

Mass Digitization Production Project

Physical Workflow Design Document

Health and Safety Protocols

INTRODUCTION

This document covers the health and safety protocols in response to the 2019-2020 COVID-19 global pandemic. It is based on guidance from the Centers for Disease Control (CDC), the World Health Organization (WHO), and relevant Smithsonian Directives, such as SD 109, "[Smithsonian Emergency Management Program](#)," SD 222, "[Smithsonian Health and Wellness Services](#)," and SD 419, "[Smithsonian Institution Safety, Health, and Environmental Program](#)." It will also follow official Smithsonian guidance pertinent to the current [COVID-19 pandemic](#), and any subsequent guidance for future health emergencies as they become available, as well as any museum-specific guidance.

All staff, including vendors, must complete the Smithsonian COVID-19 and Safe at Work training. Vendor staff without SI email access will be provided the training documentation by their COTR. Training documentation can be found via the Smithsonian COVID-19 Sharepoint site.

- [COVID-19 Safety Awareness Training](#)
- [COVID-19 Awareness Training for Affiliated Persons](#)

The document specifically describes the necessary health and safety measures to ensure team wellness, collections care and safety, and project production. The protocol is divided into five (5) parts:

1. Project Requirements
2. Health and Safety
3. Equipment Sanitization and Production Space
4. Collections Care
5. Checklist and Signage

1 PROJECT REQUIREMENTS

Each digitization set in production is typically staffed by at least three (3) individuals: one (1) photographer, and two (2) object handlers per set, with some projects requiring multiple sets. These health and safety protocols dictate the following needs for the project production.

1.1 Project Space Requirements

All team members shall maintain a distance of at least 6 feet (72 inches or 183 centimeters) throughout production. This requires a production location where safe distances can always be maintained by all team members. The Physical Workflow Design Document Floorplans will indicate this distance. Team members will also require access to restrooms or laboratory sink(s) with appropriate hand soap or hand sanitizer during each workday.

Vendors may implement further protective measures, such as installing plexiglass screens or erecting plastic curtains or light tents around the set or the photographer to increase protection.

1.2 Project Throughput

Newly required safety measures such as additional hand washing, glove use, and sanitization of equipment will impact daily and project throughput rates; assessment of daily production and

associated cost will be monitored and discussed as needed during implementation of health and safety protocols.

2 HEALTH AND SAFETY

2.1 Team Members Health

The health and safety of the project team members is the most important benchmark of the Health and Safety Protocols.¹ Team members should self-monitor for the following symptoms and emergency warning signs.

2.1.1 Indication of Illness

Team members shall **not** come to work if they are sick, particularly if they have the following new or unusual for them symptoms:

- Fever or chills, or alternating chills and sweating
- Frequent cough (unlike seasonal allergies or smoker's cough)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches that are not exercise related
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Team members who develop the following “emergency warning signs” for COVID-19 should seek medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

Team members shall review the [Health Screening Questions for Employees](#) from the Smithsonian COVID-19 Response Team as guidance to determine if they are well enough to work.

All vendor team members shall immediately report any COVID-19 positive cases (as verified by a positive test result or diagnosis from a healthcare provider) for any of the team members working onsite in the production space to the DPO project manager. Team members will follow up with the project manager providing the results of any vendor-performed contact tracing for team members within 24 hours of becoming aware of the positive case. The project manager will then follow the appropriate steps to report the positive case to the SI COVID-19 Response Team.

¹ Symptoms and guidance from <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> as of 20201007, and will be updated as needed.

