National Cowboy & Western Heritage Museum
COVID-19 Action Plan

The safety and well-being of our guests, staff and volunteers are our top priority everyday here at the Museum and particularly in light of Coronavirus (COVID-19). We are closely monitoring the latest developments and guidance from the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO).

Main strategies:
I. Keep staff and volunteers safe and healthy.
II. Keep the collection safe.
III. Keep the public safe.
IV. Make decisions regarding Western Heritage Awards and Prix de West.
V. Communication plan.

I. Keep staff and volunteers safe and healthy.
   1. Staff and volunteers must stay home if feeling ill.
      a. Educate staff and volunteers on the virus, symptoms and its spread by sharing simple resource via email.
         i. CDC: especially their FAQs, prevention and symptoms.
      b. Remind staff of PTO balances to use if they are sick or they need to care for a sick family member.
      c. Identify staff and volunteers at heightened risk or staff or volunteers serving as primary care for someone at heightened risk.

II. Keep the collection safe.
   1. Ensure the housekeeping staff is mindful of accessioned items.
   2. Identify those items that are interactive and not accessioned. Wipe down these items often.
   3. Ensure emergency plans are current.
III. Keep the public safe.
   1. Visible cleaning crews.
   2. Implement additional cleaning measures to sanitize frequently touched objects and surfaces throughout the Museum multiple times a day.
      a. Sanitize front desks and its computers and phones
      b. Sanitize door handles, handrails, elevator buttons, drinking fountains
      c. Sanitize touch screens and interactives
      d. Sanitize bathrooms (handles, sinks and counters, faucets, stall door latches, hand driers)
      e. Keep soap, sanitizer, and paper towels stocked
      f. Communicate plan to staff
   3. Purchase increased supplies for keeping sites clean.
      a. Add more hand sanitizer stations (outside exhibits, at front desks)
      b. Explore adding foot-opening hardware to bottom of doors
   4. Create and add detailed handwashing signs to all bathrooms
      a. Include details about using soap, scrubbing all parts of the hand for 20 seconds and drying completely
   5. Pay close attention to the Special Events Center and The Museum Grill.

IV. Make decisions regarding Western Heritage Awards and *Prix de West*.
   1. Conversations with Board leadership
   2. Conversations with committee Chairmen
   3. Conversations with stakeholders (sponsors, artists, awardees, etc.)

V. Communication Plan
   1. Board communication
   2. Member communication
   3. Museum signage
   4. Press release
   5. Website