

# Bayou Country Children's Museum

## Guidance for Re-opening

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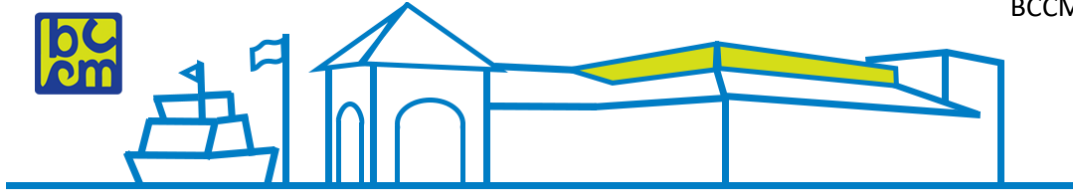
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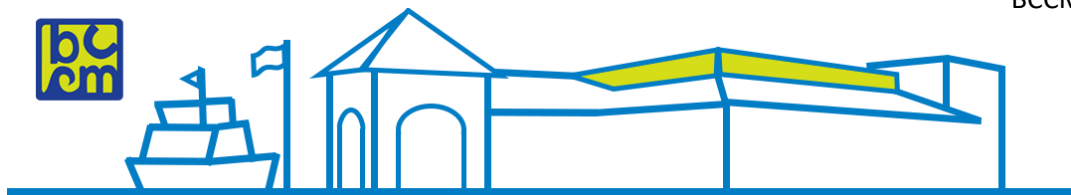
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## Purpose

The purpose of this document is to provide a strategic plan for re-opening the Bayou Country Children's Museum amid the COVID-19 pandemic. The guidelines, policies and procedures set forth in this document are in alignment with CDC recommendations, guidelines set forth by the Hospitality/Tourism Task Force, Resilient Louisiana Commission, and in cooperation with local and national children's museums.

This document shall be a working document and is meant to guide Staff, Board and Administration during the phases of re-opening with the flexibility to make amendments and changes as new information is given by governing entities.



## Strategic Approach

The Bayou Country Children's Museum will re-open using a strategic approach to ensure the safety and wellbeing of both our staff and visitors. This phased and coordinated approach is flexible and may change with the release of information from governing officials.

### **Phase 3- Admission, Birthday Parties, and Programming (September-unknown)**

During Phase 3-Admission, Birthday Parties, and Programming at the Bayou Country Children's Museum will be open to general admission attendees, reserved birthday parties, and pre-registered programming.

#### **General Admission Hours**

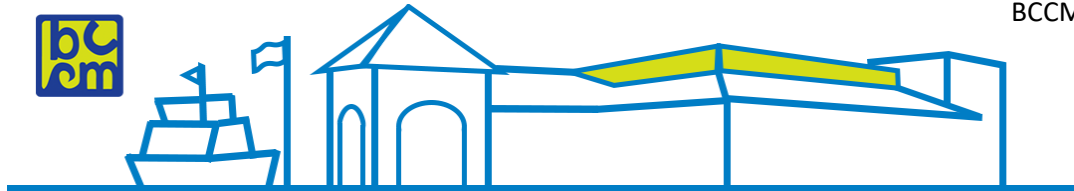
- General Admission Hours
  - Monday-Saturday
    - 10:00 a.m-6:00 p.m.
  - Sunday
    - 12:00-6:00 p.m.

**Birthday Parties**-will be reserved at least 2 weeks in advance.

- Birthday Party Hours
  - Saturday
    - 10:00 a.m. -12:00 p.m.
    - 12:45 p.m. -2:45 p.m.
    - 3:30 p.m. -5:30 p.m.
  - Sunday
    - 12:00 p.m. -2:00 p.m.
    - 2:45 p.m. -4:45 p.m.

**Programming**-examples of programming would be school visits to the museum or toddler program. School visits will be scheduled 2 weeks in advance.

