



Contents:

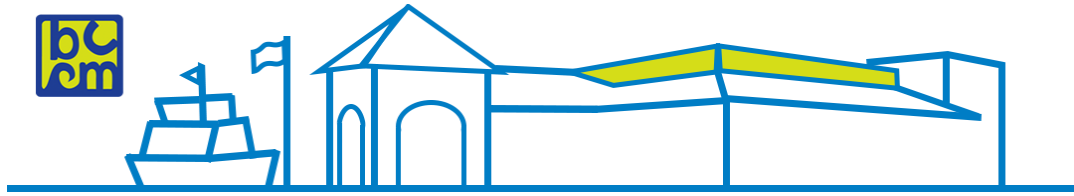
- Purpose
- About the Event
- Visitor Capacity Restrictions
- Decreased Visitor Interaction
- Health & Safety Protocols for Guests
- Increased Cleaning Protocols
- Food & Beverage
- Communication & Signage
- Health & Safety Protocols for Staff

Appendix A: State Fire Marshall Occupancy

Appendix B: Event Map

Appendix C: Exhibit Recommendations

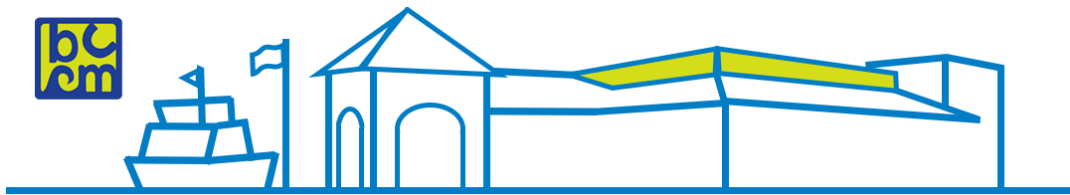
Appendix D: Websites



Purpose

The purpose of this document is to provide a strategic plan for hosting the Bayou Country Children’s Museum BOOseum event amid the COVID-19 crisis. The guidelines, policies and procedures set forth in this document are in alignment with CDC recommendations.

This document shall be a working document and is meant to guide Staff, Board, Administration and Event Committee during the planning and hosting of the event with the flexibility to make amendments and changes as new information is given by governing entities.



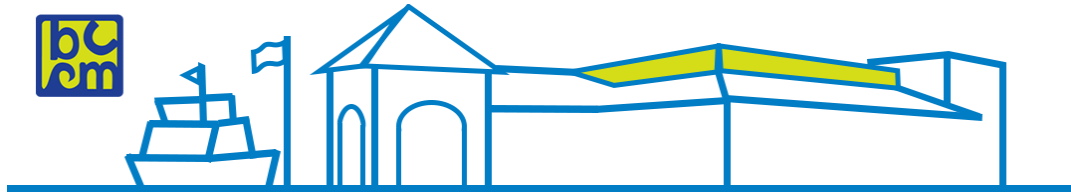
About the Event

The BOOseum event is a Halloween themed event in which families can trick-or-treat in a safe environment while also enjoying games, rides, and interactions with our community's First Responders.

The event will be held both inside our museum facility (about 10,000 sq. ft.) and outdoors on the grounds surrounding the museum (about a 3-acre area). See appendix A & B

Event Elements

- **Event date:** Saturday, October 31st
- **Event time:**
 - VIP Access- 1:00 p.m. – 2:00 p.m.
 - Regular Admissions- 2:00 p.m.-5:00 p.m.
- **Vendor Booths**
 - Booths will have permission to hand out individually wrapped candy
 - Booths will have permission to hand out promotional items
 - Booths can incorporate a Halloween themed carnival game
- **Food**
 - Food & beverages will be available for purchase
- **Museum Exploration**
 - Visitors will have access to the museum's indoor exhibit gallery and outdoor playground facility
- **The Event will be separated into Zones**
 - **Zone 1:** Indoor Museum Facilities
 - **Zone 2:** Outdoor Playground Facility
 - **Zone 3:** Food Court
 - **Zone 4:** First Responder
 - **Zone 5:** Toddler Area
 - **Zone 6:** Spooky Spot
 - **Zone 7:** Trick-or-Treat town (Vendor Booths)
 - **Zone 8:** Haunted Museum
 - **Zone 9:** Ticketing & Check-in



