

# ISHS COVID-19 Protocols and Staged Re-opening Plan Details

The Idaho State Historical Society (ISHS) has developed these protocols and staged re-opening plan details in alignment with Idaho Division of Human Resources (DHR) and Center for Disease Control (CDC) Guidance to protect its staff, volunteers, and visitors while re-opening, responsibly, as part of Governor Little's Idaho Rebounds protocols.



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# INTRODUCTION

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk.

Because of the hidden nature of this threat, the Idaho State Historical Society (ISHS) has developed protocols (in alignment with Idaho Division of Human Resources (DHR) and Center for Disease Control (CDC) Guidance) to protect its staff, volunteers, and visitors while reopening, responsibly, as part of Governor Little's Idaho REBOUNDS plan.

This is not all inclusive and it is the expectation of ISHS that every staff member will take personal responsibility, be vigilant, and bring up immediate concerns with your supervisor and HR.

We will continue to observe practices that protect everyone, including those who are most vulnerable.

## **Key Resources**

- <https://rebound.idaho.gov/>
- <https://dhr.idaho.gov/covid-19-workforce-guidance/>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://www.aam-us.org/programs/about-museums/covid-19-resources-information-for-the-museum-field/>
- <https://www.archives.gov/coronavirus>

## **Steps the Idaho State Historic Society is taking to reduce risk of exposure to COVID-19**

### ***Basic infection prevention measures***

We are encouraging the practice of good hygiene and infection control practices, including:

- Promotion of frequent and thorough **hand washing**, including employees, customers, contractors and worksite visitors
- Installation of hand sanitizers at the entry of all Agency facilities/visitor services stations
- Requesting staff to **stay home if they are sick**
- Requesting **respiratory etiquette**, including covering coughs and sneezes
- Providing customers and the public with tissues and trash receptacles
- Facilitating temporary flexible worksites for staff as appropriate, based on business need (e.g., telecommuting)
- Increasing the physical distance – at least 6 feet - among and between employees, volunteers, and visitors
- Discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible

- Increasing regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

## **Workplace Controls**

### ***Engineering Controls***

- Installation of plexiglass temporary barriers at Idaho State Museum, Idaho State Archives, Old Idaho Pen, Idaho History Center security desk, and Idaho State Historic Preservation Office front desks and retail areas.
- Touchscreen and interactive exhibit self-cleaning disposable screen coverings being procured
- Stanchions and barriers to encourage and maintain physical distancing and guest flow

### ***Administrative Controls***

- Requiring sick workers to stay at home
- Face-masks for all staff, volunteers, and contractors highly encouraged in public and common areas
- Timed entry for visitors to destination facilities
- By appointment services for Idaho State Archives and State Records Center
- Hours/days of operations synced with visitor access patterns and capacity as outlined in REBOUND stages
- Minimizing contact among staff through virtual communications and phased telework

### ***Equipment/personal hygiene***

- ISHS is providing staff and volunteers with cloth face coverings. Staff are required to follow CDC guidelines for how to wear/use/clean <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Staff and volunteers are required to practice regular handwashing
- ISHS is providing disinfectant wipes for employees to clean their work surfaces

### ***Cleaning Protocols are established for each building at the department level; in general, ISHS team will***

- Procure appropriate cleaning products and supplies
- Ensure clear scope of work for contract janitorial service to sanitize and clean the restrooms, common areas, and public lobby/reading rooms/exhibit galleries. This includes frequent cleaning of surfaces that hands touch to reduce the spread of germs (i.e. doorknobs, light switches, handles, etc.)
- Contract additional janitorial services as deemed necessary

***Signage and Communications***

- Direction and information signage are placed throughout Agency facilities to ensure and encourage physical distancing and use of cloth face coverings, direct visitor traffic flow, and limited accessibility to amenities
- COVID-19 customer facing website page provides generalized ISHS customer information in alignment with Idaho REBOUNDS
- ISHS provides weekly written updates and ad-hoc training as needed

***Policies and procedures for prompt identification***

- Employees should follow normal call-in procedures and stay home anytime they are sick to help prevent the spread of illness to others
- Any ISHS staff member who suspects that they have come into contact with or contracted COVID-19 must stay home and immediately contact their direct supervisor and ISHS HR
- If you are concerned about a co-worker showing signs of illness and still coming to work, talk to your supervisor and HR representative. Nonetheless, employees need to be cautious to ensure that they are not violating their co-worker's rights, discriminating against them, and/or interfering with their privacy
- If ISHS becomes aware of an employee who has tested positive for COVID-19 the agency will follow the most current Idaho DHR and CDC guidelines available

# PHASED RE-OPENING PLANS and PROCEDURES



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## *Administration Staged Re-opening Protocols*

