

HSP

Health and Safety Plan

Museum, Aquarium, Zoo Health and Safety Plan

Business name: San Francisco Museum of Modern Art (SFMOMA)

Address: 151 Third Street, San Francisco, CA 94103

You may contact the following person with any questions or comments about this plan:

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Permanent URL for Health and Safety Plans: <http://www.sfmoma.org/healthandsafetyplans>

Please explain the steps being taken to address each of the items below.

1. Evaluating and documenting maximum capacity

SFMOMA will reopen with reduced hours through at least January 2, 2021 and will manage occupancy to remain at or below City of San Francisco health order maximum occupancy limits (currently 25% of capacity as of September 14, 2020). Timed Ticketing and online reservations will be used to meter attendance to ensure capacity is not exceeded.

The occupancy figures below are based on our SFFD approved occupancy by floor. The maximum daily occupancy will be adjusted on a continual basis as the SFMOMA’s public spaces become available and following health orders.

Museum, Public Space and Gallery	SFFD Approved and Posted Occupancy Limits	Total Available Occupancy After Temporary Space Closures (if any)	Total COVID-adjusted (25%) Occupancy
Level 1	2164	1173	293
Level 2	1809	1664	416
Level 3	1125	1125	281
Level 4	1398	1155	289
Level 5	1463	1463	366
Level 6	663	663	166
Level 7	640	84	21
Total	9262	7327	1832

The COVID-adjusted capacity allows for all occupants to maintain social distancing at all times, including personnel. Hourly ticketing capacity will be set by the above COVID-adjusted numbers, reduced by the number of SFMOMA Employees present in those public areas on each floor.

Entrance to the SFMOMA is limited to a single entry point from our main Third Street entrance to control capacity, monitor PPE distribution, communication, focus hourly disinfecting of high touch surfaces, and reduce potential for viral spread.

2. Signage Requirements

For Visitors/Public:

Official health and safety signage is posted prominently throughout the SFMOMA at major touchpoints with visitors where they will be most readily seen. A comprehensive wayfinding program that provides physical distancing markers, directionality, and capacity is also deployed in all public spaces. The Social Distancing Protocol Checklist will be posted at primary public entrance and available to all visitors on the SFMOMA’s website.

SFMOMA has defined 3 primary types of signage for visitors:

Mandatory: Official health and safety guidelines and best practices including all applicable provisions of

the Social Distancing Protocol, including requirement to advise patrons not to enter if they have symptoms of COVID-19 or, in the past 14 days, have been diagnosed with COVID-19 or have been in close contact with a person who has been diagnosed with COVID-19. Signage will comply with City orders as specified.

Accessory: Supplemental SFMOMA-specific instructions or guidelines as needed are posted throughout the building.

Graphic Wayfinding Program: Social distancing markers, directionality indicators (to indicate paths of travel through the SFMOMA and encourage steady movement). Occupancy limits are also posted throughout as appropriate.

Locations for Visitor Signage: all primary entrances, elevators, bathrooms, stairway landings, and transaction points (i.e. ticketing and membership).

For Visitors and Personnel:

Official health and safety signage is posted prominently throughout the SFMOMA at primary SFMOMA Employee checkpoints (security check points, elevators). A comprehensive wayfinding program that provides physical distancing markers, directionality, and capacity signage is deployed in entry spaces, corridors, and former gathering points (gathering will be restricted).

SFMOMA has defined 3 main types of signage for SFMOMA Employee:

Mandatory: official health and safety signage as per health authority guidelines

Accessory: SFMOMA specific instructions or guidelines including assistance and wayfinding

Graphic Wayfinding Program: Physical distancing markers, directionality indicators, and occupancy limits.

Locations for SFMOMA Employee Signage: all primary entrances, elevators, bathrooms, landings, and interaction points (kitchens, copiers, mailrooms)

Ensuring Personnel and patrons wear face coverings at all times, unless specifically exempted by SFMOMA.