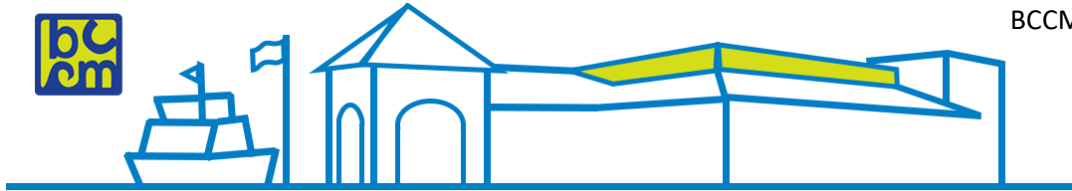
- Programming Hours
  - Field Trips
    - Monday-Friday
      - 10:00 a.m.-12:00 p.m.
  - Pitter Patter Cub-Toddler Program
    - Tuesday & Thursday
      - 10:00 a.m. -10:30 a.m.



## Visitor Capacity Restrictions

The Bayou Country Children’s Museum will utilize the chart below to follow capacity restrictions and guidelines set forth by governing entities at each phase of re-opening. Totals are representative of the State Fire Marshall Occupancy for the Bayou Country Children’s Museum Facility (See Appendix A).

<b>Fire Marshall Occupancy</b>	25%	50%	75%	100%	SF
Gallery	99	199	299	399	5,984
Party Rooms	10	20	30	40	588
Administration	2	4	6	8	725
Conference Room	7	14	21	29	428
Lobby	14	29	43	58	871
Orientation Room	7	14	21	29	422
Workroom	1	1	1	2	483
Mechanical Room	1	1	1	1	87
Gift Shop	4	9	13	18	526



## Decreased Visitor Interaction

To ensure the health and safety of our visitors, the Bayou Country Children's Museum will recommend & promote social distancing guidelines set forth by governing entities while adhering to capacity rules with flexibility to make changes and amendments due to new available information.

### **Phase 3: Admission, Birthday Parties, and Programming**

#### **Camps**

- The Bayou Country Children's Museum will utilize the "K-12 Supportive Guidance for Summer 2020" (See Appendix D)
- Campers will be placed into groups adhering to social distancing guidelines
- Campers will remain in their assigned group for the duration of the camp
- Groups will refrain from interactions with other camp groups within the facility
- Groups will refrain from sharing common spaces unless cleaning protocols are followed (See Health & Safety Protocols for Visitors)
- Parent/Guardian Drop Off/Pick-up (See Appendix B)
  - Parents/Guardians will remain in vehicle during drop off & pick-up
  - Each child will exit/enter their vehicle only when they have reached the loading/unloading zone
  - Parents/Guardians will sign each child in at the start of each day and each child out at the end of each day.
- Exhibits will be restricted to the recommended visitors per exhibit (See Appendix C)

#### **Admissions**

- Entering the Museum
  - Visitors will enter the museum at the main doors
  - Stickers will be placed along the entrance path at 6 feet apart
  - If there are more visitors than designated point inside, visitors will extend outside at designated points
  - Staff will check in visitors using a digital POS system
  - Visitors will exit the museum through the Gift Shop doors
- Exhibits will be restricted to the recommended visitors per exhibit (See Appendix C)

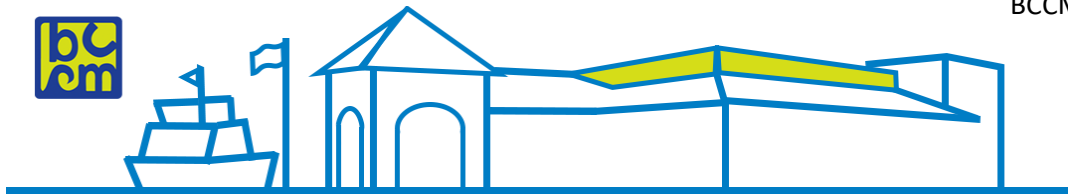
#### **Birthday Parties**

- Guests will adhere to "Entering the Museum" guidelines above
- Parties will be limited in capacity in accordance with governing guidelines

- Parties will be schedule 1 per time slot so that parties do not overlap, and attendees will not share any common spaces

### **Programming**

- Guests will adhere to “Entering the Museum” guidelines above
- Programming will be limited in capacity in accordance with governing guidelines
- Programming will be scheduled 1 per time slot so that attendees do not overlap, and will not share any common spaces
- Exhibits will be restricted to the recommended visitors per exhibit (See Appendix C)



# Health & Safety Protocols for Visitors

To ensure the health and safety of our visitors, the Bayou Country Children's Museum will require all visitors at each stage of reopening to do the following with flexibility to make amendments and changes due to new guidelines release by governing entities.

