

# MUSEUM REOPENING PLAN

The Western Pacific Railroad Museum will continue to implement measures aligned with the CDC, California Health Department and Plumas County Public Health Agency guidelines with regard to managing the coronavirus. Here are some details about the steps being taken to keep the workplace safe and address questions. This plan will be update as new regulations, requirements and recommendations are released.

## **Volunteers and Staff-**

Volunteers and staff will be ramped up in phases, beginning with the facilities team who will continue to ensure the building is cleaned and sanitized regularly according to CDC guidance, and assist in any additional staff and guest protective and social distancing measures. Volunteers and staff will be provided with COVID-19 training.

Volunteers and staff will be instructed to stay home if they are feeling sick, or have come in contact with someone who has been ill.

## **PPE (Personal Protection Equipment)**

- Face masks are required to be used by all volunteers and staff when in public areas
- Masks are required by all visitors, volunteers and staff.
- Guard barriers are implemented in person to person contact transaction areas.
- Staff are reminded to follow the CDC personal hygiene guidelines with frequent handwashing encouraged, and use of hand sanitizer.

## **Cleaning and Disinfecting**

- Museum facilities team has implemented increased frequency of cleaning/disinfecting of touchpoints to a minimum of two times per day.
- Break and food consumption areas are cleaned at a minimum, before and after each break period. (non-public areas)
- Clearly identified handwashing and hand sanitizing stations, making sure supplies are sufficient and constantly restocked, including adequate waste management.
- Increase the exchange frequency or disinfection of personal protective equipment prone to accumulate germs or bacteria such as safety gloves.
- Hand sanitizer provided for the Museum store staff. Touch points regularly cleaned throughout each day.

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## Social Distancing

- Staffing levels have been adjusted to prevent excessive accumulation of employees, staff and volunteers.
- Any seating areas have been modified to promote social distancing of six feet.
- No hand shaking or other social gestures that require touching each other.
- Minimization of the number of people that each individual interacts with.
- Capacity numbers have been determined for each area of the Museum so that any restrictions can be adhered to.

## Communication and Education

- Continuous messaging to educate around symptoms, etiquette, social distancing, reporting and other preventative measures.
- Signage / awareness posters at entry points, customer transaction points and hand sanitizing stations.

## Guests

- Paperless transaction may be available for admissions.
- A QR code is available to scan to access the audio tour of some museum equipment.
- Hand sanitizer station signage that can be used as posters or decals/stickers
- Physical distancing signage that can be used as posters or floor decals
- One-way traffic flow signage that can be used as posters or floor decals
- "Do not touch" signage that can be used as posters or decals/stickers
- Closed areas of the museum

### **1) Run-A-Locomotive**

- Masks
- Face shields
- Cleaning the cabs
- How many people allowed in the cab (by locomotive)

At a minimum there is an expectation that all RAL engineers and visitors will be required to wear masks. Face Shields for the RAL engineers will be optional based upon the engineer's preference.

- Cleaning the Cab's:
- After each use (by RAL or a Train Crew) the locomotive cab should be cleaned.
- There should be no fogging in the cab or direct spraying of the control stand due to electronics. Clear off the control stand and control handles should be done with a cloth and cleanser.

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- Seats can be cleaned with a spray bottle to apply cleaner to the seats and using a rag or cloth to finish cleaning.
- Pre-wetted wipes should be OK for control stands, control handles, seats, door handles and hand rails inside the cab.
- Number of persons in the cab at one time should be limited to two or just family members, the engineer will be counted as a third person.

## 2) Caboose Trains

- Masks
- Cleaning the cabooses
- How many people allowed in each caboose at a time
- Vista Flat car (providing we get it in service again)
- At a minimum there is an expatiation that all visitors and crew member will wear masks
- Seats can be cleaned with a spray bottle to apply cleaner to the seats and using a rag or cloth to finish cleaning.
- The above cleaning should be performed after each run and the train crew shall be responsible to perform these tasks.
- Pre-wetted wipes should be OK seats, door handles and hand rails inside the caboose.
- Fogging may be permitted if necessary
- Windows and doors should be blocked open during the operation of the caboose train.
- Number of persons in each Caboose should be limited to 5 and/or only one group of family members.
- Number of persons allowed on the Vista Flat (once back in service) 10 to 12 keeping social distancing as much as possible to meet the 6 foot guideline.
- One cab rider will be allowed per run.