The SFMOMA will comply with and enforce all official requirements of DPH and CDC. No admittance if the SFMOMA health and safety protocol is refused by anyone (personnel, patrons, and vendors).

The SFMOMA has thoroughly reviewed and will implement the Face Covering Order for all Personnel and patrons. Appropriate face coverings will be required for all visitors and SFMOMA employees at all times, unless exempted by SFMOMA. However, those over 2 years of age and exempted from the face coverings requirement in the Face Coverings Order will not be admitted to the SFMOMA as per SFMOMA health and safety policy to protect SFMOMA employees and visitors from exposure. Visitors and members will be provided with a disposable mask if they do not have one. The SFMOMA has staffed PPE distribution and check points at all primary entrances to ensure compliance with orders (for all visitors and SFMOMA employees). SFMOMA personnel stationed throughout public spaces and galleries will enforce mask and social distancing requirements.

Personnel:

All Personnel have been notified of the face covering requirement and received training. In addition to

mandatory trainings for all SFMOMA employees who work on-site, the face covering requirement is further included in SFMOMA's COVID-19 Policy that was required to be read and acknowledged by each employee.

The SFMOMA has provided all Personnel with multiple reusable face coverings and instructions to launder daily after use. Personnel are also permitted to wear their own face covering if they choose, provided it meets all requirements for face coverings. Personnel who forget their face coverings at home will be provided one. Those who refuse to wear a face covering without a valid exemption will not be permitted to work.

Vendors:

All vendors, independent contractors, and any other third party working with SFMOMA are all required to follow the same health and safety protocols, which include wearing a face covering at all times while onsite at a SFMOMA facility. They will not be permitted to enter without an appropriate face covering. Vendors must provide evidence of a compliant Health and Safety plan in accordance with health order directives and using standard SFDPH templates where applicable. These plans must be provided to the Health Safety Monitor to receive approval to work on site.

Patrons:

Visitors to the SFMOMA will be notified of the face-covering requirement through many different channels and different times throughout their visitor experience. We have included the requirement on the landing page of our website, in the section on visitor protocols, and posted signage on all entrances and throughout the building. Additionally, each confirmation email sent after a ticket is purchased (including for members) include a reminder regarding face coverings and a link to SFMOMA's COVID-19 Website. Finally, for those who arrive without a face covering, the SFMOMA will provide masks free of charge to anyone who requires one. Signs are also posted to inform visitors of the complementary masks. Visitors or members over the age of two years that refuse to wear a mask will not be allowed into the SFMOMA.

SFMOMA employees circulating the building are trained to promptly communicate with anyone seen without a mask and visitors will be asked to leave the building if they refuse to comply.

Additional Safety Precautions and Screening:

Thermal Temporal Testing is not currently recommended but may be required in the future and will be administered by SFMOMA security at our main entrance.

3. Ticketing Booths and Payment Systems

Timed tickets will be implemented to manage total available tickets per day and per hour as required in City health orders. Admission will be by timed tickets only.

General Admission tickets and membership purchases or renewals will be conducted online or by mobile device to minimize transaction contact on site. On-site visitors will be encouraged to purchase tickets/membership online via their mobile devices. If on-site guests are unable to conduct their transaction via a mobile device, the ticketing and membership desks can accept credit cards and Apple Pay via the existing Verifone credit card devices. Although its use is discouraged, the SFMOMA will also accept cash at a single location, as required by San Francisco law. SFMOMA employees handling cash will be trained in OSHA hygiene protocols to help control the spread of COVID-19 including disinfecting

hands after handling cash or use of disposable gloves.

Plexiguards and distancing fixtures are installed at all transaction points (ticketing and memberships desks) to protect both SFMOMA employees and visitors. Touch free 70% alcohol-based hand sanitizer stations are available at ticketing and membership transaction points.

As a high traffic area, all surfaces at and around ticketing and membership will be cleaned and sanitized frequently during public hours.

