



COVID-19 Mitigation Plan
Alaska Native Heritage Center
May 26, 2020

Overview & Purpose:

The Alaska Native Heritage Center (ANHC) is located in Anchorage, Alaska, and follows both municipal and state mandates. As a statewide cultural education center and museum, providing a diverse array of services to the public, including our cultural center, facility use, retail, coffee shop, educational programming and classes, ANHC falls under several different classifications as defined by the State of Alaska and Municipality of Anchorage.

The purpose of this COVID-19 Worker Mitigation Plan (WMP) is to outline a plan of action to continue supporting critical infrastructure in the State of Alaska, and outlines how the spread of COVID-19 will be avoided within specific operations, starting with its workforce, so as to not endanger the lives in the communities in which they operate. The key objectives of the WMP are aimed at:

- reducing transmission among employees,
- maintaining healthy business operations, and
- maintaining a healthy work environment.

Contact Information:

Emily Edenshaw, Executive Director

Jennifer Holmstock, Finance Director

Jeff Hansell, Facility and Safety Manager

Alaska Native Heritage Center

8800 Heritage Center Drive

Anchorage, AK 99504

907-330-8000

Organizational Background:

The Alaska Native Heritage Center (ANHC) is a statewide 501 (c) (3) educational and cultural organization located in Anchorage, Alaska, whose mission is to preserve and strengthen the traditions, languages, and art of Alaska's Native People through statewide collaboration, celebration, and education. ANHC's Vision is, "Thriving Alaska Native people and cultures respected and valued."

Section 1. Staff Health

- a. This section applies to all Alaska Native Heritage Center (ANHC) staff, including volunteers, interns, Wildlife Trading Gift Shop staff, COHO Cup staff, and contractors.
- b. Upon the start of a work shift, all staff must confirm that they are not experiencing symptoms and must complete and initial the Daily Screening Log. Instructions for check-in have been clearly communicated to staff by email and Supervisor training.
- c. If a staff member has marked "no" to all questions on the Daily Screening Log, they may proceed with their scheduled work shift.
- d. If a staff member is at ANHC and starts to feel sick or experience symptoms, they are to go home immediately and contact their supervisor once at home.
- e. Symptomatic or ill staff may not report to work. If any questions are marked "yes," the employee must go home, notify their supervisor immediately, and follow the guidelines in Appendix A. No employee displaying symptoms of COVID-19 will provide services to customers. No person may report to work within seventy-two (72) hours of exhibiting a fever.
- f. Daily Screening Logs will be submitted to ANHC's Facility & Safety Manager daily for review and record retention.
- g. Should employees feel uncomfortable working due to underlying health conditions or other

- risk factors, they are encouraged to notify their supervisor or Human Resources as soon as possible. ANHC will work with high risk employees to make reasonable accommodations.
- h. Health and hygiene reminders will be posted throughout the Facility reminding visitors and staff of the appropriate way to wash hands, wear, handle and dispose of masks, how to contain a sneeze, and why it is important to avoid touching their faces and other surfaces.
 - i. Staff must practice distancing by staying at least six feet away from other individuals not in their household while at ANHC.
 - j. During public hours, staff should avoid being in visitor areas unless required for their job.
 - k. Staff will be required to use restrooms in the behind the scenes and office areas and will not be allowed to use public restrooms.

Section 2. Visitor Admissions

- a. For admission transactions, regular protocols will be followed as per SOA advisories Attachment O.
- b. For those guests requesting, pens will be supplied with clean and used containers. A different pen will be provided for each guest. All pens will be sanitized after each transaction.
- c. Active screening questions regarding the symptoms of COVID-19, will be asked upon entry. Any person exhibiting or experiencing the following symptoms will be asked to stay home: fever, cough, shortness of breath or difficulty breathing, chills, diminished sense of taste or smell, diarrhea, fatigue, headache, muscle/joint aches, nausea, rash, rigors, runny nose, sore throat or excess sputum production.
- d. The Admissions ticketing station is behind the window in the admissions office, with the slide tray for passing currency, cards and receipts as needed.
- e. The Center will be open five days/week starting in June, Tuesday - Saturday.