## 3) What are we going to open

- Museum Store
- Engine House
- Shops
- Cars (UP105, Dinner, etc.)
- Locomotives
- Cabooses (other than the caboose train)
- Museum Grounds

### **Museum Store**

Number of persons allowed in the museum store at one time:

Should be limited to 25% capacity or no more than 6 persons and/or 2 families of less than 4 each.

- Operate 2 HEPA Air Cleaners

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- Be prepared for possible single direction access - entrance through double doors, exit through single dutch door near soda fountain
- Sneeze shield on sales counter
- No soda dispenser or public ice
- Create checkout waiting line with 6 ft distance for check out
- Put up masking and distance signage
- Sanitizer stations outside main door and next to sales counter
- Masks / Face Shields required in Store and Diesel Shop
- If county dictates capacity limits, we need to have monitor on door
- Clean touch surfaces every 1 hour
- Clean restrooms every 2 hours – close store for 5-10 minutes if needed

**Engine House** should be open and the West Roll-Up door open for air circulation.

Areas around the WP165 should be barricaded off from the public

Shops shall remain closed to all public

**UP105** remain closed.

UP105 should be open by request only and when volunteers are available.

High touch points should be cleaned after the visit. (Door handles, Railings, handles, partitions)

**Diner**, Open by invitation (when a visitor request)

High touch points should be cleaned after the visit. (Door handles, Railings, handles, partitions)

**Locomotive Cabs** all closed and locked when not in use. Visitors may request a visit into a cab when volunteers are available.

High touch points should be cleaned after the visit. (Door handles, Railings, handles, partitions)

**Cabooses** should remain closed and locked (except when the caboose train is in operation) other cabooses visits can be unlocked and viewed when volunteers are available.

High touch points should be cleaned after the visit. (Door handles, Railings, handles, partitions)

## **Museum Grounds:**

This should not be a big issue, keeping to health guidelines.

Wearing of masks and social distancing.

### **4) Other Museum Facilities**

- Restrooms (We do need to open them)
- Display Room
- Board Room (to whom)
- Operations Office (to whom)
- Sleeper (FRRS members only)
- Lounge (FRRS members only)

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- Various HVAC and fans, changing the filters

**Restrooms:** will need to be open.

Cleaning of restroom (schedule) should be worked out with museum store procedures

High touch points should be cleaned on a schedule and all suppliers should be check every 2 hours.

Hallway between main shop floor and Women's Restroom, should be checked every time the women's restroom is cleaned.

Proper ventilation can be adequately achieved with the outside door being left open.

**Display Room:** Can be open, however would need to be placed on a cleaning schedule to make sure the room is checked and cleaned every 2 hours or when there has been a large group pass through.

**Board Room:** should be closed and locked to the public (except for the Board meeting – keeping social distances in place)

High touch points should be cleaned after each use (Door handles, table, computer keyboard, etc. ;)

**Operations Office:** should be closed to all non-essential volunteers.

Room should be cleaned each day or when necessary

High touch points should be cleaned after each use (Door handles, table, computer keyboard, etc ;)

## 5) Volunteer Training

- General volunteer training
- Run-A-Locomotive engineers
- Operating Department
- Museum Store (Eugene and Janet)

General volunteer training should be done for each volunteer that is working at the museum to make sure they understand what is required for a safe museum

Run-A-Locomotive Engineers should be trained along with the Operations crew

Operating Department crews should be trained so they know what is expected of them

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## 6) Visitor Information

- How many visitors do we let into the museum at a time
- Signs
- Handouts
- Hand sanitization stations

It has been suggested we only allow only a certain number of visitors on the museum grounds for certain number of hours each day

Based upon the current information (April 15<sup>th</sup> 2021) number of visitors we let into the museum and museum grounds.

Tier 3 (Orange)

Museums, Zoos, and Aquariums:

Open indoors with modification, max 50% capacity

Outdoors, gatherings 100 people

I has been suggested to do On-Line sales for museum entry tickets and limit the number of tickets. (Could be by hours and numbers in a day)

Suggested signage posted around the museum and the grounds. (Yes some of the signs may not last long and need to be replaced)

Create a handout for the museum store to handout to visitors informing them of our safety and COVID precautions.

Install three to four hand sanitizations stations in high traffic areas.