To further minimize contact, the SFMOMA has instituted the following ticketing procedures:

Once purchased, on site tickets will continue to be scanned using contactless self-service scanning devices.

Membership cards are scanned without handling by SFMOMA employees.

Stickers (showing paid entry) will be self-applied by visitors and will be optional until further notice.

4. Personnel safety precautions

SFMOMA has adopted a COVID-19 policy that is mandatory for and covers health and safety protocols for all and contractors. A copy of this health and safety plan will be provided to each of SFMOMA employees and made readily available on the SFMOMA intranet, in addition to being posted at all primary entrances as required.

SFMOMA health and safety protocols and requirements for personnel include:

SFMOMA Employee Training and Resources:

The SFMOMA will instruct its employees about what to expect when returning to the workplace.

Training will be provided to returning SFMOMA employees including policy changes, COVID-19 specific protocols, OSHA COVID training, and resources.

SFMOMA employees will receive personal wellness kits that include all required PPE (3 masks and essential items to disinfect and maintain their individual workspace). Replenishment of supplies will be provided indefinitely.

Signage and handouts of best practices for working in shared spaces are included in each “return to worksite kit” that is distributed to each SFMOMA employee.

SFMOMA Employee On-Site Health and Safety Protocols:

In addition to the individual(s) named in this documents, the SFMOMA will designate health and safety leads consistent with Injury and Illness Prevention Plan requirements.

Signage and Wayfinding: Official health and safety signage is posted prominently throughout the SFMOMA at primary employee checkpoints (all primary entrances, elevators, bathrooms, landings, and interaction points (kitchens, copiers, mailrooms). A comprehensive wayfinding program that provides physical distancing markers, directionality, and capacity signage is deployed in entry spaces, corridors,

and former gathering points (gathering will be restricted). Signage includes official health and safety guidelines, best practices, and SFMOMA-specific instructions or guidelines including assistance and wayfinding.

Mandatory Face Coverings: Cloth/fabric facemasks are mandatory and always required to be worn by SFMOMA employees when working continuously within six feet of another SFMOMA employee or with the public. Gloves are allowed for specific SFMOMA employees engaged in visitor transactions (cash handling) or those frequently handling shared tools and materials. Glove donning and doffing training will be provided as needed. Sanitizers and disinfecting agents will be used and made readily available to SFMOMA employees to maintain a safe workspace.

Social Distancing: Measures are implemented to ensure physical distancing of at least six feet between SFMOMA employees and visitors. This will include use of physical barriers or visual cues (e.g., floor markings or signs to indicate to where employees should stand). Handshakes and other physical greetings where social distance cannot be maintained are not allowed.

Individual Hygiene: Employees are instructed to wash their hands for at least 20 seconds or use hand-sanitizer at frequent intervals and after any of the following: using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, eating, drinking, smoking, entering or leaving a guest area, physical interaction with SFMOMA employees or guests, and before starting their shift. Additionally, all SFMOMA employees are required to frequently clean any supplies and devices they use, including keyboards, mouse, phones, pens, desk surfaces, printers, and copiers.

Testing, Screening and Reporting: In accordance with the Social Distancing protocol, a daily self-assessment system for all SFMOMA employees and contractors has been implemented. The results of the daily self-assessment are transmitted securely and reviewed by SFMOMA employees trained in contacting tracing and confidentiality requirements. SFMOMA employees are instructed to self-screen at home daily, including temperature and/or symptom checks following CDC guidelines. If an employee is confirmed to have COVID-19, Human Resources will inform other employees of their possible exposure to COVID-19 in the workplace within 24 hours and maintain confidentiality of the infected individual as required by the Americans with Disabilities Act and Health Insurance Portability and Accountability Act. SFMOMA will report to SFDPH any outbreaks as defined by the health authority. If necessary or recommended in the future, the SFMOMA may decide to provide temporal thermal temperature and/or symptom screenings for all SFMOMA employees at the beginning of their shift and for any vendors, contractors, or other workers entering the SFMOMA premises.