Infected team members should remain offsite for the duration of the prescribed quarantine period. Questions around guidelines or appropriate actions should be addressed to SI-CoronavirusInfo@si.edu.²

2.1.2 Team Health

To ensure the health and safety of individual team members, and those around them, team members shall:

- Cover nose and/or mouth with tissue or elbow if sneezing or coughing
- Refrain from touching face, particularly ears, nose and mouth

2.1.3 Social Distancing

In an effort to reduce the potential spread of any germs, team members and museum staff onsite shall practice social distancing throughout project production. This includes:

- Maintain 6 feet (72 in or 183 cm) between individuals
- Do not congregate in one area, such as break spaces
- Do not shake hands, hug, or otherwise come into physical contact with other individuals
- Do not use other team members' phones, equipment or workspace; in the event it is necessary to do so, shared spaces and tools should be disinfected between uses, and hand hygiene performed
- Leave doors or windows open in production space during working hours, if possible

It is recommended to reduce the amount of “contact time” with shared spaces and objects, such as door handles, carts, etc., as well as reducing the number of individuals in the production space. When possible, team members should be allowed to move freely between production space, restrooms, and break areas without having to open and close doors or require additional museum staff assistance. When possible, collections for digitization should be available in production space without museum staff delivering and removing collections from the production space throughout the day.

2.2 Hand Hygiene

Hand washing is currently one of the most effective ways to mitigate the spread of germs and disease. Team members shall wash their hands frequently throughout the day, including:

- Upon entering the building/production space
- Before and after any breaks, including lunch
- Before putting on gloves at regular intervals of the Project Schedule – see Section 3 of the Physical Workflow Design Document:
 - First Morning Production
 - Second Morning Production
 - First Afternoon Production
 - Second Afternoon Production
- After removing gloves from each production time as noted above
- When leaving the building

Thus, team members shall wash their hands at least eight (8) times throughout the course of the workday.

² Details for COTR COVID-19 Reporting Guidelines: https://sinet.sharepoint.com/:b:/r/sites/COVID-19/Documents/COVID/COTR%20%20COVID-19%20Reporting%20Guidelines_6-2-20.pdf?csf=1&web=1&e=Na26at as of 20200608 and will be updated as needed.

Proper hand washing includes the following:

- Wet hands with clean, running water
- Apply soap
- Scrub hands for at least **20 seconds**, ensuring to lather the back of hands as well as fingers and under nails
- Rinse hands with clean, running water
- Dry hands with clean towel or air dryer

With the approval of museum staff, alcohol-based hand sanitizer with at least 60% alcohol content can also be used throughout the workday.

2.3 Use of Gloves

After washing hands, gloves shall be put on immediately, and no surfaces shall be touched. Only collection items and production equipment shall be touched once gloves are on.

To properly put on gloves:

- Remove gloves from box
- Touch only the top edge of the cuff, corresponding to the wrist
- Put on first glove
- Take the second glove with the bare hand and touch only the edge of the cuff, corresponding to the wrist
- To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be worn on the folded finger of the glove, to properly put glove on second hand
- Once gloves are on, hands shall **not** touch anything that is not part of the production set or the collection items

To remove gloves:

- Pick one glove at the wrist level to remove it, without touching skin of the forearm, and peel away from hand, turning the glove inside out
- Hold the removed glove with the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist.
- Remove the second glove by rolling it down the hand fold into the first glove
- Once gloves are removed, they shall be immediately discarded into a trash bin that can be fully closed

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

I. HOW TO DON GLOVES:



1. Take out a glove from its original box



2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist

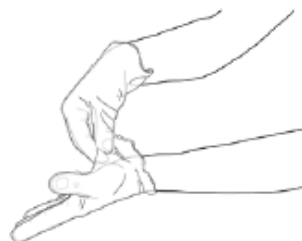


5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand

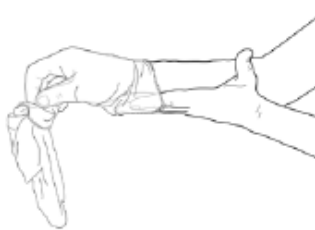


6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water

Figure 1: Technique for donning and removing non-sterile examination gloves³

³ From WHO, "Glove Use Information Leaflet," available at https://www.who.int/gpsc/5may/Glove_Use_Information_Leaflet.pdf

Gloves shall be changed at least four (4) times throughout the course of the workday. Gloves shall be changed, and hands washed any additional times that team members require, such as bathroom breaks or if the gloves become dirty or torn.

