

INFECTIOUS DISEASE PROTOCOL

of the



RAILROAD MUSEUM OF LONG ISLAND

issued: June 9, 2020

This Rulebook is a collection of safety rules that reflect the Railroad Museum of Long Island's (RMLI) concern for patrons' and RMLI members' safety in the event of the spread of infectious disease. Constant vigilance and compliance with the rules will result in a safe environment. Safety and teamwork go hand in hand and are essential to creating and maintaining an illness-free Museum.

Complacency on the job can lead to a false sense of security resulting in illness, a fatal injury or accident. It is everyone's responsibility to ensure that all personnel adhere to safe work practices. RMLI members must be aware of their surroundings, cleanliness and instant personal hygiene for their wellness, the wellness of their fellow workers and the visiting public.

GENERAL NOTICE

The safe work practices in this Rulebook are to assist you in performing your duties as a RMLI member/volunteer. By adhering to them, staying alert and never taking your work environment for granted, you will avoid illness and injury to yourself and others.

Developing clean work habits is important. Follow these "safe work practices" and avoid illness.

You must be conversant with the safety rules contained herein.

SAFETY IS OF THE FIRST IMPORTANCE IN THE DISCHARGE OF DUTY, and in case of doubt or uncertainty, the safe course must always be taken.

Obedience to these rules is essential to safety.

To become or remain a RMLI member/volunteer is an assurance of your willingness to obey the rules.

The welfare of the Railroad Museum of Long Island depends upon the confidence of its patrons in the integrity and trustworthiness of all RMLI members and in their ability to properly perform their assigned tasks safely and efficiently. Membership demands the faithful, intelligent, and courteous discharge of duty.

INFECTIOUS DISEASE SAFETY

1.0 SAFE COURSE

In case of doubt or uncertainty the safe course must be taken; in all cases, the safest available methods must be followed.

2.0 TAKING PRECAUTION

RMLI members/volunteers must take every precaution to prevent illness or injury to themselves and other persons under all conditions not provided for by the rules.

RMLI members must not rely entirely upon others, but must protect themselves when their own Safety is affected.

3.0 SIGN-IN

There will be a volunteer sign-in sheet at the gift shop. Members/volunteers will sign in and sign out each day and they will have their body temperature taken and recorded by the Safety Officer upon arrival and before dismissal.

4.0 SAFETY OFFICER

One member of the Museum crew shall be appointed “Safety Officer” for the day. The Safety Officer will record the body temperature of all members/volunteers upon arrival and before dismissal.

It will be the Safety Officer’s duty, on public open days, to observe patrons and members/volunteers and, as necessary, kindly remind them to wear their mask correctly and maintain physical distancing of at least six (6) feet.

The Safety Officer will observe that designated surfaces are disinfected periodically by members/volunteers with solution.

5.0 PERSONAL/PROTECTIVE ATTIRE/REVIEW

RMLI members shall be properly attired to prevent illness and injury.

5.1 FACE MASKS

All member/volunteers must wear a facemask while on the Museum grounds when they might be within six (6) feet of another member/volunteer or member of the public.

Volunteers are encouraged to bring their own, form fitting facemask to the Museum and take it home with them. *For those that volunteer and do not have a facemask, a disposable surgical-style facemask will be provided.*

5.1A THOUGHTS ON FACE MASKS

- Facemasks work! If you sneeze, your snot and particles **STAY IN THE MASK.**
- If you cough, your expectorant and particles **STAY IN THE MASK.**
- If you talk, sing or shout out loud, your spit and particles **STAY IN THE MASK.**

You are not spraying germs of any kind around the room or onto surfaces that might be touched. In general, you are keeping your environment clean.

You are encouraged to bring your own mask because it is **YOUR** mask and it should be formed to fit around **YOUR** nose and mouth.

- Do not share your mask with someone else.
- Do not put your mask down on the table or hang it in the room.
- If you take it off for lunch or coffee, have a zip-lock bag with you, put your name on the bag, put the mask inside the bag when you are not wearing it.
- Take your mask home with you so you can use it again.

6.0 PERSONAL HYGIENE – HAND WASHING

Wash your hands frequently. Wash all surfaces of your hands: front, back, and individual fingers thoroughly with soap and water. The process should take at least 20 seconds, (*sing happy birthday*).