Section 3. Public Safety

- a. Visitors will be advised to practice distancing by standing at least six feet away from other individuals not traveling with them while standing in lines or moving around the Center.
- b. Guests will have access to the public restrooms.
- c. All customers over the age of two are **required** to wear face masks when visiting the Center.
- d. Hand sanitizer stations are located throughout the Center. Social distancing signs will be placed by all hand sanitizing stations to discourage use by more than one person or one family at a time.
- e. Water fountains will be closed; water bottle filling stations will remain available as they are touch-free.
- f. Public restroom doors to remain open to avoid contact.
- g. Tables, chairs, and benches will be available in the café and in public places outdoors in accordance with the advisories.

Section 4. Workplace Protective Measures

- a. This section applies to all Alaska Native Heritage Center (ANHC) staff, including volunteers, interns, Wildlife Trading Gift Shop staff, COHO Cup staff, and contractors.
- b. All staff must receive a copy of this mitigation plan and must acknowledge in writing that they received and read this mitigation plan.
- c. Staff working with the public are to wear face coverings or masks. Staff working in the administrative area are not required to wear face coverings at their discretion.

- d. Employees are required to wash hands with soap and water frequently on all hand surfaces for at least twenty seconds total, and it is required upon returning to the administrative area after working with the public. When soap and water are not available, employees may use hand sanitizer containing at least 60% alcohol.
- e. Employees must cover their mouth and nose with a tissue when they cough or sneeze or they may use the inside of their elbow. Used tissues must be thrown in the trash, and hands must be immediately washed with soap and water per the above hand-washing standards.
- f. Employees are urged to avoid touching eyes, mouth or nose with unwashed hands.
- g. Employees must not share phones, computers, radios, or other electronics unless necessary. Those who share computers or phones must sanitize phones, keyboards, computer mouse etc. before and after use with Clorox wipes while supplies last or with a prepared bleach solution and paper towels.

Section 5. Cleaning and Sanitizing Protocols

- a. All sanitation will be carried out using an approved COVID-19 disinfectant per the CDC disinfectant list.
- b. The Center is working with vendors, distribution partners and suppliers to ensure an uninterrupted supply of cleaning products and necessary PPE.
- c. Sanitation stations will be provided for cleaning areas of the building, divided into zones, to ensure cleaning and sanitizing of touch-points in accordance with the advisories.
- d. Daily cleaning and disinfecting of common areas/restrooms will be completed in accordance with the advisories.
- e. All touchpoints in public areas, including but not limited to, admissions partition, admissions counter, metal stair railings, identified exhibit touch points, hand washing stations, hand sanitizer stations and bottles, light switches, restroom door handles, restroom faucets and toilet handles will be sanitized and disinfected in accordance with advisories.
- f. Daily after Center closing, CDC-recommended cleaning and disinfecting procedures will be conducted in all restrooms, high-touch points, tables, chairs, benches, and railings.
- g. Once a week, a complete cleaning of the Center will be completed by assigned staff, in accordance with advisories.

Section 6. Workplace Visitors

- a. Workplace visitors must follow the same procedures as staff upon arrival, including health screening.
- b. Workplace visitors must follow staff safety protocols in most cases. Workplace visitors are not required to receive a copy of this mitigation plan unless requested.

Section 7. Heritage Gift Shop

- a. The Heritage Gift Shop is operated by Wildlife Trading Company (WTC). WTC has developed their own mitigation plan specific to the State of Alaska requirements for Retail stores, Attachment E.
- b. The Center may put additional requirements on WTC regarding store operations, including the requirement that staff interacting with the public wear face coverings or masks.

Section 8. COHO Cup Cafe

- a. The COHO Cup Cafe is operated by CITC. COHO Cup and CITC have developed their own mitigation plan specific to the State of Alaska requirements for Restaurants Attachment F.