Visitor Capacity Restrictions

Overall Event

- To manage the number of guests at the event
 - Tickets will be sold online only

Indoor

Zone 1: Indoor Museum Facilities

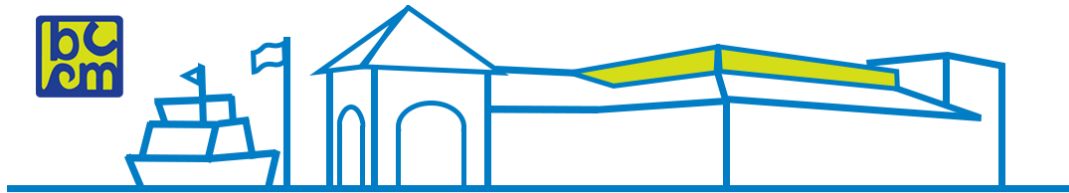
The Bayou Country Children’s Museum will utilize the chart below to follow capacity restrictions and guidelines set forth by governing entities at each phase of re-opening. Totals are representative of the State Fire Marshall Occupancy for the Bayou Country Children’s Museum Facility (See Appendix A).

Fire Marshall Occupancy	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

Outdoor

The total outdoor capacity of the event is 3 acres

Zone 2-9: 3,733 visitors at one time



Decreased Visitor Interaction

To ensure the health and safety of our guests, 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.

Zone 1: Indoor Museum Facilities

- 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
- Visitors will exit through outdoor playground doors
- Visitors will adhere to capacity restrictions
- Exhibits will be restricted to the recommended visitors per exhibit (See Appendix C)

Zone 2: Outdoor Playground Facility

- Visitors will enter the playground through the backdoors of the museum facility
- Stickers will be placed along the path at 6 feet apart
- Outdoor picnic tables will be distanced from one another
- Visitors will exit through the gates to the main parking lot
- Visitors will adhere to capacity restrictions

Zone 3: Food Court

- Food Court
 - Visitors will enter the food court using the designated entrance
 - Table and chairs utilized for dining will be set up distanced from one another
 - Visitors will exit through the designated exit
 - Visitors will adhere to capacity restrictions
- Food Booth
 - Markers will designate the area in which visitors will wait to order their food
 - Food will be prepared and packaged as order
 - No buffets
 - Drinks will be distributed as ordered
 - No self-service

- Condiments must be given upon request
 - No self-service

Zone 4: First Responder

- Equipment
 - Equipment will be distanced from one another
 - Designated areas for waiting to interact with equipment will be clearly labeled
- Vendor Booths
 - Booth will be distanced from one another
 - Designated areas for waiting to interact with booth vendors or activities will be clearly labeled
 - We suggest the game be a “no touch game” or one in which pieces can be disposed of after each use, or easily cleaned.

Zone 5: Toddler Area

- Activities will be distanced from one another
- Designated areas for waiting to participate with activity will be clearly labeled
- All activities will be labeled with the capacity restriction

Zone 6: Spooky Spot

- Activities will be distanced from one another
- Designated areas for waiting to participate with activities will be clearly labeled
- All activities will be labeled with the capacity restriction

Zone 7: Trick-or-Treat town

- Activities will be distanced from one another
- Booths will be distanced from one another
- Designated areas for waiting to participate in each activity will be clearly labeled
- All activities will be labeled with the capacity restriction
- Candy will be individually wrapped and packaged
 - There will be **NO** common bowl utilized for candy distribution
 - Please designate someone from your booth specially for handing out candy
 - This person should wear gloves and refrain from touching anything else while distributing candy
- Game/Activity
 - We suggest the game/activity be a “no touch game” or one in which pieces can be disposed of after each use, or easily cleaned.
 - The activity should be place behind a barrier or taped off area in which only the booth vendors are allowed behind
 - Examples of no-touch games:

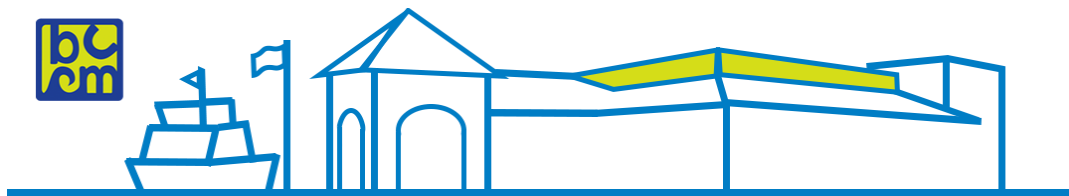
- Guessing games
 - How many “xyz” in a jar
 - Which hand is it in?
- Simon says
 - Fly like a bat
 - Howl like a wolf
 - Laugh like a witch
- I spy
 - I spy something orange
 - I spy something with a pointy hat
- Magic tricks or card tricks
- True or False
- Trivia Questions
- Rock Paper Scissors

Zone 8: Haunted Museum

- Only 2 participants at a time will be allowed to enter the haunted maze
- Participants will not be permitted to enter the maze until the pair before them has exited
- Designated areas for waiting to participate will be clearly labeled

Zone 9: Ticketing & Check-in

- To alleviate crowding at event check-in we will utilize the following strategies
 - Tickets will be sold online only
 - We will utilize touchless check-in with iPads
 - No monetary exchanges with credit cards, cash, or check will be done at the event entrance
 - Check-in table will be located outside with social distancing markers
 - Guests will be checked-in using their name/company name
 - Social distance markers will allow guests waiting a designated spot to stand
 - Guests will not be permitted to enter the premises without a mask



Health & Safety Protocols for Guests

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

Guest Protocols

- Upon entering the BOOseum event at the Bayou Country Children's Museum, all guests 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 event.
- Guests will also receive a temperature check
 - Guests will not be permitted to enter in the event that their temperature registers 100 degrees or more
- Guests will be required to wear a mask throughout the event (ages 8 and older) unless they are eating or drinking
- Guests will be encouraged to maintain social distancing
- Guests will be encouraged to follow social distancing signs and directional signs for each activity
- Guests will be encouraged to wash their hands
- Guests will be encouraged to sanitize using the sanitization stations throughout the event
- Each vendor will be required to furnish sanitization stations for their area during the event



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

Before

- Before the event, the facility will receive a deep cleaning of every surface and area

During

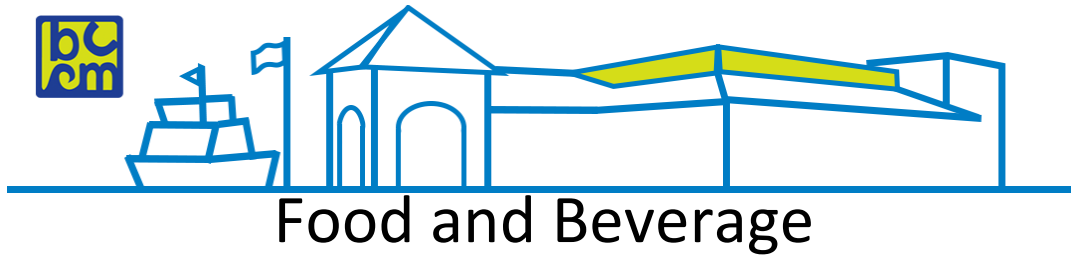
Each zone will be required to adhere to routine cleaning.

