

To: All Staff, Customers, and Camp Families
From: Sci-Tech Discovery Center
Date: July 3, 2020
Re: Sci-Tech Discovery Center Covid-19 Policies for Staff, Customers, and Camp Families

Employees and guests will be asked to follow the newly revised policies during on-site and off-site programming.

- Check-In and Check-Out
 - Customers and Campers will be required to have their temperature checked upon entering the museum by staff. Anyone who at any point has a temperature reading 100 F or more will be asked to return home and follow the policies below.
 - Staff who handle the forehead thermometer will disinfect it with rubbing alcohol after each use.
 - Camp families will be guided on where to line up for curbside check-in and check-out.
 - Campers are asked to limit their personal belongings to a bagged lunch, water bottle and any necessary medications in a small bag. Large backpacks, spare clothing, sunscreen, books, games, toys and other items are not needed for camp and are asked to be left at home.

- On-Site Programs and General Public Visitors
 - Guests will be asked by program staff to wear a mask (over nose and mouth) in accordance with state and local guidelines.
 - Guests and campers will be asked to please sanitize hands when they arrive and before they depart from their classrooms by program staff while in the museum.
 - Sci-Tech will make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available and place readily visible signage to remind everyone of best hygiene practices.
 - All tables, seats, and supplies to be used by guests and campers will be sanitized by staff before and after the program run time.
 - Personal belongings of guests and campers are required to remain with guests at them at all times or at assigned camper seats during program hours.
 - Sci-Tech staff will sanitize or pre-package supplies to be used by participants. Campers will have assigned supplies such as markers, scissors, and goggles. These will remain assigned to each camper throughout the week and will be sanitized daily.
 - Campers and guests will be asked to observe social distancing of 6 feet whenever possible.
 - Classroom programs will be held at 50% or less capacity in accordance with state and local guidelines.
 - Campers will eat lunches in the classrooms, at their assigned seating areas. No other food will be permitted within the museum.
 - Exhibit pieces will be sanitized by Sci-Tech staff after each camp classroom group uses the area and at the end of each day.
 - Campers and guests will be instructed in social distancing at each exhibit. Exhibits that cannot be reasonably sanitized between use will be closed.
 - At the moment, Sci-Tech will be limiting the number of people (staff, campers, and guests) allowed in the building at one time. This may affect the availability of bookings available. For more information feel free to contact us at 972-546-3050 or info@scitechdiscovery.org.

- Offsite Outreach Programs
 - Classroom sizes will align with state and local guidelines and allow for adequate social distancing between participants.
 - Sci-Tech staff will sanitize or pre-package supplies to be used by participants before and between program sessions.
 - Assembly style programs will allow enough participants to comfortably social distance themselves in the space provided.
 - Participants will be expected to follow guidelines set forth by their location or on-site organization regarding the use of personal protective face coverings.
 - Participants will be asked to please sanitize their hands when they arrive and before they depart the program by Sci-Tech staff.
 - Participants who have recently had a temperature reading of 100 F or more will not be allowed to participate in the program nor remain in the program area.
 - All tables and seats to be used by participants should be sanitized by the booking organization before and after the program run time.
 - Personal belongings of participants are required to remain with them at all times.
 - Participants will be asked to observe social distancing as much as possible during programs.
 - Sci-Tech staff will review contracts and enforce social distancing and participant numbers set forth by the agreed upon contract.
 - Off-site programs may only be held in non-residential buildings with access to open public restrooms.

- Sci-Tech Staff
 - Staff will be required to have their temperature checked upon entering the museum by staff. Staff who at any point have a temperature reading 100 F or more will be asked to return home and follow the policies below.
 - Staff are to wear a mask (over nose and mouth) in accordance with state and local guidelines.
 - Staff must sanitize or wash hands with soap and water when they arrive and before they depart from the office each day.
 - Sci-Tech will make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and place readily visible signage at the business to remind everyone of best hygiene practices.
 - Staff will sanitize surfaces and commonly handled exhibit pieces before and after each registered group and several times throughout the day.

- Food
 - Outside food will only be allowed inside Sci-Tech for day campers and will be eaten in their classrooms.
 - Staff and guests are not to eat food inside the museum or office. Please use the break room in the hall or the outside picnic benches. Please maintain 6 feet of social distancing from others while doing so. Sanitize your eating area after use.

- Meetings
 - Please avoid having any guests or clients in the office.
 - If a meeting is necessary, please keep two (2) chairs or six (6) feet in between each person in a large classroom, if possible, for all meetings.
 - Wipe down any table or chair that you use after your meeting.

- All times
 - Please respect everyone's personal space and observe social distancing of at least 6 feet.
 - Wear a mask (over nose and mouth) unless sitting and working at their own workspace.
 - We ask that no more than 5 staff are in the office space at any given time. Supervisors will schedule staff accordingly to stagger shifts as well as coordinate remote working from home when jobs are able to do so.

Sci-Tech Discovery Center is asking that staff, customers, and campers with the following situations will be asked to not participate in a program or enter Sci-Tech.:

- If you are experiencing any symptoms of COVID-19 (including fever, chills, cough, shortness of breath, headache muscle pain, or sore throat)
- If you or a close family member tests positive for COVID-19
- If you have come in contact with anyone that has a known or suspected case of COVID-19
- If you have any upcoming planned travel, especially to or from areas with known cases of COVID-19, including domestic

Participants or staff who meet the requirements mentioned above will not return to Sci-Tech until:

- In the case of a person who was diagnosed with COVID-19, the individual may return when all three of the following criteria are met: at least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications); and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 7 days have passed *since symptoms first appeared*; or
- In the case of a person who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may *not* return until the individual has completed the same three-step criteria listed above; or
- A person with known close contact to a person who is lab-confirmed to have COVID-19 may *not* return until the end of the 14-day self-quarantine period from the last date of exposure.

All Sci-Tech staff have been trained on screening, cleaning and social distancing according to local, state, CDC (Center for Disease Control), ACA (American Camp Association), state and local guidelines. Please reach out with any further questions at info@scitechdiscovery.org.