## **Registration**

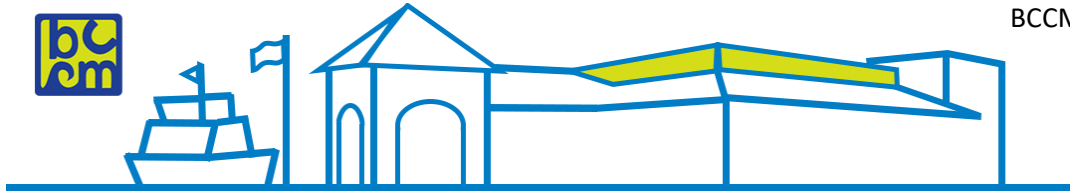
- Upon registering for any types of visitation to the Bayou Country Children's Museum, all visitors will be required to acknowledge that no members of their household have any of the following symptoms as recommended by the CDC.
  - Fever (temperature over 100.4 degrees Fahrenheit) without having taken any fever reducing medication
  - Loss of smell or taste
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore Throat
  - Congestion or runny nose
  - Nausea/vomiting, diarrhea, loss of appetite
  - Asked to self-isolate or quarantine by a medical professional or by local public health official
- If answered yes to any of the above symptoms, guests will not be permitted to enter the museum gallery.

## **Entering the Museum**

- All adults will be required to wear a mask
- Children over the age of 8 must wear a mask
- Before entering the exhibit gallery, all visitors will be asked to wash their hands with soap and water

## **During Visiting Time Slot**

- Hand washing will be promoted to visitors, campers, party goers, and program attendees alike
- The Bayou Country Children's Museum will provide hand sanitizing stations throughout the museum



# Increased Cleaning Protocols

To ensure the health and safety of our visitors, the Bayou Country Children's Museum will increase the frequency of our cleaning protocols using recommended methods by the CDC with the flexibility to make changes and amendments due to new guidelines from governing agencies.

## General

- Cleaning products will be used in accordance with CDC recommendations (See Appendix D)
- All high touch surfaces such as countertops, door handles, bathroom stalls will be cleaned and checked frequently throughout the day.

## Camp

- Exhibits and galleries will be cleaned and sanitized at least once every 2-hour interval
- Only a fraction of the loose parts will be available at one time and switched out to be cleaned and sanitized every 2-hour interval
- Campers will eat lunch outside daily (weather permitting) in which time camp rooms will be disinfected including tables, chairs, door handles and any materials or supplies
- At the end of each day, camp rooms and all other spaces will receive a deep clean following the cleaning protocols checklist

## Admissions

- Admissions
  - During each cleaning interval all exhibits, high touch surfaces, and loose parts will be cleaned, sanitized and replaced
  - Proposed Cleaning Schedule & Loose Part Restocking Schedule
    - Opening Procedures: 9:30 a.m. -10:00 a.m.
    - Guest Exploration: 10:00 a.m.-11:45 a.m.
    - Cleaning & Restock: 11:45 a.m.-12:00 p.m.
    - Guest Exploration: 12:00 p.m.-1:45 p.m.
    - Cleaning & Restock: 1:45 p.m.-2:00 p.m.
    - Guest Exploration: 2:00 p.m.-3:45 p.m.
    - Cleaning & Restock: 3:45 p.m. -4:00 p.m.
    - Guest Exploration: 4:00 p.m.-6:00 p.m.
    - Closing Procedures: 6:00-complete