- **Zone 1: Indoor Museum Facilities**
 - The indoor facilities will be closed for 15 minutes each hour to complete a disinfecting and sanitizing procedure utilizing a fogger
- **Zone 2: Outdoor Playground Facility**
 - The outdoor playground will be closed for 15 minutes each hour to complete a disinfecting and sanitizing procedure utilizing a fogger
- **Zone 3: Food Court**
 - Food Court
 - The food court will have attendants that will disinfect and sanitize tables and chairs after each group
 - Food Booth
 - The food booth will be responsible to adhere to any state regulation restrictions or guidelines regarding food service
- **Zone 4: First Responder**
 - Equipment
 - Any high touch surface on equipment will be disinfecting and sanitized at least twice each hour
 - Booths
 - Any high touch surface will be disinfecting and sanitized at least twice each hour
 - Any loose parts utilized for activities will be sanitized after each use
- **Zone 5: Toddler Area**
 - Equipment

- Any high touch surface on equipment will be disinfected and sanitized at least twice each hour
- **Zone 6:** Spooky Spot
 - Equipment
 - Any high touch surface on equipment will be disinfected and sanitized at least twice each hour
- **Zone 7:** Trick-or-Treat town
 - Booths
 - Any high touch surface will be disinfected and sanitized at least twice each hour
 - Any loose parts utilized for activities will be sanitized after each use
 - Loose parts are considered any pieces utilized for games such as a ball
 - If equipment is utilized, please select a material such as plastic that is easily cleaned after every use or choose pieces that are disposable after each use
- **Zone 8:** Haunted Museum
 - Equipment
 - Any high touch surface on equipment will be disinfected and sanitized at least twice each hour
- **Zone 9:** Ticketing & Check-in
 - Any high touch surfaces will be disinfected and sanitized at least twice each hour

After

- After the event, the facility will receive a deep cleaning of every surface and area



To ensure the Health and Safety of the Bayou Country Children’s Museum Guests, restrictions on food and beverage for the BOOseum Event are as follows.

Food Booth

- Food and beverage present at the event will be prepared, sold, and distributed by the food vendors only
- The health and safety of the food and beverage is the sole responsible of the food booth vendors
- It is the responsibility of the food booth vendors to know, understand, and adhere to any state regulations and guidelines regarding food service from a food service truck
- Condiments and utensils will be provided by the food service vendors
 - Condiments and utensils will not be set out for community use
 - Each vendor will distribute condiments and utensils upon request



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 outline in this document will be communicated to potential visitors through email, social media, at points of check-in, and throughout the event.

Signage

- The Bayou Country Children’s Museum will be posting the following signs
 - Social Distancing recommendation of 6-feet apart
 - Floor markers to promote social distancing
 - Hand washing and Face mask recommendations
 - Entering and exiting protocols
 - Symptom Checker
 - Capacity Regulations
 - Cleaning Protocols
 - Activity Capacity Restrictions



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 prolonged 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

