decyl-N,N-dimethyl-, chloride; Ethanol	- Harmful if swallowed or in contact with skin. - Causes skin and serious eye irritation	<ul style="list-style-type: none"> <li>• Use in well-ventilated environment.</li> <li>• Disposable nitrile gloves</li> <li>• Safety glasses or goggles</li> <li>• Long sleeve shirts and long pants</li> <li>• Closed toe shoes</li> </ul>

## 16. Interactive exhibits

- All interactive exhibition elements that included headphones, touch screens, and interactive educational devices have been disabled and/or removed.
- Headphones have been replaced with speakers when available, or the content and hardware has been removed entirely.
- Comment books have been removed.
- Exhibition-related reference books, large print labels, and show catalogs have been removed from galleries. A selection of these materials will be available to review, upon request, at the Shenson Welcome desk. Materials will be managed by Visitor Experience staff and cleaned between use. Gloves will also be provided.

## 17. Office space

The CJM will complete, implement, and post on site the Health and Safety Plan as per the health officer order (Directive of the Health officer No. 2020-18). The CJM requires all employees who can work remotely to continue to telecommute through December, 2020 or until City health orders allow changes to remote work requirements. The CJM has implemented policies to protect essential CJM employees who must come on-site to perform their job duties. Essential CJM employees working on-site in the administrative office spaces of the CJM include: members of the accounting and finance teams who must process physical receipts or payments, and manage payroll services; security, facilities and operations managers; exhibitions crew members who handle or install artwork; registrars who must ship

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and receive artwork; and IT professionals whose expertise is required to maintain servers and manage hardware only accessible on-site. In all, less than 25% of total CJM employees will work on-site in the administrative offices, with staggered shifts, to minimize overlap.

- Only Personnel that have roles essential to The Museum's open operations and customer service will resume their work onsite.
- Personnel are permitted to work onsite with approval from the Operations team; and completing The CJM's health self-certification process within 24 hours before the approved visit.
- Personnel are required to wear masks and practice social distancing while working onsite.
- All desks and work areas have been arranged so that they are at least 6 feet apart, and/or are divided by partitions.
- Personnel schedules are staggered to limit the number of people onsite at once.

Total number of personnel onsite varies depending on whether The Museum is open or closed, and other possible factors.

When The Museum is open (Thursday—Sunday):

- Visitor Experience person— 3 per workday, one at front desk, one in lobby scanning tickets, one floating or in retail area.
- Security officers—7 per shift: two in control room, two at front entrance, three total in galleries (at least one control room officer on site 24hrs/day)
- Director of Security—0-1 per workday
- Exhibitions staff— 1 or 2 per workday
- Admin/office staff— 1-2 per workday, depending on the day
- Janitorial staff— 2 per workday

When The Museum is closed (Monday-Wednesday):

- Security officers—1 per shift (control room officer)
- Director of Security—0-1 per workday
- Exhibitions staff—0-1 per workday
- Admin office staff—0-1 per workday
- Janitorial staff—1-2 per workday