

**FEATHER RIVER RAIL SOCIETY
AGENDA REPORT**

DATE: 5/11/2021
TO: Board of Directors
FROM: Kerry Cochran
MEETING: 5/15/2021
ITEM: Old Business
SUBJECT: Museum Reopening Plan

The reopening committee has made several comments and recommendations to the museum reopening plan.

Museum Reopening Plan: Attached to meeting notes and reports

ACTION: Review this meeting, and approve

MUSEUM REOPENING PLAN

DRAFT – FOR DISCUSSION

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.

MUSEUM REOPENING PLAN

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 expatiation 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 15th 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.

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DATE: 5/11/2021
TO: Board of Directors
FROM: Kerry Cochran
MEETING: 5/15/2021
ITEM: Old Business
SUBJECT: Museum Reopening Notice to Public

The reopening committee has made several comments and recommendations to the museum reopening plan. It is being presented to the Board of Directors at the May 15th meeting.

Post Notice to public about the reopening
Post Notice to the website

Notice was presented at the April 10th,2021 Board meeting

ACTION: Review this meeting, and approve

Feather River Rail Society
Western Pacific Railroad Museum

The Feather River Rail Society – Western Pacific Railroad Museum is pleased to announce the Western Pacific Railroad Museum plans to reopen its doors to the public on July 1st 2021.

We have been preparing for the last several months to safely reopen our museum and are confident in the comprehensive safety measures we've put in place for a safe reopening. We will be following the CDC's recommended COVID-19 guidelines, and state and local health regulations to help keep you, our staff, and our community safe.

The museum plans to be open on Thursdays and Fridays 12 Noon to 4 PM, and Saturdays and Sundays 10 AM to 5 PM, starting on July 1st, 2021 through Sunday September 26th.

The safety of our visitors, staff, and community are our top priority. We look forward to safely welcoming you back to the Western Pacific Railroad Museum to enjoy our vast collection of Western Pacific Railroad equipment and our Run-A-Locomotive program.

Please check our society website, www.wplives.org, for updates and the latest information for our 2021 season.

Kerry Cochran
General Superintendent

WPRM COVID-19 Opening Restriction Language

At the Western Pacific Railroad Museum, we're excited to announce our reopening is tentatively planned for July 1, 2021. In following public health COVID-19 protocols, we have put several new procedures in place to support the health and well-being of visitors and volunteer staff.

What you need to know before you arrive:

The museum will operate at 30% capacity.

Everyone is expected to wear a mask and follow proper precautions.

Respect COVID-19 precautions for everyone visiting the museum.

Admission can be pre-purchased to ensure your visit.

Be patient. If capacity is met before your entrance, wait for your turn.

Wash and/or sanitize
your hands **frequently**
and **thoroughly**.

Stations are provided for your
convenience throughout the museum.





COVID-19 Updates

We have extensive safety measures in place to ensure that we have a safe and healthy environment for our visitors, volunteers and staff. The measures include frequent cleaning of high-touch areas, sanitizing stations, Plexiglass shields. We encourage physical distancing, timed ticketing, and reduced capacity. All visitors, volunteers and staff are required to wear masks at all times while inside the building and while queuing outside the museum. Please review our guidelines below to find out more about what to expect while you are at our the museum.

Guidelines for Your Visit



Stay Home if You're Sick

If you are showing [COVID-19 symptoms](#), please stay home. This is critical to the health and safety of our volunteers, staff and communities.

Pre-screening questions include:

Within the past 10 days, have you been diagnosed with, or tested positive for, COVID-19?

Have you had close contact or live in the same household with someone who in the past 14 days has been in isolation for, or tested positive for, COVID-19?

Have you had any of the following in the last 24 hours?