### 1. Stage 1 – Admin preparing for reopen

- No non-essential travel
  - Employees who must use a state vehicle should wipe down all touched surfaces before and after each use
- Phase staff back to office with 6-foot physical distancing measures in place
- Daily cleaning following [www.CDC.gov](http://www.CDC.gov)
  - SHS Admin Conference Room & Lobby – P Hoffman
  - Admin breakroom & bathroom – A Polidori
  - Stairwell, elevator, and Admin doors – D Chizum
  - Cubicles and Offices – Individual inhabitants
- PPE's available for staff/vendors/customers
  - We encourage Admin staff to wear face coverings when interacting with vendors and contractors and maintain 6-foot physical distancing
  - We encourage the use of face coverings for contractors and vendors
  - We encourage Admin staff to offer disposal face coverages to vendors and contractors when they are inside our facilities
- Follow CDC guidance on cloth face coverings [www.CDC.gov](http://www.CDC.gov)
  - We encourage Admin staff to wear face coverings in public settings where other physical distancing measures are difficult to maintain
  - We encourage Admin staff to be mindful of the comfort levels of other staff at worksites and encourage the use of face coverages
- Encourage telework for those who can work robustly from home

### 2. Stage 2- Reopen of Admin

- No non-essential travel
  - Limit essential travel for staff one person per vehicle
  - Employees who use a state vehicle should wipe down all touched surfaces before and after each use
- Phase staff back to office with 6-foot physical distancing measures in place
- Daily cleaning following [www.CDC.gov](http://www.CDC.gov)
  - SHS Admin Conference Room & Lobby – P Hoffman
  - Admin breakroom & bathroom – A Polidori
  - Stairwell, elevator, and Admin doors – D Chizum
  - Cubicles and Offices – Individual inhabitants
- PPE's available for staff/vendors/customers
  - We encourage Admin staff to wear face coverings when interacting with vendors and contractors and maintain 6-foot physical distancing
  - We encourage the use of face coverings for contractors and vendors

- Maintenance team will offer disposal face coverages to vendors and contractors when they are inside our facilities
    - Masks optional for outdoor work, for safety reasons or unless social distancing is not possible
  - Follow CDC guidance on cloth face coverings [www.CDC.gov](http://www.CDC.gov)
    - We encourage Admin staff to wear cloth face coverings in public settings where other social distancing measures are difficult to maintain
    - We encourage Admin staff to be mindful of the comfort levels of other staff at worksites and encourage the use of face coverages
  - Encourage telework for those who can work robustly from home
  - Limit meetings to 10 or less in Multi-Purpose Room to maintain physical distancing
  - Personal hygiene
    - Staff is required to stay home if sick
    - Practice good hand hygiene – CDC recommends hands should be washed with soap and water for at least 20 seconds when visibly soiled, before and after eating, and after using the restroom
    - Cover coughs and sneezes – CDC recommends covering your mouth and nose with a tissue, throw used tissues in the trash, if you don't have a tissue, cough or sneeze into your elbow, not your hands
  - Admin fully open/upper level door remains locked/security calls and visitors are escorted
3. Stage 3- Expanded reopening of Admin
- Non-essential travel can resume
    - Encourage cloth face coverings in shared vehicles
    - Encourage no more than two passengers per vehicle
    - Employees who use a state vehicle should wipe down all touched surfaces before and after each use
  - Full staff back to office with 6-foot physical distancing measures in place
  - Daily cleaning following [www.CDC.gov](http://www.CDC.gov)
    - SHS Admin Conference Room & Lobby – P Hoffman
    - Admin breakroom & bathroom – A Polidori
    - Stairwell, elevator, and Admin doors – D Chizum
    - Cubicles and Offices – Individual inhabitants
  - PPE's available for staff/vendors/customers
    - We encourage Admin staff to wear face coverings when interacting with vendors and contractors and maintain 6-foot physical distancing
    - We encourage the use of face coverings for contractors and vendors
    - Maintenance team will offer disposal face coverages to vendors and contractors when they are inside our facilities
    - Masks optional for outdoor work, for safety reasons or unless social distancing is not possible
  - Follow CDC guidance on cloth face coverings [www.CDC.gov](http://www.CDC.gov)
    - We encourage Admin staff to wear face coverings in public settings where other physical distancing measures are difficult to maintain
    - We encourage Admin staff to be mindful of the comfort levels of other staff at worksites and encourage the use of face coverages