- b. The Center may put additional requirements on COHO Cup regarding cafe operations, including the requirement that staff interacting with the public wear face coverings or masks.

Section 9. Facility Rentals

- a. Following SOA Advisories Attachment N – Groups regarding PPE and social distancing protocols.
- b. Touch Point and general cleaning in accordance with CDC protocols.
- c. Outside Catering allowed.
- d. All guests, staff and contractors will complete the Daily Screening Log

Section 10. Intern Program

- a. Following SOA Advisories Attachment N – Groups regarding PPE and social distancing protocols.
- b. Parental/Guardian Permission for Interns 14-17 years old regarding PPE and social distancing protocols will be obtained by the Parent/Guardian receiving a copy of this WMP and signing and returning the acknowledgment.
- c. All interns will complete the Daily Screening Log.

Section 11. Program Classes

- a. Following SOA Advisories Attachment N – Groups regarding PPE and social distancing protocols.
- b. Parental Permission for Students 14-17 years old regarding PPE and social distancing protocols will be obtained by the Parent/Guardian receiving a copy of this WMP and signing and returning the acknowledgment.
- c. Social Distancing class seating plan in accordance with the advisories.
- d. All Class Participants will complete the Daily Screening Log

Section 12. Artist Tables

- a. Follow the SOA Retail Advisories Attachment E regarding PPE and social distancing protocols.
- b. Artists and their helpers are to wear face coverings or masks.
- c. All artists and their helpers will complete the daily screening log.

Section 13. Shuttle Van Transportation

- a. Follow the SOA Advisories Attachment M regarding PPE and social distancing protocols.

APPENDIX A

COVID-19 Policies and Procedures for Alaska Native Heritage Center Employees and Staff

To ensure the Alaska Native Heritage Center follows the U.S. Centers for Disease Control (CDC) recommendations with respect to the COVID-19 outbreak, we have established the following internal policies and procedures

- Given concerns about COVID-19, staff must stay at home if they are feeling ill, to avoid placing their coworkers at risk. The employee should also seek medical advice to determine whether or not testing for COVID-19 is required.
- Alaska Native Heritage Center actively encourages sick employees to stay home:
 - Employees who have symptoms should notify their supervisor and stay home.
 - Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- Staff experiencing symptoms that could potentially be associated with COVID-19 are directed to disclose this to their immediate supervisor and, if on the premises, go home immediately. The employee should also seek medical advice and advise their immediate supervisor of the recommendation and/or diagnosis upon testing. If you are tested for COVID-19, you should notify your immediate supervisor of the diagnosis.
- If you have been potentially exposed to COVID-19 you must immediately contact your supervisor and advise him/her of the potential exposure. You should also seek medical advice and advise your immediate supervisor of the recommendation and/or diagnosis upon testing. If you are tested for COVID-19, you should notify your immediate supervisor of the diagnosis.
- If you have been exposed to COVID-19, you must not report to work, you must immediately contact your supervisor and advise him/her of the exposure. You should also seek medical advice and advise your immediate supervisor of the recommendation and/or diagnosis upon testing. If you are tested for COVID-19, you should notify your immediate supervisor of the diagnosis. In any event, you should self-quarantine for 14 days after exposure prior to returning to work.
- Exposure is generally considered being in close contact. Close contact includes:
 - Living in the same household as a sick person with COVID-19
 - Caring for a sick person with COVID-19
 - Being within 6 feet of a sick person with COVID-19 for about 10 minutes (e.g.,

- giving a car ride to someone you don't live with)
 - Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)
 - Letting someone take up residency in your home who is unable to self-quarantine in your home. In other words, you cannot provide separate living quarters to ensure no cross contamination.
- Upon the notification by an employee to their supervisor of COVID-19 exposure or potential exposure, it will be the responsibility of the supervisor to immediately notify the Human Resource and Safety Departments.