A cough, shortness of breath, or difficulty breathing

A fever of 100.4° or higher

Chills, fatigue, or muscle and body aches

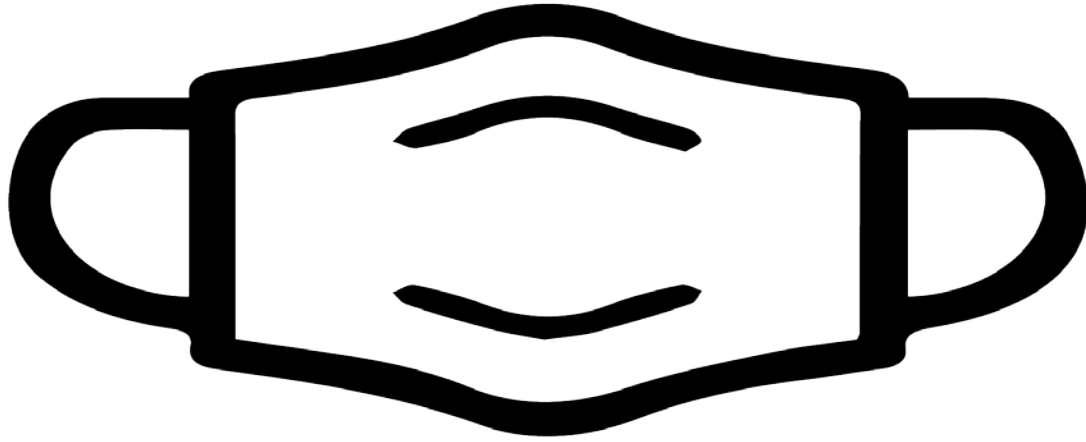
Headache or a sore throat

A persistent runny nose

Diarrhea

A sudden loss of taste or smell

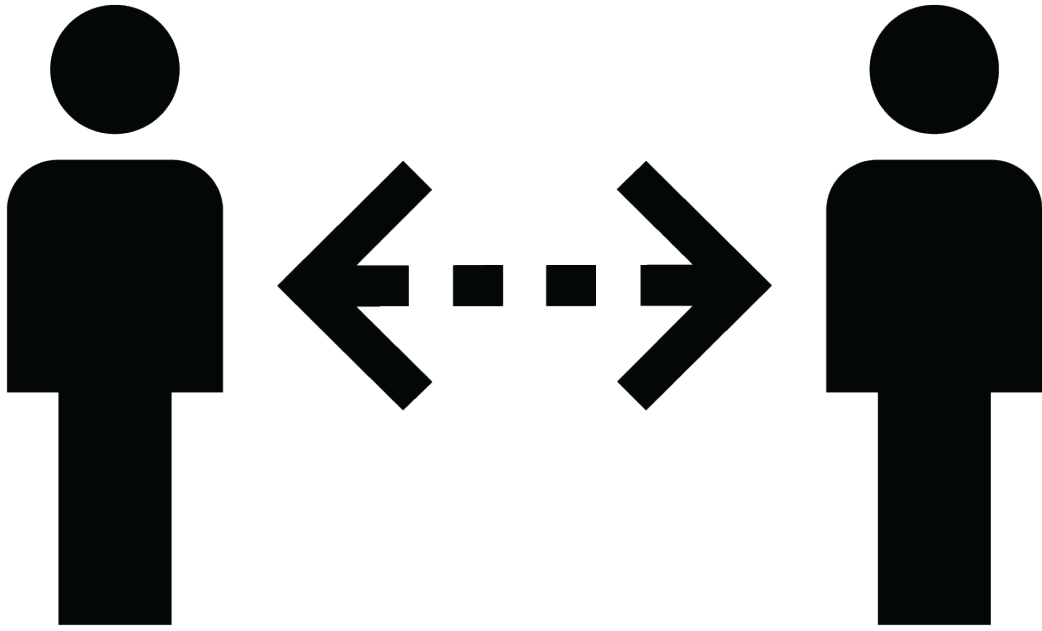
By entering the building, you acknowledge that you have reviewed and answered “no” to all these questions.



Wear Your Face Mask

Masks are mandatory for guests age 2 and above at all times in the museum and while in any line outside the museum.

Masks are asked to be worn when outside close to other visitors, volunteers and staff.



Stay Six Feet Apart

Kindly observe a minimum of six feet of social distance between you and other visitors, volunteers and staff during your visit.



Keep Your Hands Clean

All bathrooms and sinks are open and prepared for increased handwashing. For ease of access, hand sanitizer has been placed throughout the museum.



Go with the Flow

Please follow directional signage and instructions of museum, volunteers and staff while inside the museum. All visitors will be directed to enter through the Main Entrance and into the museum store for ticketing, exiting through the museum store into the museum shop and then out into the outdoors of the museum. Once you have entered the museum, you are welcome to stay as long as you would like.

*The museums reserve the right to deny entry, refuse service to, or revoke the admission of any visitor who does not comply with these safety guidelines.