- Hold meetings with 10 or more in Multi-Purpose Room to maintain physical distancing
  - Personal hygiene
    - Staff is required to stay home if sick
    - Practice good hand hygiene – CDC recommends hands should be washed with soap and water for at least 20 seconds when visibly soiled, before and after eating, and after using the restroom
    - Cover coughs and sneezes – CDC recommends covering your mouth and nose with a tissue, throw used tissues in the trash, if you don't have a tissue, cough or sneeze into your elbow, not your hands
  - Admin fully open/upper level door remains locked/security calls and visitors are escorted
4. Stage 4- Resume regular operations of Admin
- Non-essential travel can resume
    - Encourage cloth face coverings in shared vehicles
    - Encourage no more than two passengers per vehicle
    - Employees who use a state vehicle should wipe down all touched surfaces before and after each use
  - Full staff back to office with 6-foot physical distancing measures in place
  - Daily cleaning following [www.CDC.gov](http://www.CDC.gov)
    - SHS Admin Conference Room & Lobby – P Hoffman
    - Admin breakroom & bathroom – A Polidori
    - Stairwell, elevator, and Admin doors – D Chizum
    - Cubicles and Offices – Individual inhabitants
  - PPE's available for staff/vendors/customers
    - We encourage Admin staff to wear face coverings when interacting with vendors and contractors and maintain 6-foot physical distancing
    - Maintenance team will offer disposal face coverages to vendors and contractors when they are inside our facilities
    - Masks optional for outdoor work, for safety reasons or unless social distancing is not possible
  - Follow CDC guidance on cloth face coverings [www.CDC.gov](http://www.CDC.gov)
    - We encourage Admin staff to wear cloth face coverings in public settings where other physical distancing measures are difficult to maintain
    - We encourage Admin staff to be mindful of the comfort levels of other staff at worksites and encourage the use of face coverages
  - Hold meetings with 10 or more in Multi-Purpose Room to maintain physical distancing
  - Personal hygiene
    - Staff is required to stay home if sick
    - Practice good hand hygiene – CDC recommends hands should be washed with soap and water for at least 20 seconds when visibly soiled, before and after eating, and after using the restroom
    - Cover coughs and sneezes – CDC recommends covering your mouth and nose with a tissue, throw used tissues in the trash, if you don't have a tissue, cough or sneeze into your elbow, not your hands
  - Admin upper level door open





**Idaho State Archives  
Staged Re-opening Protocols**

**Stage 1 (May 1-15)**

Archives/Records Center continues service to the public as we transition under stage one.

In all stage's archives staff will follow these health protocols:

- 1) Engage in physical distancing of at least 6 feet.
- 2) Ask staff to wear face coverings in public spaces at the archives.

Based on the possibility of cross-contamination of COVID-19 resulting from staff or customers handling archival materials (books, maps, microfilm, archival records, photographs), archive staff will continue to provide reference service to state archive customers remotely until May 15.

Based on business needs ISA will phase staff to return to work.

**ISA staffing under Stage 1**

Administrator - David Matte – ISA onsite – Monday - Friday

Collections Stewardship Team:

- Layce Johnson – ISA onsite - Monday – Friday
- Danielle Grundel – ISA onsite Monday - Friday
- Alisha Graefe – ISA onsite Monday - Thursday
- Todd Bernhardt –Telecommute until June 13

Reference Team:

- Zach Jones – Reference Manager –
  - Monday (Comm/Dev. Phone conference only) Tuesday – Wednesday (Telecommute) Thursday – Saturday (ISA onsite)
- Angie Davis – Telecommute
- Madeline Lowry – Telecommute

Government Records Team:

- Mackenzie Stone – ISA/RC onsite – Monday – Friday

To enhance continuity of operations and minimize cross-contamination the Government Records Manager and team developed this phased schedule.

<b>Week 1</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
SRC onsite	Annie	Annie	Annie	Kathy	Kathy
SRC telework	Kathy	Kathy	Kathy	Annie	Annie
ISA onsite	Erin	Erin	Erin	Jim	Jim
ISA telework	Jim	Jim	Jim	Erin	Erin

<b>Week 2</b>					
SRC onsite	Kathy	Kathy	Kathy	Annie	Annie
SRC telework	Annie	Annie	Annie	Kathy	Kathy
ISA onsite	Jim	Jim	Jim	Erin	Erin
ISA telework	Erin	Erin	Erin	Jim	Jim

**Stage 2 – (May 16 – May 29)**

- Archives staff will pivot to provide onsite reference service by appointment.
  - Appointments will be coordinated by Reference Manager.
- Idaho State Archives staff will follow disinfecting protocols for Research Library & Reading Room.
- In all stage’s archives staff will follow these health protocols:

**Health Protocols**

- Engage in physical distancing of at least 6 feet.
- Ask staff to wear face coverings in public spaces at the archives.
- Ask customers in the Research Library or Reading Room to wear a face covering.
- Ask customers to wash or disinfect their hands before entering Research Library.
- Require all customers using materials in Reading Room to wear gloves. (Archives will provide either white cotton or Nitrile upon availability).