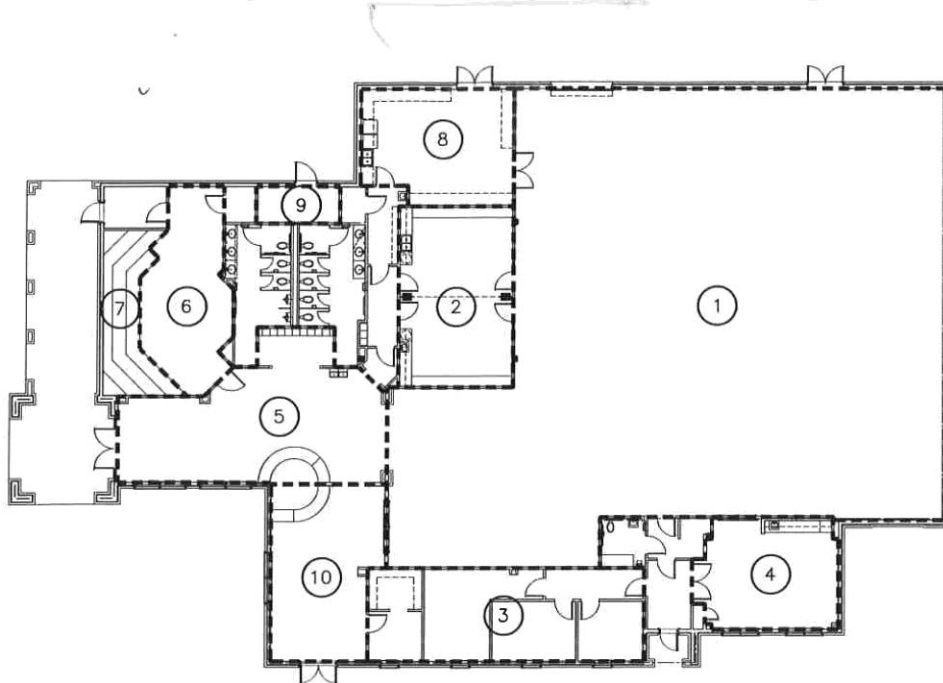
Symptom Development During Shift

- 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 ED.

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):
 $A_a = 6,000 + [6,000 \times .48] + [6,000 \times 3]$
 $A_a = 26,880$ SF

$I_f = \left[\frac{372}{508} \right] \frac{3}{30}$
 $I_f = .48$

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	<u>30 SF/PERSON</u>	<u>18</u>
	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: New Orleans District				COMMENT:				EVENT NUMBER:				
STRUCTURE ID	OF CAPACITY	EXT	PARISH	BLDG	STORIES	# INSPECTIONS	BADGE	SCHED INSP DATE	INSP TYPE	ACT. INSP DATE	BEGIN TIME	
	08 C	NO	29-Lafourche	1	1	1	375		FI	9/12/2013	8:00am	
CONST TYPE	FACILITY CODE	PROJECT ID	PROJ TYPE	SMOKE DET	PARTI	COMP	RQ	NRO	NONE	CAPACITY	END TIME	
5-111		437524	ARCH	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		9:00AM	
CROSS REFERENCE	YEAR BLT / CODE ED	SQ. FOOTAGE	AUTO SPRK	FIRE ALARM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BLDG POWER		
	2013	12,673	<input type="checkbox"/>	<input checked="" 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 Bayou Country Childrens Museum						NAME Same						
ADDRESS 211 Rue Betancourt						ADDRESS same						
CITY THIBODAUX				STATE La.		CITY				STATE		
ZIP 70301				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 DSS		LICENSE NO		EXP. DATE		SPONSOR		RECENT DATE		REF. TEMP
I hereby certify that this is a true report as a result of my inspection.												
PRINT NAME OF INSPECTOR Captain Mike Delaune				BADGE 375		FIRST NAME OF PERSON TO WHOM REQUIREMENTS WERE EXPLAINED STEPHEN M. VIGORIE						
CODE SECTION		Equip. / Appeals: Yes <input type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> N/A <input type="checkbox"/>								CORRECTION DATE		
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: <input type="checkbox"/> AT1 <input type="checkbox"/> AT2 <input type="checkbox"/> AT3 <input type="checkbox"/> AT4 <input type="checkbox"/> AT5 <input type="checkbox"/> AT6 <input type="checkbox"/> AT7 <input type="checkbox"/> AT8 <input type="checkbox"/> AT9 <input type="checkbox"/> AT10							
CC: _____				<input type="checkbox"/> LLT <input type="checkbox"/> CC <input type="checkbox"/> P <input type="checkbox"/> PC <input type="checkbox"/> RL <input type="checkbox"/> OTHER _____							
SIGNATURE OF INSPECTOR <i>Mike Delaune</i>				SIGNATURE AND TITLE OF PERSON TO WHOM REQUIREMENTS WERE EXPLAINED <i>Stephen M. Vigorie</i>							
<small>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, § 5, 49:1569 escaped, 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.</small>											

Appendix B

Event Map

Currently in the process of creating the 2020 BOOseum
Event Map

Appendix C

Exhibit Recommendations

Exhibit Recommendations Visitors Per Exhibit/Gallery	Stage 1	Stage 2	Stage 3
Sugar Cane Harvester	NA	4	TBD
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	
Safetyville		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>

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>