## Birthday Parties

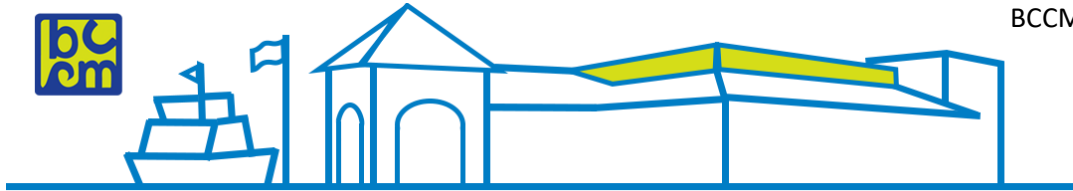
- During each cleaning interval all exhibits, high touch surfaces, and loose parts will be cleaned, sanitized and replaced



- Birthday Party cleaning intervals will be dependent on scheduled intervals
- Cleaning intervals will be at least 45 min between re-opening for another birthday party group

### **Programming**

- During each cleaning interval all exhibits, high touch surfaces, and loose parts will be cleaned, sanitized, and replaced
- Programming cleaning intervals will be dependent on scheduled intervals
- Cleaning intervals will be at least 45 min between re-opening for another programming group



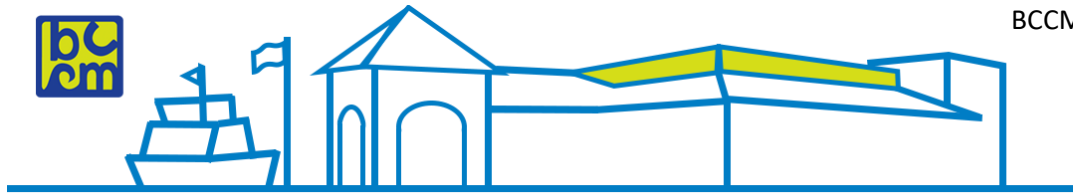
## Food and Beverage

To ensure the Health and Safety of the Bayou Country Children's Museum visitors, restrictions on food and beverage for Birthday Parties are as follows.

\*The Bayou Country Children's Museum does not allow food and beverage for general admission

### **Birthday Party Food Restrictions**

- Food & beverage provided by the Bayou Country Children's Museum for the consumption of birthday parties attendees will be limited to single serve only
  - Juice box or individual serving juice pouch
  - Individual cupcakes or cookies
  - Individual serving ice cream or popsicles
  - No self-serve buffets



## Communication & Signage

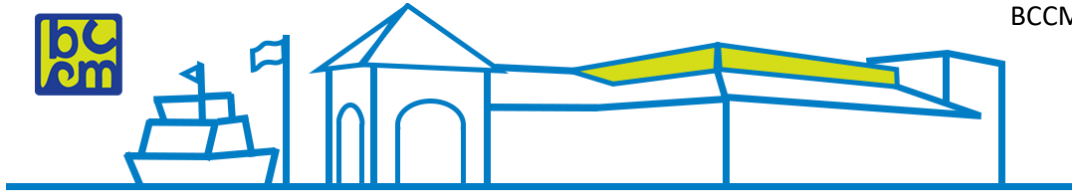
The Bayou Country Children's Museum will provide our guests, visitors, and staff with appropriate notification and signage in order to streamline new processes with the flexibility to change messaging in accordance with new information relayed by governing agencies.

### Communication

- The protocols & procedures outlined in this document will be communicated to potential visitors through email, social media and at points of registration

### Signage

- The Bayou Country Children's Museum will be posting the following signs
  - Social Distancing recommendation of 6-feet apart
  - Floor stickers to promote social distancing
  - Hand washing and Face mask recommendations
  - Entering and exiting protocols
  - Symptom Checker
  - Capacity Regulations
  - Recommended visitors per exhibit/gallery
  - Cleaning Protocols



# Health & Safety Protocols for Staff

For the safety of our staff and visitors, the Bayou Country Children's Museum will enact the following staff protocols with the flexibility for protocols to be changed or amended as governing entities provide further guidelines.