**ISA staffing under Stage 2**

Administrator - David Matte – ISA onsite – Monday - Friday

Collections Stewardship Team:

- Layce Johnson – ISA onsite - Monday – Friday
- Danielle Grundel – ISA onsite Monday - Friday
- Alisha Graefe – ISA onsite Monday
- Todd Bernhardt –Telecommute until June 13

Reference Team:

- Zach Jones – Reference Manager –
  - Monday (Comm/Dev. Phone conference only)
  - Tuesday – Saturday - ISA onsite
- Angie Davis – Telecommute
- Madeline Lowry – Telecommute

Government Records Team:

- Mackenzie Stone – ISA/RC onsite – Monday – Friday

<b>Week 1</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
SRC onsite	Annie	Annie	Annie	Kathy	Kathy
SRC telework	Kathy	Kathy	Kathy	Annie	Annie
ISA onsite	Erin	Erin	Erin	Jim	Jim
ISA telework	Jim	Jim	Jim	Erin	Erin
<b>Week 2</b>					
SRC onsite	Kathy	Kathy	Kathy	Annie	Annie
SRC telework	Annie	Annie	Annie	Kathy	Kathy

ISA onsite	Jim	Jim	Jim	Erin	Erin
ISA telework	Erin	Erin	Erin	Jim	Jim

### Stage 3 – (May 30 – June 12)

#### ISA staffing under Stage 3

- Archives staff will pivot to provide onsite reference services in addition to continuing remote reference services.
- ISA staff will work with customers to schedule reading room visits by appointment in order to maintain social distancing guidelines for the safety and protection of our customers and staff.
- Idaho State Archives staff will follow disinfecting protocols for Research Library & Reading Room.

#### Health Protocols

- 1) Engage in physical distancing of at least 6 feet.
- 2) Ask staff to wear face coverings in public spaces at the archives.
- 3) Ask customers in the Research Library or Reading Room to wear a face covering.
- 4) Ask customers to wash or disinfect their hands before entering Research Library.
- 5) Require all customers using materials in Reading Room to wear gloves. (Archives will provide either white cotton or Nitrile upon availability).

#### ISA staffing under stage 3

Administrator - David Matte – ISA onsite – Monday - Friday

Collections Stewardship Team:

- Layce Johnson – ISA onsite - Monday – Friday
- Danielle Grundel – ISA onsite Monday - Friday
- Alisha Graefe – ISA onsite Monday
- Todd Bernhardt –Telecommute until June 13

Reference Team:

- Zach Jones – Reference Manager –
  - Monday (Comm/Dev. Phone conference only)
  - Tuesday – Saturday - ISA onsite
- Angie Davis – ISA onsite Wednesday & Thursday; Telecommute Friday & Saturday
- Madeline Lowry – Telecommute

Government Records Team:

- Mackenzie Stone – ISA/RC onsite – Monday – Friday

<b>Week 1</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
SRC onsite	Annie	Annie	Annie	Kathy	Kathy
SRC telework	Kathy	Kathy	Kathy	Annie	Annie
ISA onsite	Erin	Erin	Erin	Jim	Jim
ISA telework	Jim	Jim	Jim	Erin	Erin
<b>Week 2</b>					
SRC onsite	Kathy	Kathy	Kathy	Annie	Annie
SRC telework	Annie	Annie	Annie	Kathy	Kathy

ISA onsite	Jim	Jim	Jim	Erin	Erin
ISA telework	Erin	Erin	Erin	Jim	Jim

**Stage 4 – (June 13 – June 26)**

**ISA staffing under Stage 4**

- Archives staff will continue to provide onsite reference services and continue providing remote reference service.
- ISA staff will work with customers to schedule reading room visits by appointment in order to maintain social distancing guidelines for the safety and protection of our customers and staff.
- Idaho State Archives staff will follow disinfecting protocols for Research Library & Reading Room.

**Health Protocols**

- 1) Engage in physical distancing of at least 6 feet.
- 2) Ask staff to wear face coverings in public spaces at the archives.
- 3) Ask customers in the Research Library or Reading Room to wear a face covering.
- 4) Ask customers to wash or disinfect their hands before entering Research Library.
- 5) Require all customers using materials in Reading Room to wear gloves. (Archives will provide either white cotton or Nitrile upon availability).

Administrator - David Matte – ISA onsite – Monday - Friday

Collections Stewardship Team:

- Layce Johnson – ISA onsite Monday – Friday
- Danielle Grundel – ISA onsite Monday - Friday
- Alisha Graefe – ISA onsite Monday - Thursday
- Todd Bernhardt – ISA onsite Monday - Thursday

Reference Team:

- Zach Jones – Reference Manager – ISA onsite Tuesday - Saturday
- Angie Davis – ISA onsite Wednesday – Saturday
- Madeline Lowry – ISA onsite Tuesday – Saturday

Government Records Team:

- Mackenzie Stone – ISA/RC onsite Monday – Friday
- Jim Riley – ISA onsite Monday – Friday
- Erin Bostwick - ISA onsite Monday – Friday
- Kathy Gale – ISA/Records Center onsite Monday – Friday
- Annie Cuellar – Records Center onsite Monday – Friday

**Strengths, Weakness, Opportunity, Threats (SWOT) Analysis for Idaho State Archives**

During all stages, the Idaho State Archives Administrator and Program Managers identify Strengths, Weakness, Opportunity, & Threats

Strengths – ISA staff members are experienced, knowledgeable and dedicated public servants in the mission of collecting, organizing historical materials to be research ready, and providing access to collections through high quality customer service.