Always wash your hands after using the bathroom.

Use your hand drying paper towel to shut off the water **AFTER** you have washed your hands and to open the restroom door. Throw your paper towel in the wastebasket **AFTER** you open the restroom door.

7.0 CLEAN/DISINFECT PREMISES

- A.** Disinfect surfaces on the G-16 park train, bathroom fixtures, door hardware, table tops and frequently touched surfaces, including but not limited to the accessory activating buttons on the Historic Lionel Layout.
- B.** Authorized disinfecting solution: 1 part bleach to 9 parts water – (13 ounces of bleach in a one gallon water container mixed.)
- C.** Application by: solution on clean washcloths from bucket of disinfectant, from spray bottles filled with disinfectant.
- D.** While using bleach solution(s) wear gloves to protect your hands from the bleach.
- E.** Know that bleach discolors clothing; hence, avoid direct contact with your clothing

SAFETY ON OPEN PUBLIC DAYS

8.0 RIDING THE ALLAN HERSCHELL G-16

G-16 riders shall occupy every other seat. The capacity of each car will be reduced from six to three adults and from twelve to six children. (One adult per seat, two children - or - one child/one adult per seat. Even numbered seats, (2, 4 and 6) will be occupied in each car.

NOTE: *People belonging to the same family or a significant other may occupy an adjacent seat, a vacant seat must separate a family from other visitors. Masks are required for all riders and operators.*

9.0 RIVERHEAD VISITORS' CENTER

Visitors shall enter the Riverhead visitors' center via the north door and exit via the south door. Floor markings of six feet shall guide the visitor to maintain physical distancing. Movement around the Manorville layout shall be clockwise.

10.0 FREEMAN NORTH EXHIBIT HALL

Visitors shall enter the Freeman North Exhibit Hall through the south double-doors. They will be directed left, in a clockwise manner, to circle the Historic Lionel Layout.

Floor markings spaced ten feet apart, creating a "block," will guide the visitor(s) in their travel around the layout. A visitor or people belonging to the same family or a significant other shall occupy a "block" to enjoy the layout and operate its accessories. The visitor or common group may not enter the next "block" until it is empty.

Visitors shall exit the Freeman North Exhibit Hall through the multi-purpose room sliding door, (*similar to our "Open House with Santa" event*).

11.0 GREENPORT MUSEUM

Visitors shall enter the Greenport Museum through the east door. They will be directed in a counter-clockwise manner to pass the Greenport HO layout first and then the standing exhibits.

Floor markings spaced ten feet apart, creating a “*block*,” will guide the visitor(s) in their travel around the building. A visitor or people belonging to the same family or a significant other may occupy a “*block*” to enjoy the HO layout and standing exhibits. The visitor or common group may not enter the next “*block*” until it is empty.

Visitors shall exit the Greenport Museum through the south door.

MEMBER WORK SESSIONS

12.0 GENERAL WORK SESSION RULES

- A.** Masks are required and frequent hand washing is encouraged. Volunteers are encouraged to bring their own, form fitting facemask to the Museum and take it home with them.
- B.** If you feel the slightest bit of illness coming on, do not attend a work session.
- C.** Cover your nose and mouth with your mask if you sneeze or cough.
- D.** Do not shake hands or embrace, you may bump elbows.
- E.** Member/volunteers will sign in and sign out each work session and they will have their body temperature taken and recorded by the Safety Officer upon arrival and before dismissal.

Freeman North Exhibit Hall, Greenport Museum, wood and metal workshops and outdoor activities/projects:

Masks are required whenever two or more volunteers are working together on a project and/or are within six feet of each other.

Library-Archival, second floor Visitors' Center: volunteers shall utilize physical distancing by limiting the number of workers in each room as follows: **Library**, one (1); **South Office**, one (1); **North Office**, one (1); **Conference Room**, three (3) - (*one person at each extreme end of the 12' conference room table and one positioned in the middle of one side only*); **Photocopier-scanning area/desk**, one (1). Masks are required.

Lunch and coffee breaks: physical distancing of at least six feet shall be observed.

Gift shop volunteers: shall observe physical distancing of at least six feet while working together. Masks are required.