## **Entering the Facility**

- Staff members will be required to answer the symptom checker before clocking in for their shift to acknowledge that they nor anyone in their household has the following symptoms:
  - Fever (temperature over 100.4 degrees Fahrenheit) without having taken any fever reducing medication
  - Loss of smell or taste
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore Throat
  - Congestion or runny nose
  - Nausea/vomiting, diarrhea, loss of appetite
  - Asked to self-isolate or quarantine by a medical professional or by local public health official
    - If answered yes to any of the above symptoms, staff will not be permitted to work their shift.
- Staff members will be required to take and record their temperature at the start of each shift with a non-contact thermometer
  - If staff temperature exceeds 100.4 degrees Fahrenheit, staff will not be permitted to work their shift
- Personal belonging will be promptly placed into their locker
- Staff will then wash their hands with soap and water before beginning their shift
- During Shift
  - Staff will be provided with proper PPE
  - Staff will wear a mask at all times when interfacing with the public and their colleagues
  - Staff will be encouraged to practice social distancing by containing themselves to their assigned area within the facility grounds
  - If at any time staff need to enter common areas, they will defer to the capacity guidelines of the room entered while still maintaining an appropriate social distance

- Staff will wear gloves during each cleaning interval and properly dispose of gloves after each cleaning interval
- Staff will regularly wash hands with soap and water throughout their shift
- Staff will maintain social distance from visitors
- Staff will refrain from physical contact with visitors and colleagues
- Staff will remain home if they present with any of the above symptoms or are feeling ill
- Staff will not be facilitating parties or spend prolong time with guests

### **General Illness Policy**

- If a staff member exhibits and signs of illness as stated above, it is recommended that follow the CDC-recommended steps (See Appendix D)
- Workers should not return to work until they meet all the criteria to end home isolation, in consultation with healthcare providers

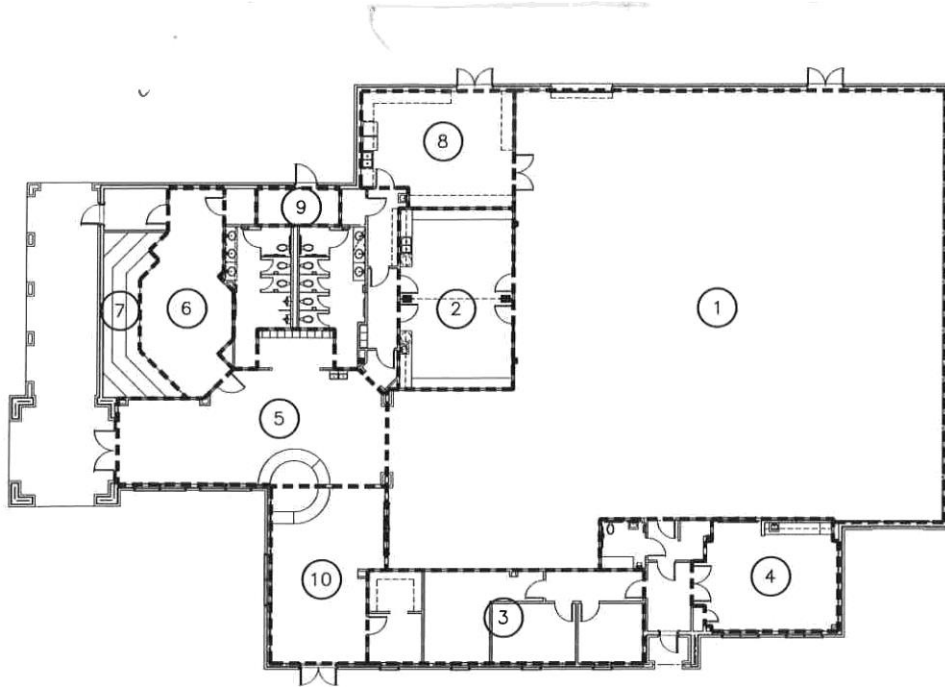
### **Symptom Development During Shift**

- If an employee develops the above symptoms during their shift, they will immediately notify their supervisor and return home
- It is recommended that the staff member follow the CDC-recommended steps (See Appendix D)
- Workers should not return to work until they meet all the criteria to end home isolation, in consultation with healthcare providers

