

## **Protocols for Re-opening Museums & Galleries Post Quarantine**

Museums falling into green and yellow zones will be opened while those in containment and red zones will remain closed till these areas also turn into yellow or green zones.

### **(1) Protocol for Facility Management:**

#### **Cleaning:**

- Frequency of cleaning and disinfection of premises to be increased, especially frequently-touched surfaces and items
- All indoor areas such as galleries, entrance lobby, corridors and staircases, elevators, security guard booths, cafeteria, to be cleaned with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants
- All seats, hand railings, washroom areas, braille signage, door knobs, dustbins, etc., to be regularly cleaned

#### **Cleaning of Indoor Office Spaces**

- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol to be used to wipe down surfaces where the use of bleach (Sodium Hypochlorite) is not suitable.
- High contact surfaces (elevator buttons, handrails, call buttons, elevator handrails, public counters, intercom systems, telephone, printers/scanners and other office machines shall be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite.
- Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee/water dispensing machines etc. shall specially be cleaned.

#### **Display of Signages:**

Signage with graphics are to be displayed in all floors of the museum for visitors' information about Do's & Don'ts related to observing social distancing and non-contact mode of operation of exhibits (in science centres)

#### **Purchase of Tickets:**

- For purchase of entry tickets, non-cash payment methods like online ticket purchase, contactless card, UPI applications or mobile wallets are advised
- UV-c/UV-d sterilizing box to be made available in the ticket counter for exchange of currency notes and printed tickets

### Do's:

- Hand sanitizers will be placed in easily accessible locations, so that visitors may disinfect their hands (e.g. after touching door handles)
- All museum staff who are on duty should wear face mask, a pair of hand gloves and face shield
- For re-operating Centralized Air Conditioning Systems, follow instructions from MoH&FW /CPWD/MoUD

### Don't's:

- Use of audio guides to be suspended if these items cannot be sufficiently cleaned and disinfected
- Lift operation to be restricted only to physically challenged persons.
- No vehicles will be permitted within the museum/gallery premises
- No touch-based digital technology will be used

## **(2) Precautionary Protocol for Visitor Safety**

### Do's:

- Temperature screening of all visitors to be implemented. Branded thermal scanners with correct calibration to be used.
- All visitors must wear a mask and have the Aarogya Setu app
- Hand sanitizer dispensers/contactless sanitizer systems will be installed at the entrance of the museum/gallery and warning signs provided to encourage visitors to respect health measures in force.
- Body and baggage screening will be done by CISF, who have been given PPEs, Face Shield, etc.
- Adequate physical distance between visitors to be ensured through the following:
  - i. Use of floor markers (or other forms of barricades) to guide visitors and maintain a distance of 1.5-meter between each individual
  - ii. Visitor numbers to be limited to 20-25 persons in batches to avoid over-crowding
  - iii. Areas where visitors are likely to bunch up will be identified and measures put in place to disperse them (e.g. stationing MTS staff at these points to usher them along)
- All visitors should carry online ticket either printed or digital copy
- Time slots will be implemented to prevent over-crowding and visitor caps introduced by each Museum/Gallery
- Maximum number of visitors per exhibition room will be defined and public informed (maximum number of people per square meter will be set to allow a safety distance of 1.5 m between each visitor)
- Separate flows of entrances and exits to be maintained and a one-way tour of the rooms, provided

- Access to toilets for visitors to be ensured (allowing them to wash their hands with soap and water)
- This access will be adapted to the rules of social distancing in force (marking on the ground, etc.)

**Don't's:**

- Senior citizens, vulnerable groups, pregnant women and children below 10 years will be discouraged/not permitted
- Access will be denied to persons showing symptoms of the disease
- All guided tours will be suspended
- No eatables will be permitted. Water to be brought by the visitors
- No group photos will be permitted

**(3) Precautionary Protocol for Staff Safety**

**Do's**

- Ensure staff have access to and are using personal protective equipment such as reusable cloth masks
- Hand sanitizers to be provided to staff
- Infra-Red digital thermometers for temperature scanning to be used to monitor the body temperature of all staff
- Mandatory temperature checking to be done twice daily for all staff, once on arrival and a second time thereafter, the results of which shall be recorded.
- All staff/officials to be advised to take care of their own health and look out for symptoms such as fever, respiratory problems and, if feeling unwell, should leave the workplace immediately after informing
- A detailed planning activity, where which employees really need to come to work to be identified. Others can continue to work from home.
- Flexible working arrangements can be implemented with each department divided into two or three teams.
- All contractors and their manpower including labour working within the premises, parking area, or those managing visitor amenities, shall also ensure the wearing of masks.
- They shall also ensure cleanliness of the areas under their jurisdiction and all equipment being used by them

**Don't's**

- Gathering of five or more persons at any place in the premises and in the canteen to be avoided
- Entry of visitors in the office complex to be strictly prohibited

#### (4) Training on Safety Protocols for Staff

Do's and Don't's of Health Advisory	<ul style="list-style-type: none"><li>• Gallery staff to be trained for advising visitors on do's and don't's</li></ul>
Aarogya Setu app	<ul style="list-style-type: none"><li>• All employees to install Aarogya Setu app</li></ul>
Guidelines on disinfection of office premises and Galleries of Museums	<ul style="list-style-type: none"><li>• Gallery staff to be trained for regular cleaning, sanitizing and disinfecting commonly touched surfaces</li><li>• Disinfection protocols should be strictly followed in the building/room as per guidelines</li></ul>
Training on maintaining personal hygiene and sanitization practices and on social distancing at all times	<ul style="list-style-type: none"><li>• Training on correct procedure of wearing triple layer mask</li><li>• Frequent hand washing to be practiced with soap and water or with alcohol-based hand rub/sanitizers</li></ul>
Cleaning arrangements for public toilets	<ul style="list-style-type: none"><li>• Housekeeping staff to be trained on proper procedure for regular cleaning and sanitization</li></ul>

#### Reception and Security Staff

##### Do's:

- Security staff will be present at the reception desk and in the museum rooms to ensure that there is sufficient distance between the visitor and the works on display
- Will also ensure there is sufficient distance between visitors themselves
- Will look out for visitors who appear unwell
- Staff to be provided with adequate protective devices

#### Office Staff

##### Do's:

- Staff will wear cloth/re-usable masks at all times
- Staff will clean their workplace daily with sanitizers/disinfectants, regardless of the cleaning service in place
- Any employee whose activity does not require an on-site presence will continue to work from home

\*\*\*