Weakness – ISA Staffing – The State of Idaho has put a hiring freeze in place which has an impact on the archives staffing level as we now have a vacant Archivist Technician. The incumbent in this position worked to ensure preservation and access to archival materials by following professional standards in processing of collections and reference services. The incumbent contributed to the staffing of the Reading Room 12.5 hours per week, processed manuscript collections, created catalog entries for access to collections for multiple digital repository environments such as ArchivesSpace and ContentDM.

Opportunity – The Idaho State Archives and Records Center staff will continue to demonstrate the value and relevancy of our services to the people of Idaho through our continued best practices for archival and records management to ensure we simultaneously preserve the state historical records for educational purposes while being good stewards of state resources.

Threat – COVID -19

- Providing onsite reference service during the COVID-19 global pandemic.
  - Interacting with staff and customers who may be asymptomatic with the disease.



***Idaho State Archives  
Staged Re-opening Procedures***

**Reference Procedures for Idaho State Archives Staff amid the Covid19 Pandemic  
General info regarding reference procedures:**

- The Research Center and Reading Room are closed to the public until June 16, but open to advanced scheduled appointments.
- On June 16 the Idaho State Archives will open to the public, but to maintain social distancing practices, appointments for the Reading Room will still be scheduled up to June 26.
- Only one researcher will be able to use the Reading Room at a time. A calendar will track and manage appointments.
- The Reference Manager is the POC for maintaining the scheduling calendar for the Reading Room, but staff should regularly communicate about researcher needs to ensure smooth and efficient service.
- Until June 16, program managers (Collections Stewardship / Government Record) will be the primary contact in assigning staff to cover the desk in the Reading Room when their collections are viewed, but this duty can be delegated to Reference Staff when appropriate. Needs should be communicated.

**Scheduling researcher use of the Reading Room:**

- Research requests should be made 48 hours in advance until June 16, and this practice is also advisable until June 26. Unannounced walk-up requests do not guarantee access to the Reading Room.

- To secure an appointment, researchers need provide justification regarding why Archives staff cannot service their needs digitally and why they need to physically visit our site. Determining this will be at the discretion of Archives staff after we conduct a standard reference interview via phone or email.
- Appointments for researchers can be scheduled during ISA's standard operational hours.
- Reference staff should seek to satisfy researcher needs digitally during the Covid19 pandemic to reduce visitors to our site.
- Consult the appropriate program manager when requests for copies of fragile materials are made. Some items may too fragile for copying, or copying without special care.
- Only one researcher is allowed in the Reading Room at a time in order to maintain social distancing guidelines. (If the researcher is a couple or two coworkers working on the same project, it is reasonable to grant them both access to the Reading Room.)
- Since appointment spaces are limited, researchers should not expect to have unlimited time between 11 am and 4 pm during our designated days to conduct research. Time in the Reading Room may be limited based on demand and to accommodate others.

#### **Recommended health and safety procedures for staff:**

- Staff should wear masks and gloves when interacting with patrons, call slips, etc.
- Wipe off all surfaces used by staff and researchers that visit the Research Center and Reading Room. Wipe down should occur each morning, and when researchers conclude their use of computers, tables, file cabinets, etc.
- Plexiglas shields should be cleaned each day with the provided special cleaner (standard wipes and cleaners can damage the Plexiglas).
- Patrons are encouraged to wear masks when in the Research Center and Reading Room.
- When handling materials in the Reading Room, Archives staff will provide gloves to patrons while they interacted with collections.
- Disposable gloves can be discarded after use, but if disposable gloves are not available cotton gloves will be offered. A "clean" and "dirty" gloves basket will be labeled and provided for administering cotton gloves. ISA staff will launder cotton gloves once per week.
- Since we cannot clean or sanitize archival materials, when feasible and after discussing a researcher's needs, seek to provide them with folders or individual items only. This avoids contact with exterior boxes, which reduces the likely of contagion spread through contact.
- Books, microfilm rolls, oral histories, vertical files, and photo boards pulled by patrons and placed in the reshelving area in the Research Center should be sequestered for 5 days before reshelving. This also applies to records reviewed in the Reading Room. These should be stored in the designated area within the Processing Room with a note stating when these were used and when they can be reshelved.

#### **Researching at the Idaho State Archives amid the Covid19 Pandemic**

The Idaho State Archives has aligned its business practices with Governor Little's Idaho ReBonds: Our Path to Prosperity to safely continue public access to the building. ISA is accepting appointments to access material in the Merle W. Wells Research Center. Regularly scheduled hours will resume in Phase 4 (June 16), while appointments are still encouraged.