Closed Areas:

Some museum areas and equipment are closed. If there is a piece of equipment you wish to visit, please inquire if there is volunteers or staff available to open the equipment for you.

Several signs will be posted to indicate closed areas. Please respect these closed areas for your safety.

Checklist: Training Staff on Reopening Procedures

The American Alliance of Museums developed this checklist with considerations for training staff on reopening procedures in the wake of the COVID-19 pandemic and related closures. The tips shared here are based on the best available information as of publication and are not intended as legal, employment/human resources, or health and safety advice. Museums are encouraged to seek legal and other expert advice on their specific circumstances.

All employees should be trained on the basic prevention measures required to reopen your museum. These areas include:

» Basic hygiene:

- Reinforce [proper handwashing etiquette](#) and ensure consistent access to soap and water.
- Instruct staff on using alcohol-based hand sanitizer containing at least 70% alcohol.
- Ensure staff know how to communicate basic hygiene requirements to visitors (for example, “Welcome, please use some of this hand sanitizer before and after you xyz...”)
- Share guidance from credible sources such as the [CDC](#) on respiratory etiquette, including how to cover coughs and sneezes.
- Supply tissues and trash receptacles.
- Recommend that everyone, including staff and visitors, wear a face mask or face covering.
- Train staff on how to wear and replace personal protective equipment (PPE) effectively.

» Housekeeping/cleaning:

- Train staff on updated housekeeping practices, including routine cleaning and disinfection of high-touch surfaces, computers and equipment, and other areas of the museum. Provide resources on [selecting effective cleaning and disinfectant products](#).

Some frequently touched surfaces to consider:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> doorknobs | <input type="checkbox"/> keyboards |
| <input type="checkbox"/> handles | <input type="checkbox"/> light switches |
| <input type="checkbox"/> front desk | <input type="checkbox"/> touch screens |

┌ phones

┌ benches

┌ toilets

┌ faucets and sinks

┌ desks

┌ tables

» **Leave policies:**

┌ Train staff on how to monitor symptoms and enforce stay-at-home policies. See this [screening script](#) from the American Medical Association

Some examples of criteria include:

- » a temperature over 100°F
- » recent loss of taste/smell
- » persistent cough
- » contact with a known COVID-19-positive individual

» **Physical distancing:**

┌ Train staff on how to appropriately physically distance from other staff, volunteers, and visitors in compliance with any state or local guidelines.

┌ Train staff/volunteers on how to help visitors keep physically distant.

» **Using personal protective equipment:**

┌ Train staff on [appropriate usage of PPE](#) and how to [maintain, store, and replace PPE](#).

┌ Provide training on how to appropriately encourage or enforce face mask-wearing, depending on your policy. For more, see the Alliance's [resources on face masks](#).

» **Handling touchable items/interactives:**

┌ Train staff on what to do with handouts or paper copies of items, such as maps.

┌ Train staff on how to inform visitors about disabled interactives and/or alternatives to using interactives, i.e. personal styluses.

» **Ticketing policies and procedures:**

┌ Train staff on any new ticketing technology and/or processes.

Some possible new processes might include:

┌ scanning phones with bar or QR codes

- ┌ scanning printed pages that visitors physically bring to the museum
- ┌ handling payments on-site (contactless or [cash](#))

» **Gift shops and café"s:**

If café and gift shops will be open, follow the below guidance:

- ┌ Train [gift shop](#) and [café](#) staff on how to wipe down registers and countertops after every use.
- ┌ Consider selling individually wrapped food items to alleviate handling concerns.
- ┌ Train gift shop staff on protocols for wiping down or using UV scanners to "clean" incoming and on-sale inventory on an hourly basis.
- ┌ Train staff on protocols for directing delivery personnel.
- ┌ Train staff on how to enforce mask and physical distancing policies in café and gift shop areas.
- ┌ Train staff on new contactless payment options.

» **HVAC and Building Systems Maintenance**

- ┌ Train staff on where and when to leave doors and windows open, how to position and run portable fans, when to leave ventilation fans (in restrooms, laboratories, food preparation areas, etc.) running
- ┌ Train staff on COVID-19 adapted procedures for operating HVAC systems, adjusting fresh air intake, changing filters, etc.
- ┌ Train staff on any new equipment purchased for air quality control, such as portable high-efficiency particulate air (HEPA) fan/filtration systems or ultraviolet germicidal irradiation (UVGI) units.