Self-monitoring and Reporting: SFMOMA employees are required to self-monitor for symptoms of COVID-19. If diagnosed with Coronavirus, SFMOMA employees must stay home and promptly notify Human Resources. HR will follow the contact tracing and reporting process required as per state law, SFDPH, and CDC guidelines.

Virus Exposure Isolation Protocol: Anyone who had close contact with the person diagnosed with COVID-19 (i) within 48 hours before they developed symptoms or (ii) while they were having symptoms, should be excluded from work and requested to stay at home for 14 days, beginning the last day that the person diagnosed with COVID-19 was at work.

Breakrooms and Kitchens: Breakrooms and kitchens are now limited to microwave, sink, and fridge access only. Breakrooms are cleaned 4 times daily (after morning use, before lunch, after lunch, end of day). Additional large spaces (e.g. auditorium) have been converted into supplemental rest and break

rooms for SFMOMA employees. All shared flatware, cups, and dishes have been removed until further notice.

Restrooms and Wellness rooms: All restrooms will be modified as needed to control virus spread. Toilet seat covers may be installed and flushometers adjusted to reduce aerosols. Signage is posted in every stall stating toilet covers must be placed down prior to flushing to reduce production of aerosols. Restrooms are cleaned frequently throughout the day. Wellness rooms will have sanitation stations and hand washing options in close proximity.

Mental Health Resources and Support:

Human Resources will continue to provide EAP and support resources to SFMOMA employees to help them navigate these challenging circumstances. The SFMOMA will continue regular and frequent communications with SFMOMA employees that is human-centered and focused on well being.

For Additional Information:

Please See **Section 4 – Ticketing Booths and Payment Systems** for a discussion of plexiglass and contactless payment systems deployed to protect SFMOMA employees and visitors.

Please See **Section 16 – Office Space** for a discussion of protocols and safety policies specific to office spaces.

5. HVAC systems

SFMOMA’s HVAC system exceeds all applicable building code requirements for fresh-air ventilation. The system is configured to draw in 100% outside air for optimal ventilation as well as MERV 14 filtration in all air-handling units in the building. MERV 14 is the equivalent of an N95 mask. The air inside the SFMOMA is circulated through the MERV 14 filters before it is delivered to the air distribution system. The building automation system has been tuned to maximize air changes while maintaining temperature and humidity with museum industry standard ranges. Accordingly, no further alterations or upgrades to ventilation are necessary at this time.

All restrooms have mechanical exhausts that vent directly outside. Temperature and humidity levels throughout the building are maintained to reduce the formation of infectious airborne aerosols.

6. Food and beverage concessions

All of SFMOMA’s restaurants and cafes are independently operated by vendors, who will separately submit materials to the City of San Francisco and meet all requirements under applicable Health Orders. **Food operators will complete, implement, and post on site the Health and Safety Plan as per the health officer order (*Directive of the Health officer No. 2020-16*).**

Café 5 will plan to reopen to the public with limited operating hours and provide individually wrapped, grab-and-go outdoor dining and seating on the open-air terrace, with sufficiently spaced tables to meet social distancing requirements. Guests will be required to keep their face covering on unless they are eating or drinking.

SFMOMA’s coffee bars and its fine dining restaurant, In Situ, will reopen at a later date as per official health orders.

7. Retail

SFMOMA will complete, implement, and post on site the Health and Safety Plan as per the health officer order (*Directive of the Health officer No. 2020-17*). SFMOMA will reopen its on-site SFMOMA stores and its SFO SFMOMA store on a separate timelines. Prior to re-opening, each store will implement guidelines under all applicable Health Orders. The SFO SFMOMA store will reopen per SFO's reopening plan and health and safety guidelines.