**During the Covid19 pandemic, ISA will apply the following procedures:**

- 1) Virtual reference service will meet the need for most researchers and most requests can be fulfilled by email or phone.
- 2) Information about our collections, catalogs, digitized content, and helpful indexes are available at <https://history.idaho.gov/archives/> by clicking the Research tab.
- 3) Information about photograph requests is available at <https://history.idaho.gov/collections/idaho-state-archives-photographs/>
- 4) Researchers should email their research questions to [public.archives@ishs.idaho.gov](mailto:public.archives@ishs.idaho.gov) or call 208-334-2620.
- 5) ISA will schedule an in-person appointment when inquiries extend beyond virtual reference service.
- 6) Appointments are generally scheduled 48 hours in advance during regularly scheduled hours: 11 a.m. to 4 p.m. on Tuesdays through Saturdays.

Appointments are incrementally scheduled to provide a healthy and secure space for researchers to access archival material.

**The following recommendations apply for onsite access at the Merle W. Wells Research Center:**

- 1) If you have been diagnosed with or experienced any illness symptoms commonly associated with Covid19 in the last 14 days, or if you have cared for anyone with Covid19 or its symptoms in the last 14 days, you are not allowed to visit our site.
- 2) It is requested that researchers wash hands before entering the Idaho State Archives.
- 3) It is requested that researchers wear a mask or face covering while in the building.
- 4) It is requested that researchers wear gloves when handling archival materials in our Reading Room. Gloves will be provided by Archives staff.
- 5) Review these guidelines: <https://history.idaho.gov/archives/guidelines-for-researchers/>

If you have questions or would like to secure an appointment please contact us at [public.archives@ishs.idaho.gov](mailto:public.archives@ishs.idaho.gov) or call 208-334-2620.



## **Idaho State Museum Staged Re-opening Protocols**

*This is a draft plan for the gradual re-opening of the Museum based on the Rebound plan provided by the Governor. We will do everything we can to support all staff and provide a safe workplace for all. This is all subject to change with new guidance, so we will adapt as we go along!*

### **PHASE 2 – May 15 – 29**

- Museum remains closed to visitors.
- All staff should be reporting to their pre-pandemic schedules.
- Any staff who is still telecommuting must send a new workplan to their supervisor and Museum Administrator before May 16<sup>th</sup>.
- Continue virtual educational, members only, and public programming.
- Staff will be trained and informed with all changes before opening.
- Make any changes needed for feasibility of next phase.

### **PHASE 3 - May 30 – June 12 (10 – 50 visitors)**

- Starting Monday June 8<sup>th</sup> until June 12<sup>th</sup> we will open to Members Only in limited numbers.
- All staff has adequate PPE and following all guidance provided.
- We anticipate functioning with our regular hours, M-Saturday 10am-5pm, Sunday 12pm-5pm
- Online ticketing will be implemented as with limited visitors at once.
- Staff will assist in sanitizing throughout the day, and our janitorial returns to their normal schedule.
- We will highly encourage all staff and visitors to wear cloth masks when in public places. DHR is providing each ISHS staff person 2 masks. Staff may wear their own mask. There will also be disposable masks at the Front Desk for those visitors who do not have a mask but would like one.
- There will be no cash exchange at the Front Desk for admission or M Store purchases, and no collateral at the Front Desk (fliers, etc.)
- Continue virtual programs, members only programs, educational programming.
- Allow pre-registered educational groups of no more than 25 (splitting between classroom and Museum)
- There will be signage throughout the Museum encouraging social distancing and other guidelines.
- Some exhibits may be closed for the health and safety of staff and visitors.
- Begin marketing virtual summer camps and fall educational programs.
- All telecommuters must plan to return to the facility by June 13<sup>th</sup>.
- Make any changes for feasibility of phase 4.

### **PHASE 4 - June 13 – 26 (50+ visitors)**



- Starting Saturday June 13th, we will begin allowing general public visitation in limited numbers, allowing 30 visitors per hour with no more than 60 visitors in the Museum at any time.
- Museum continues online ticketing.
- Beginning Monday June 15th, offer Member only hours from 10-12 on Mondays (will continue through all phases. No general public during this time)
- Beginning Tuesday June 16th, offer Senior only time from 9am-10am on Tuesdays (will continue through all phases. No general public during this time).
- Weekend of June 20-21, we will offer a half-off discount for those at the Front Line (Service, Healthcare, First Responders)
- Some exhibits may be closed for the health and safety of staff and visitors.
- Launch virtual summer camp (5 weeks)
- Implement new guidelines for rental program moving forward.
- Continue all implemented cleaning procedures.
- Continue the bulk of public and educational programming virtually, with the addition of curbside kits.
- All staff returns back to their facility (no later than June 13th).
- Make plan for inviting volunteers back after June 26th.
- Make any changes for feasibility for after June 26th.



**Idaho State Museum  
New Protocols For Phase 2 And Beyond**

Members Only            5/18/2020 - 5/22/2020  
 General Public            5/23/2020 – 5/31/2020  
 Front Line Workers    5/29 - 5/31 50% off adult admission.  
 Show your work ID badge or paycheck stub.

Senior Hour Tuesday 9am – 10am starting 5/26/2020

**Staff Social Distancing and Best Practices**

Please be mindful of the different comfort levels of everyone. Following guidance from the state and CDC, practicing social distancing, and wearing masks is highly recommended to keep others around you safe. We ask that while at the Museum we follow this guidance for the safety and health of everyone.