### **Positive COVID-19 Policy**

- If a staff member tests positive for COVID-19, all staff members that came in contact will that staff member will be notified
  - At **NO** time will names be shared
  - We will defer to public health official to alert guests
- It is recommended that the staff member follow the CDC-recommended steps (See Appendix D)
- Workers should not return to work until they meet all the criteria to end home isolation, in consultation with healthcare providers
- The museum will close for 48 hours
  - The first 24 hours no staff will be permitted on the facility grounds
  - The second 24 hours the facility will be clean, sanitized, and disinfected

# Appendix A



INTERNATIONAL BUILDING CODE 2009 E.D.

OCCUPANCY CLASSIFICATION: ASSEMBLY A-3  
 TOTAL BUILDING AREA = 12,673 S.F.

CONSTRUCTION TYPE: TYPE V-B, SPRINKLERED

MAXIMUM BUILDING AREA ALLOWED (TABLE 503):  
 GROUP A-3, TYPE V-B: 6,000 S.F. (26,880 S.F. WITH INCREASE PER 506.3)

AREA INCREASE (SECTION 506):  
 $A_a = (6,000 + [6,000 \times .48] + [6,000 \times 3])$   
 $A_a = 26,880 \text{ SF}$

$I_f = \lceil \frac{372}{508} \rceil \frac{3}{30}$   
 $I_f = .48$

OCCUPANT LOAD (TABLE 1004.1.1):

OCCUPANT LOAD CALCULATIONS (REF KEY PLAN ABOVE)

1	GALLERY SPACE	5,984 SF	15 SF/PERSON	399
2	PARTY ROOMS	588 SF	15 SF/PERSON	40
3	ADMINISTRATION	725 SF	100 SF/PERSON	8
4	CONFERENCE RM	428 SF	15 SF/PERSON	29
5	LOBBY	871 SF	15 SF/PERSON	58
6	ORIENTATION-GENERAL	422 SF	15 SF/PERSON	29
7	ORIENTATION-FIXED	105 LF	18 INCHES/PERSON	70
8	WORKROOM	483 SF	300 SF/PERSON	2
9	MECHANICAL RM	87 SF	300 SF/PERSON	1
10	GIFT SHOP	526 SF	30 SF/PERSON	18
	TOTAL OCCUPANTS			654



**STATE OF LOUISIANA**  
**OFFICE OF STATE FIRE MARSHAL, CODE ENFORCEMENT, AND BUILDING SAFETY INSPECTION REPORT**  
 This inspection is intended for your safety and the safety of the citizens of Louisiana. Your cooperation is greatly appreciated.

