

## **Daily Operating Procedures**

### **Museum Hours (Temporary)**

Tuesday-Saturday 11:00AM-3:00PM

### **Staff**

- Staff will wear masks in all common areas of the museum
- Staff will maintain social distancing & practice good hygiene habits to prevent COVID-19
- Staff will notify the Executive Director if they are experiencing COVID-19 symptoms or have been in contact with a COVID-19 patient
- Staff shall not report to work if their temperature exceeds 100.4 degrees Fahrenheit

### **Guests**

- By entering the museum guests acknowledge COVID-19 risks and waive museum liability
- Masks are required for museum guests ages 7 and up
- Guest are encouraged to complete voluntary tracing information
- Guests should maintain appropriate social distancing at all times
- Hand sanitation stations are available on the 1<sup>st</sup> and 2<sup>nd</sup> floors
- Restrooms are available only on the 1<sup>st</sup> floor
- Restrooms are for museum visitors only
- Guest are encouraged to adhere to museum signage in regards to gallery capacity, directional flow, elevator capacity and available public restrooms

### **Volunteers**

- By entering the museum volunteers acknowledge COVID-19 risks and waive museum liability
- Masks are required
- Masks may be removed while alone at the front desk
- Volunteers will notify the staff if they are experiencing COVID-19 symptoms or have been in contact with a COVID-19 patient
- Volunteers shall not report to work if their temperature exceeds 100.4 degrees Fahrenheit
- Hand sanitizer will be available at front desk and should be utilized following any monetary transactions including credit cards
- Volunteers should maintain appropriate social distancing at all times

## Daily Cleaning

- Prior to daily opening museum staff will clean frequently touched surfaces including all door handles, exhibit cases tops and sides, front desk surfaces, elevator buttons and handrails, stairway handrails, restroom water faucets and counter surfaces, water fountains and benches
- CDC recommended products will be utilized

## Gallery Capacity

- Race Massacre (Chapman) 4
- TCC (Lawson) 16
- Fashionably Tulsa (Jankowsky) 4
- Time Travel 4
- Adah Robinson (Zarrow) 6
- Votes for Women (Oxley) 4

**Total Capacity 38**

**Elevator Capacity 2**

## CLOSED

- Tribune Research Library
- Warren Gallery

## General

- Benches and other seating will be moved as needed to provide adequate spacing per CDC guidelines
- Doors to stairway between 1<sup>st</sup> and 2<sup>nd</sup> floors will be opened to provide alternative access and increase air flow
- Additional signage will be added as needed