8. Social distancing in elevators

All elevators throughout the SFMOMA have been modified to limit occupancy to a maximum of three or four persons depending on the size of the elevator. Signage indicating occupancy limits are posted on each elevator landing. Floor markings are placed on the interior floor of elevators to remind occupants to maintain social distancing and signage is posted on all elevator landings and inside each elevator to reinforce social distancing, mandatory mask requirements, and health etiquette. SFMOMA employees will encourage visitors to use stairs and follow directional wayfinding and social distancing indicators throughout building.

Touch free 70% alcohol-based hand sanitizer stations are installed at all elevator landings, near stairway landings, and distributed throughout the SFMOMA.

Additionally, stairways throughout the building are readily available to visitors and SFMOMA employees with signage to maintain social distancing and wear face coverings and wash their hands.

9. Monitoring and limiting patrons to ensure physical distancing between members of different households

Admittance to the SFMOMA is by timed tickets only. Public space interactions must follow health and safety protocols including physical distancing requirements, practicing conscientious hygiene, and wearing appropriate face coverings. In general, groups will be limited to fewer than six persons from the same household until further notice.

Open public spaces throughout the SFMOMA, including the entrance lobby are to be used for social-distanced queuing only. No lingering or gathering will be allowed. All seating throughout the SFMOMA has been limited to single person seating only and signage is posted on all seating areas regarding distancing requirements.

Galleries will require physical distancing and reduced occupancy caps are posted where required to maintain appropriate distance between visitors within.

SFMOMA employees and security personnel will be continuously monitoring visitors to ensure adequate distancing is preserved between members of different households.

Distance markers and signage is prominently deployed throughout the SFMOMA to remind visitors to maintain social distancing.

10. Paths of travel through the establishment and wayfinding signage

The SFMOMA has designed and implemented a clear and comprehensive graphic wayfinding program

throughout the SFMOMA for both its employees and visitors, including physical distancing floor markers, directional arrows, capacity limits, and other iconographic signage to facilitate distancing and safety. Wayfinding signage and markers can be found at all primary entrances, elevators, bathrooms, landings, corridors, and transaction or interaction points. For SFMOMA employees, this also includes kitchens, copiers, and mailrooms.

11. Plans for preventing patrons from gathering in a space

Floor marker directional signs have been installed throughout the SFMOMA to direct and encourage the flow of traffic. SFMOMA employees circulating through the SFMOMA, including security, will remind visitors who may be lingering excessively to continue to move through the space for safety. No lingering signage will be deployed at known gathering points and adjusted as needed on a continual basis.

Additionally, all auditoriums and venue spaces, including the Koret Education Center, are closed to the public until further notice and until City orders allow reopening following specific guidelines for event and gathering spaces.

12. Sanitation for restrooms

All restrooms throughout the SFMOMA have been modified as needed to control virus spread, including installing toilet seat covers and adjusting flushometers. Where toilet covers are available, signage is posted in every stall stating toilet covers must be placed down prior to flushing to reduce production of aerosols. Restrooms are cleaned and fully restocked hourly.

Custodial staff only use EPA-approved disinfectants for SARS-CoV-2 as per manufacture recommendations.

For ventilation, all restrooms have mechanical exhausts that vent directly outside that exceed code requirements for mechanical exhaust. Temperature and humidity levels throughout the building are maintained to reduce the formation of infectious airborne aerosols.

13. Tours and audio self-tour equipment

All guided tours, including school tours, are suspended until January or as allowed by City health orders.

For self-tours, visitors are instructed to download the SFMOMA App on their own devices and connect to the SFMOMA's WI-FI network, where they can stream and follow the self-guided tour prompts throughout the SFMOMA or engage with digital content online.

Other than the SFMOMA App, the SFMOMA will not offer any audio devices or any other equipment for rent. For safety, charging stations have been removed and/or disabled.

School Tours: Guided school tours, including SFMOMA's Art Express program for K-6 grade classes are suspended until January, or as allowed by City health orders. Self-guided tours/tickets are available for K-12 and Higher Education pods with online and paper activity guides available upon request.