2.4 Use of Community Protective Equipment (CPE) - cloth face masks

Current CDC guidance recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. The purpose of recommending these cloth face coverings is to prevent the spread of the virus from people, who do not know they have it and do not have symptoms, to others. These face coverings, or Community Protective Equipment (CPE) can be routinely washed and reused throughout the pandemic.

Further, CDC specifically states that surgical masks and N-95 respirators (Personal Protective Equipment or PPE) are not to be used for this purpose. The rationale for this position is two-fold: it ensures that surgical masks and N-95 respirators continue to be reserved for healthcare workers and other frontline responders at high risk for contracting COVID-19; and unlike cloth masks that can be cleaned and used repeatedly, surgical masks and N-95 respirators have limited reuse and are not a long term solution for the general public.

2.4.1 Proper wearing of CPE⁴

To properly put on CPE:

- Wash hands before putting on face covering
- Put it over the nose and mouth and secure it under the chin
- Try to fit it snugly against the sides of the face
- Make sure regular breathing is easy to maintain

To properly remove CPE:

- Untie the strings behind the head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Be careful not to touch eyes, nose, and mouth when removing and wash hands immediately after removing

Cloth face coverings, or CPE, should be worn for the duration of the workday and should be replaced with a clean covering should they become soiled or torn. CPE should be washed after each workday of wear.⁵

3 EQUIPMENT SANITIZATION

To further ensure the health and safety of team members, project equipment shall be cleaned daily, at the beginning and end of each production day. Electronic equipment and other high-touch hard surfaces require an alcohol-based disinfectant with at least 70% alcohol.

⁴ Guidance from <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html> as of 20200807 and will be updated as needed

⁵ Guidance from <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html> as of 20200609 and will be updated as needed

Equipment cleaning includes the following:

- Wiping down all surfaces with alcohol disinfectant wipes, including carts, chairs, computers, keyboards, mouse, lights, camera back, sneeze guards, and any other equipment regularly handled by team members
- Follow manufacturer's instructions for all cleaning and disinfection products such as concentration, application method and contact time
- Any equipment that may be harmed by an alcohol disinfectant, such as camera lenses, shall be wiped down with a clean, single use cloth, or using a safe alternative solution⁶
- Disinfectant supplies shall be approved by museum collections staff to ensure safety to collection items and storage space

4 COLLECTIONS CARE

4.1 Collections Care Collaboration

As with all MDPP, safety and care of collections is of the utmost importance. No enhanced health and safety measures should endanger the collections, and all health and safety measures shall be discussed and agreed upon with museum staff before production begins. Any substitutions or changes necessary to ensure safety of the Items will be documented and agreed upon by DPO, the museum, and the vendor.

4.2 Collections Quarantine

Certain Items may benefit from a quarantine period before or after digitization, which may include freezing, CO2 bubble use, or other collections management techniques to kill germs or pests. DPO and museum staff will discuss, and document use of collections quarantine as appropriate.

5 CHECKLIST AND SIGNAGE

5.1 Health and Safety Protocols Checklist

The checklist found in Appendix A, "MDPP Health and Safety Protocols Checklist" may be utilized for large scale projects with multiple sets and teams, or as needed. When the MDPP Health and Safety Protocols Checklist is deemed necessary, each team member must track hand washing and glove changes by providing times and their initials for each hand washing and glove change. Equipment sanitization shall be tracked with the time cleaning is performed and the initials of the team member performing the cleaning. The DPO Project Manager will review and collect the checklists at the end of each week and retain.

5.2 Signage

The "COVID-19 Awareness" posters published by the Smithsonian must always be displayed in the production space. Full resolution posters can be found at the Smithsonian [COVID-19 response page on Sharepoint](#).

⁶ Safe alternative disinfecting solutions should be those included on the Environmental Protection Agency (EPA) List N: *Disinfectants for Use Against SARS-CoV-2*, which can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