Feedback on this resource? Additional examples to share? Contact content@aam-us.org.

Last updated January 29, 2021

Checklist: Cleaning and Disinfecting Museums

The American Alliance of Museums offers the following checklist to help clean and disinfect your museum as you prepare to reopen in the wake of the COVID-19 pandemic. The tips shared here are based on the best available information as of publication and are not intended as legal, employment/human resources, or health and safety advice. Museums are encouraged to seek legal and other expert advice on their specific circumstances.

For the latest research on the survivability of infectious COVID-19 virus on museum-specific materials and surfaces, visit the [Reopening Archives, Libraries, and Museums \(REALM\) project](#).

The frequency of cleaning and specifications of the various areas referenced below will vary by museum, and we advise customizing this checklist to fit your specific needs. This checklist covers common areas in most museums and does not cover cleaning of individual objects or collections storage areas in detail, as these require extensive specialized training.

Note: the Environmental Protection Agency (EPA) has a list of [disinfectants for use against COVID-19](#), and the Centers for Disease Control (CDC) has detailed [recommended hygiene protocols](#) every museum should follow.

» Public Areas

- ┌ Wipe down front desk areas—including computers, point of sale machines (if not contactless), and counters—after each interaction.
- ┌ Wipe down common-use (or museum-supplied) wheelchairs, strollers, and walkers after each use.
- ┌ Clean and disinfect high-touch areas at least once every three hours.
 - ┌ doors
 - ┌ handles
 - ┌ counters
 - ┌ light switches
 - ┌ interactives



- ┌ Clean passageways, floors, doorways, and other exit routes for dirt and dust daily.
- ┌ Clean ceilings and walls of dirt and dust daily.
- ┌ Clean cabinets, racks, and storage facilities of dirt and dust daily. (The National Park Service has a [detailed resource on cleaning exhibition areas](#).)
- ┌ Clean concealed places—including corners, pillars, and under tables—daily.
- ┌ Conduct a thorough cleaning and disinfect all public areas listed above prior to opening each morning.
- ┌ Clean electrical and mechanical equipment of dirt and dust three times a week.

» Office Areas

- ┌ Clean worktables, chairs, and furniture at least once daily.
- ┌ Wipe down computers, keyboards, and screens at least once daily.
- ┌ Wipe down trash containers at least once daily.

» Hygiene Facilities

- ┌ Replenish liquid disinfectant soap in kitchen areas, breakrooms, and bathrooms multiple times daily (as needed).
- ┌ Check and replenish drying supplies (towels, napkins, and/or hand-driers) multiple times daily (as needed).
- ┌ Replenish toilet paper multiple times daily (as needed).
- ┌ Spot clean toilets and sinks at least three times daily.

- ┌ Thoroughly clean toilets and sinks every morning, once during the day, and with extra care at the end of the day.
- ┌ Dispose of contents of covered trash containers at least once daily (or more often, as needed).
- ┌ Wipe down trash containers at least once daily (or as needed).

» **Collections Storage Areas**

- ┌ Clean worktables, chairs, and furniture at least once daily. (Never try to directly [clean objects](#) unless you are a trained conservator or collections professional.)
- ┌ Wash hands or use hand sanitizer often, at least once per hour.
- ┌ Clean and disinfect high-touch areas—including doors, handles, and light switches—at least once every three hours.
- ┌ Dispose of contents of covered trash containers at least once daily (or more often, as needed).
- ┌ Wipe down trash containers at least once daily (or as needed).

» **Personal Hygiene**

- ┌ Clean/dispose of face masks or coverings after every use.
- ┌ Wash hands after every interaction with another person, or at least once per hour.

Feedback on this resource? Contact content@aam-us.org.

Last updated January 29, 2021

HELP PREVENT THE SPREAD OF COVID-19

During Your Visit



Face masks are **required** to be worn for the duration of your visit.



Practice **physical distancing**: keep a **minimum of 6 feet** from other visitors and museum staff.



Wash and/or sanitize your hands **frequently** and thoroughly.



Do not crowd in lines, at common areas, or at points of interest.



Follow all other signage and staff instructions.



DO NOT ENTER IF

you feel sick, have a fever, or in the past 14 days have had any symptoms of COVID-19 or exposure to someone with COVID-19.