Public Programs: All Public Programs will move online through December, except for lightweight pop-ups that are possible following City orders. SFMOMA will continue to host Free "Family Days" but will

emphasize self-guided and self-service “to-go” activities.

To maintain social distancing in the galleries, we’ve placed signage on the ground to remind visitors to maintain 6ft distances. Additionally, our security staff will monitor for congregation within certain areas, including places where there may be more visitors as it is a “stop” on the self-guided tour. The App permits the visitor to quickly pause the audio at any time and resume when it is safe to progress to the next piece.

14. Sanitation for high-touch surfaces and areas

High traffic areas are serviced every hour by dedicated disinfecting teams for public spaces. Custodial staff only use EPA-approved disinfectants for SARS-CoV-2 as per manufacture recommendations.

High traffic areas include the main entrance and lobby, elevators, primary stairs, and restrooms.

High touch surfaces include door handles, elevator buttons, handrails, and desks at ticketing and membership. To reduce frequency of contact, all exterior doors are automated and interior doors will be maintained in the open position wherever possible.

Note: The above excludes the transactional areas behind plexiguards during operating hours and all equipment managed by Frontline teams, such as podiums, stanchions, and wheelchairs or by Installation teams such as dollies, rigging, equipment, and preparators supplies. Such teams are instructed to frequently sanitize these surfaces and equipment after use.

Adjustments to Additional Public Services and Amenities

All amenity services that pose an elevated health and safety risk to SFMOMA employees or visitors through the transmission of the virus are augmented or suspended until further notice.

Coat Check: Coat check is closed until further notice; automated options may be available in the future.

Wheelchairs: available upon request or self-serve; will be disinfected after every use by SFMOMA employees or contractors.

Strollers: available upon request or self-serve; will be disinfected after every use by SFMOMA employees or contractors.

Lost and Found: Some items will not be saved if lost including water bottles, masks, gloves, face coverings (will be treated as contaminated waste and promptly disposed). Items of value will be individually bagged in resealable plastic bags, labeled, and stored.

Maps, Guides and Publications: Self-serve paper products removed until further notice; digital options made available on digital signage; paper distribution by request for maps and activity guides only.

Water Fountains: All water fountains are closed until further notice. The SFMOMA will distribute mini water bottles upon request.

Parking: Parking garage validation machines are publicly accessible and self-service only. They will be cleaned and sanitized frequently with **EPA-approved disinfectants for SARS-CoV-2 as per manufacture recommendations.**

Please see **Section 17 – Office Spaces** for protocols on sanitation and cleaning of high traffic areas in the administrative offices.

15. Interactive Exhibits

To the extent available, all interpretive and interactives devices or exhibitions have been disabled or

automated such that only contactless features are available. All in-gallery videos are looped and have contactless operation.

[The interactive video exhibits located on the third floor are closed until it is safe to make available to the public. SFMOMA does not have any other interactive exhibits at this time.]

The Koret Education Center, which previously housed interactive materials for visitors, is currently closed.

Upon reopening, it will be converted into a site for public information and wellness. All Interactives will be removed and stored (e.g. books, record player, library computer). Printed public exhibition materials are deinstalled and replaced with a family-friendly mural. A plexiguard has been installed at the referenced desk for SFMOMA employees' safety. Most furniture in the space are placed in storage, leaving only tables for distribution of paper family/school activity guides.

16. Office Space

SFMOMA will complete, implement, and post on site the Health and Safety Plan as per the health officer order (*Directive of the Health officer No. 2020-18*). SFMOMA requires all SFMOMA employees who can work remotely to continue to telecommute through December or until City health orders dictate changes to SFMOMA's remote work policies to protect essential SFMOMA employees who must come on-site to perform their job duties. Essential SFMOMA employees working on-site in the administrative office spaces of the SFMOMA include: members of the accounting and finance teams who must process physical checks for vendor invoices and payroll, security, facilities, custodial, conservation, installation, registrars who must ship and receive artwork, and IT who must see to servers and manage hardware only accessible on-site. In all, the SFMOMA expects less than 25% of total SFMOMA employees (approximately 90 individuals) to work on-site in the office, with staggered shifts, both in time and in day of week, to minimize the chance of overlap.