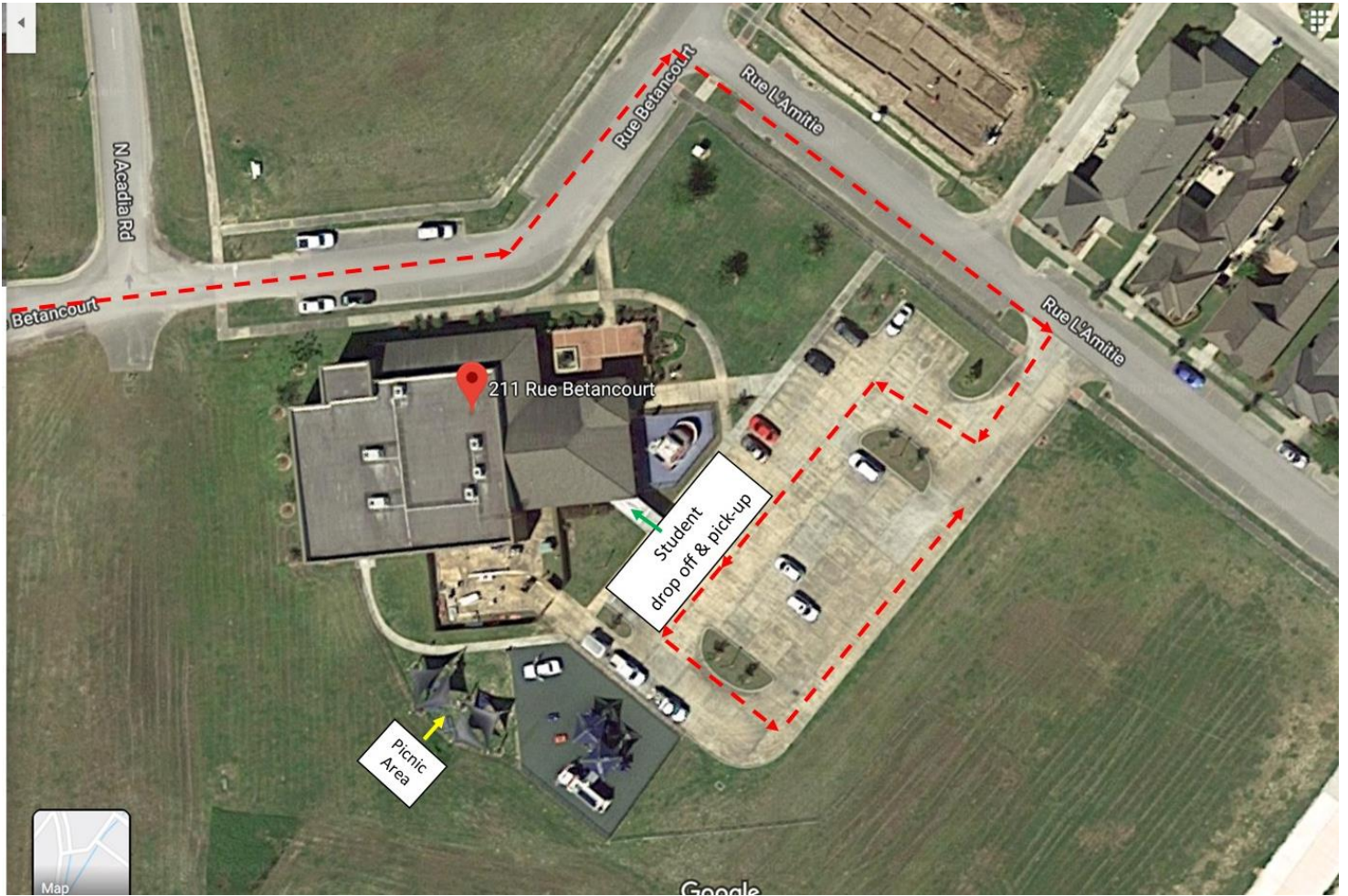
PLEASE PRINT

OFFICE: <b>New Orleans District</b>			COMMENT:				EVENT NUMBER:				
STRUCTURE ID	OCCUPANCY	EXT	PARISH	BLDGS	STORIES	# INSPECTIONS	BADGE	SCHED INSP DATE	INSP TYPE	ACT INSP DATE	BEGIN TIME
	<b>08 C</b>	<b>NO</b>	<b>29-LaFourche</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>375</b>		<b>FI</b>	<b>9/12/2013</b>	<b>8:00am</b>
CONST TYPE	FACILITY CODE	PROJECT ID	PROJ TYPE	SMOKE DET	PARTL	COMP	RQ	NRO	NONE	CAPACITY	END TIME
<b>5-111</b>		<b>437524</b>	<b>ARCH</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>9:00AM</b>
CROSS REFERENCE	YEAR BLT / CODE ED	SQ FOOTAGE	AUTO SPRK	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BLDG POWER	
	<b>2013</b>	<b>12,673</b>	FIRE ALARM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GAS <input type="checkbox"/> ELECT <input checked="" type="checkbox"/>	
STRUCTURE NAME						STRUCTURE OWNER					
NAME <b>Bayou Country Childrens Museum</b>						NAME <b>Same</b>					
ADDRESS <b>211 Rue Betancourt</b>						ADDRESS <b>same</b>					
CITY <b>THIBODAUX</b>			STATE <b>La.</b>			CITY			STATE		
ZIP <b>70301</b>			PHONE			ZIP			PHONE		
TENANT											
NAME			SUITE NO. / FLOOR NUMBER		YEAR BLT / CODE ED		CAPACITY		NUMBER OF FLOORS		SQ FOOTAGE
LICENSING INFORMATION											
STATE ID NO.		TYPE OF LIC		LICENSE NO.		EXP. DATE		SPONSOR		RECERT DATE	
		<b>DSS</b>									
I hereby certify that this is a true report as a result of my inspection.											
PRINT NAME OF INSPECTOR <b>Captain Mike Delaune</b>						BADGE <b>375</b>		FIRST NAME OF PERSON TO WHOM DEFICIENCIES WERE EXPLAINED <b>STEPHEN M. VIGORIE</b>			
CODE SECTION										CORRECTION DATE	
Equiv. / Appeals: Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> N/A <input type="checkbox"/>											
REQUIREMENTS (LIST DEFICIENCIES) Total Number of Pages _____											
FINAL INSPECTION CONDUCTED FOR THE EXHIBITS AREA.											
NO APPARENT DEFICIENCIES AT TIME OF INSPECTION.											
ACCEPTABLE FOR OCCUPANCY.											
CERTIFICATE OF COMPLETION ATTACHED.											
DPS FM -7055 (R4-03)											