- Masks have been provided by DHR. Each employee can have 2 masks. You are still welcome to wear your own mask, but these are an option if you would like. There are bags of masks on the conference table.
- We are limiting the front desk to no more than 2 staff stationed there at a time
- We have Aubrey’s desk in April and Alison’s office that can be used to check email and work on.
- Please use wipes to sanitize your work area after each use.
- When using the common areas for breaks please clean up after yourself and sanitize your area.

- Attached please find the guideline for break areas.
- When interacting with the public we are encouraging all staff to wear a mask.

### **Parking**

- Same enforcement policies as before

### **Reducing touch and contact**

- No Fliers or papers for the public within the museum.
- Memberships will not be processed using paper. Admin office will send gifts out to new members. This is to lower touches to reduce transmission risks.
- Tabs for Pioneer Village will be handed out on Friday, Saturday, and Sunday.
- Plexi installed at counter.
- Customer facing Pin pad. Customer handles the card themselves.
- Masks are available for visitors that would like one.
- Staff is not policing social distancing with visitors. Is anyone has a concern about visitors practicing social distancing please speak with your supervisor or a member of CORE.

### **Accepted Tenders**

- Debit, Credit Cards, and Gift Cards only.
- No Cash. No exceptions.

### **Admissions**

Timed Entry 10 people every hour. Guests must arrive with 15 min of their scheduled time slot. Failure to arrive within 15 minutes the guest may forfeit their scheduled time slot.

Process

- Look up the Guest in advanced Tickets by last name to confirm they purchased tickets and how many or they are a member.
- If a walkup shows up explain we are only letting in 10 visitors every hour. 1) They can purchase tickets online and pick an available timeslot. [History.idaho.gov](http://History.idaho.gov)> Visit>Idaho State Museum>scroll down to General Admission and click on link. Select the date and time they want. 2) They can wait until 15 after the next hour and if we have any no shows, they can get in.
- If a guest arrives late, they can reschedule their time with us or we can issue a refund according the refund policy outlined in web ticket purchases. To summarize the refund must be issued by Kimberley in admin and allow 5-10 business days to process.

### **Check-in Process**

We have marks on the floor for guests to line up at the front desk to practice social distancing.

- The Opening VSR will get a tentative plan in place for the day. Tentative because we may need to adapt to changing business needs based on admission numbers. See attached daily workplan that will be filled out and monitored through out the day to ensure a smooth operation for each day.
- In Versai go to the calendar click on the date of the day we are checking admissions for.
  - Venue Idaho State Museum

- It will show you every hour how many tickets how many available seats we have. This should be checked throughout the day.
- If we have sold tickets, then go to Sales List. >
  - Check advanced sales list box.
  - Select the correct date.
  - Click find sales that will pull up the names of everyone who purchased a ticket online.
  - Find the guests name double click on their name this will show the transaction and how many tickets they have > click finish and close in the bottom right corner. This will print a receipt they can take the receipt or just toss it.
  - Please note if they arrive with a printout, we do need it they can throw it away.
- Walk-up admission
  - We may get people walking up for admissions. If we have the room to let them enter that hour, then we will process like a normal walk-up.

### **Pioneer Village**

Pioneer Village will open Friday 5/22/2020. It will be open Friday, Saturday, and Sundays 11:30-2:30.

- See attached policy and procedure. Some items to highlight.
- Key to unlock padlock is in the key case in Kelly's office. No 26 with the label PV on it. We must make sure we daisy chain this lock for Boise city to be able to access to landscape.
- We will have staff or volunteers posted outside. A chair and shade are provided.
- Visitors will be issued a tab at the front desk upon entrance to the museum. They need to turn that into the person stationed outside. Have the visitor drop it in a bucket, box, or bag provided. These can be thrown out. At the end of the day.
- If someone only wants to go into pioneer village, we have a flat rate of \$3.00 per person. Ring them up as an admission give them each a tab and they are only permitted entrance into Pioneer Village during the hours of operation.

### **Galleries**

To lower the risk of transmission we have removed and closed some items and areas of interaction.

- Lobby Map will be turned off.
- The Lower Level will be closed, and the restrooms downstairs are for staff only.
- All drinking fountains are turned off
  - **In the event of an emergency meaning someone needs water you may go get them a bottle of water from the catering kitchen fridge.**
- The Stream will be on, but stanchions will be in around it to ask visitors to not touch the screens. If we see anyone touching, please just kindly let them know - Currently we are asking no touching of the screens to reduce transmission risks.
- Origins theater will be closed, but we will have the movie on in the Idaho room with 20 chairs set up in a social distancing set up.
- The tactile artifacts in Origins will be removed
- Grain in North Idaho will be closed.
- All books in North, Central, and south Idaho will be removed.
- Oregon Trail, the Quiz, Rivers and Potato, and the Bicycle will be closed.