The following measures have been implemented to increase health and safety and decrease the risk of virus transmission for those working on-site, which follows all requirements of Health Order 2020-18 for offices:

See **Section 5 – Personnel Safety Precautions** for a discussion of additional health and safety protocols implemented by the SFMOMA for SFMOMA employees and contractors. Additionally, see **Section 5 – HVAC Systems** on information regarding safe building ventilation.

All plumbing is in good condition and flushed daily by custodial staff.

SFMOMA Employee Schedules

Modified Scheduling: We will modify shift scheduling practices, when feasible and necessary, to limit the number of employees at the office at one time. This may include scheduling (e.g. staggering start/end times), establishing alternating days for onsite reporting, returning to the office workspace in phases, or continued use of telework when feasible.

Stagger Shifts: Work shifts and employee breaks will be staggered, within compliance with wage and hour regulations, to maintain physical distancing protocols throughout building and minimize the

number of people on-site simultaneously.

Flextime: Managers will work with their respective staff to determine best options based on individual team needs.

SFMOMA Employee Work-Space Policies

Mandatory Face Coverings: Cloth/fabric facemasks are mandatory and always required to be worn by SFMOMA employees when working continuously within six feet of another SFMOMA employee anywhere on site.

No In-person Meetings: In-person meetings are suspended indefinitely; meeting and conference rooms now have limited capacity. Adjusted capacity limits are clearly posted on all conference room entrances.

Workstations: Office Cubicle and workstation positions currently meet social distancing requirements; SFMOMA employees must be conscientious of physical boundaries while moving through aisles and communicating with colleagues; workstation assignments are staggered where cubicle and officer configurations allow for additional distancing beyond the minimum requirements. A hazard assessment and workstation plan will be required for configurations that do not meet physical distancing guidelines, which include installing non-permeable barriers.

Public Space Offices: Follow same protocol as administrative spaces. Cleaned at regular intervals. Non-essential furniture will be removed to provide space for physical distancing.

Kitchens and Breakrooms: All kitchens have been reconfigured to house only essential items, such as a microwave, sink, and fridge. All other appliances, dishware, flatware have been removed until further notice. SFMOMA employees are encouraged to bring their own dishware and utensils to and from work each day. Kitchens are cleaned 4 times daily (after morning rush, before lunch, after lunch, end of day). SFMOMA employees must strictly adhere to posted or communicated occupancy and physical distancing requirements.

Restrooms: All restrooms will be modified as needed to control virus spread, including installing toilet seat covers and adjusting flushometers. Covers must be placed down prior to flush to reduce production of aerosols. Restrooms are cleaned frequently.

No Catering: All on site food prep is suspended until further notice; catering for meeting is suspended until further notice; individual meals will be staged on tables at the employee entrance. SFMOMA employees must meet the food vendor in person to receive items.

Specific Personnel and Spaces:

Installation: Installation teams must follow the health and safety plan outlined in the SFMOMA's HMBP, IIPP, or dedicated H&S plan for all installation activity and assign a safety lead for each team to ensure protocol is strictly followed.

Production: Production teams will develop a health and safety plan specific to their production and assign a safety lead for each team to ensure protocol is strictly followed. The health and safety plans will be consistent with requirements outlined in the Social Distancing Protocol and provisions of this plan.

Couriers + Artists: Couriers and artists are expected to follow the health and safety guidelines of the SFMOMA. If artists are participating in production or installation activities, they are expected to follow the SFMOMA's health and safety plan and follow direction of the lead preparator or registrar.

Vaults: Vault occupancy and cleaning routines should conform to conservation best practices as outlined by the Smithsonian Institution guidelines. Janitorial service is provided upon request and must be supervised by an authorized preparator or registrar.