OFFICE USE		ACTION	
CC:	<input type="checkbox"/> AT1 <input type="checkbox"/> AT2 <input type="checkbox"/> AT3 <input type="checkbox"/> AT4 <input type="checkbox"/> TL <input type="checkbox"/> LL	<input checked="" type="checkbox"/> LIT	<input type="checkbox"/> CC <input type="checkbox"/> FC <input type="checkbox"/> RI <input type="checkbox"/> OTHER
SIGNATURE OF INSPECTOR <i>M. Delaune</i>		SIGNATURE AND TITLE OF PERSON TO WHOM REQUIREMENTS WERE EXPLAINED <i>SM Vigorie</i>	
R.S. 40:1621 Whoever fails to comply with any order issued by the Fire Marshal or his authorized representative under the provision of Part III, Chapter 3 of Title 40 of the Louisiana Revised Statutes of 1950, R.S. 40:1569 violated, shall be fined not more than five hundred dollars or imprisoned, for not more than six months or both. Each day's violation of an order constitutes a separate offense and may be punished as such at the discretion of the court.			

# Appendix B

## Loading & Unloading Zone





## Appendix C

### Exhibit Recommendations

<b>Exhibit Recommendations Visitors Per Exhibit/Gallery</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
Sugar Cane Harvester	NA	NA	4
Rouse's Market			4
Jean Lafitte's			2
Café Manger			2
Estuary Water Table			2
Swamp Stomp			2
Shrimp Boat Miss Clotille			2
Duck Blind			2
Pedal Through Nutrition			2
Balance Your Nutrition			2
X-Ray Puzzle			2
Welcome Globe			2
Safetville			5
Great Gears			2
Build a Better Bridge & Air Cannon			2
Natural Bridge			2
Oil Platform			4
Chair Lifts			2
Bubbles			4
Toddler Town			4
Mardi Gras Float			2
Bayou Boogie			2
Puppet Stage			2
Performance Stage			4
Offshore Supply Vessel			4

## Appendix D

### Websites

Cleaning & Disinfecting Your Facility

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Disinfectant for Use Against SARS-CoV-2

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Symptoms of Coronavirus

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

K-12 Supportive Guidance for Summer 2020

[https://www.louisianabelieves.com/docs/default-source/covid-19-resources/k-12-supportive-guidance-for-summer-2020.pdf?sfvrsn=eb90981f\\_8](https://www.louisianabelieves.com/docs/default-source/covid-19-resources/k-12-supportive-guidance-for-summer-2020.pdf?sfvrsn=eb90981f_8)

Office of the Governor Coronavirus Information

<https://gov.louisiana.gov/coronavirus/>

What to Do if You Are Sick

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

<https://ldh.la.gov/assets/oph/Coronavirus/resources/CDC-DIY-cloth-face-covering-instructions.pdf>