- Hand sanitizer is available outside of treasures to be used prior to using the door. In addition, we have hand sanitizer mounted at each drinking fountain, outside of the bathrooms by the classrooms and outside of staff offices, and Boom town next to the boom town sign before the yellow wall.

### **M Store**

- No More than 10 visitors at a time in the M store.
- No cash no exceptions
- An entrance and an exit marked with Stanchions
- Floor marks 6 ft apart in the store.
- Requesting visitors to use provided hand sanitizer prior to shopping to reduce transmission spread when handling product
- Online purchasing and curbside pickup.

### **FAQS**

Visitors concerns about closed or inoperable exhibits.

- We apologize for the inconvenience. We are also disappointed we cannot have our Museum fully operational yet. We are following CDC, Federal, and State guidelines to protect the safety of visitors and staff during this unprecedented time.

Visitors concerns regarding not taking cash.

- We apologize for the inconvenience. We can take Visa and Mastercard debit or credit cards. We are following CDC, Federal, and State guidelines to protect the safety of visitors and staff during this unprecedented time.

Visitors concerns regarding staff wearing masks.

- We are following CDC, Federal, and State guidelines regarding wearing cloth masks to slow the spread of Novel Coronavirus. We take seriously the safety of visitors and staff during this unprecedented time.

When will more exhibits be open and increased visitors be allowed?

We are following the Phased Reopen Idaho plan issued by Governor Brad Little's Office. As Idaho enters each new phase, we will be synced with the guidelines set forth in his plan. You may follow our website [History.Idaho.gov](https://www.history.idaho.gov) and like our Facebook page for updates.



***Old Idaho Penitentiary  
Staged Re-opening Protocols***

***Entering the next phase presumes we are cleared to do so through guidance by the Governor of Idaho***

**Phase II – May 16 – 29**

1. Masks provided to all employees.
2. All rules and guidelines regarding proper sanitation, safety and social distancing posted for employees.
3. Guidelines and restrictions for the public prepared for kickoff program (posted publicly via website and social media no later than May 29).
4. Determine if employees must telecommute and/or take furlough without pay.
5. Evaluate the next phase for viability

**Phase III – May 30 – June 12 (10 – 50 visitors)**

1. Kick off the “Make Hunger History” event June 5 - 8 (10am-5pm) – restrictions apply to vehicles and occupants as spelled out in the expanded “expectations and responsibilities.”
2. Masks and gloves highly encourage for all personnel.
3. Cleaning and safety standards are conducted and monitored hourly at minimum.
4. Evaluate the next phase for viability

**Phase IV – June 13 – 26 (50+ visitors)**

1. Masks and gloves highly encourage for all personnel.
2. All staff should be reporting to their pre-pandemic hours, unless otherwise medically advised. Part-time staff limited to essential for operations, no additional guided tours permitted until further notice.
3. Admissions will be online, advanced register. An employee properly outfitted with PPE will assist walk-in customers outside the main entrance.
4. Limited access to 50 people per hour. (10am-5pm)
5. Evaluate all upcoming events and the next six months of business operations for viability.
6. Evaluate the need and safe return of volunteers to their regular duties and functions.
7. All available exhibits should be open unless staff shortages due to social restrictions and medical conditions limits availability.



## ***State Historic Preservation Office Staged Re-opening Protocols***

SHPO proposes to transition staff back to on-site work as community risk decreases and access to PPE and sanitation supplies increases. Given the nature of the SHPO portfolio of work, all teleworking staff have been able to maintain robust work. Additionally, though we are a public state office building, we have very little public visitation. Given these conditions, rapid return of all staff to on-site work is not critical. Staff listed in Phases 3 & 4 below is not fixed and may change depending on individual's level of comfort and issues regarding higher-risk family members.

### **Stage 1: May 1-May 15**

SHPO staff remain largely teleworking (robust-work continues remotely)

- Existing 30% of staff on-site

### **Stage 2: May 16-May 29**

Begin phased transition/return to on-site work as community risk diminishes

- 50% of staff on-site
- Shannon and Cassie\* first to return to office to enable access to SQL server\*\*

### **Stage 3: May 30-June 12**

- Continue phased transition/return to on-site work as community risk diminishes
- 70% of staff on-site
- Chris and Matt return to office

### **Stage 4: June 13-June 26**

- Continue phased transition/return to on-site work as community risk diminishes
- 100% of staff on-site
- Pete, Lindsay, and Ashley return to office

\* Presumes sneeze guard/shield installed in Cassie's work area; Cassie does not return until sneeze guard is in place.

\*\* Shannon and Cassie only return to on-site work once new laptops are procured. The nature of their work necessitated that these staff take their desktop computers home to work remotely. New laptops with equivalent capabilities are being ordered, but we don't want Shannon and Cassie to return to the office until those devices arrive so that if the State necessitates moving backward in stage, they won't need to return their desktops to the office, then take them home again. The goal is to minimize moving of desktop computers in order to minimize potential for breakage.