

EPIDEMIC DISEASE & PANDEMIC RESPONSE POLICY

As a public institution with over 1.4 million visitors per year, it is critical for the Museum to maintain a healthy environment and remain vigilant in monitoring the status of potential epidemic diseases and pandemic threats.

The Museum of Science has an Epidemic Disease & Pandemic Response Plan that guides the Museum in monitoring and responding to epidemic diseases, and preparing for the possibility of a pandemic virus, ensuring our staff, volunteers, and guests are safe, while minimizing the impact on Museum operations.

The Museum takes its role as one of the city's most attended cultural institutions very seriously, and during heightened risk due to epidemic disease and/or pandemics, will be vigilant and continuously monitor developments to respond in a timely and responsible manner.

During a time of heightened epidemic diseases, or if a pandemic has been declared from the World Health Organization (WHO), the Museum enacts its phased Pandemic Response Plan as part of a comprehensive Crisis Management Plan.

Below is an outline of the Museum's policy around planning for and responding to epidemic diseases and pandemics.

Definition:

Epidemic refers to an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area.

Pandemic refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people. The WHO declares a pandemic based upon factors of communicability and disease outcome (i.e. easily spreads from person-to-person, causes serious illness that may be fatal, rapid geographical spread of the virus). Prior to a pandemic being declared, WHO, Federal, State and/or local public health officials may issue a Public Health Emergency or label an outbreak as an epidemic.

Museum Pandemic Response Plan Phases:

The Museum's Pandemic Response Plan is a phased approach to ensure appropriate actions is taken at all times. These phases of preparedness, response, and recovery are specific to only the Museum of Science, Boston, and not intended to directly correspond to the phases of other institutional, organizational or government guidelines. These phases are meant to be a guideline for preparation and response, and the Pandemic Response Team may choose to alter the response based on the most up to date information available at the time.

Phase: Pre-pandemic

The WHO has reported an epidemic disease and an international public health response has been indicated. A pandemic has not been declared.	
Action	Communications
<p>The Pandemic Response Team (PRT) will monitor WHO and Federal, State and Local Public Health Agencies recommendations, assess concern levels, inventory supplies and involve the Senior Management Team (SMT) as appropriate.</p> <p>The Pandemic Response Team (PRT) will implement enhanced cleaning procedures, defined as the increased cleaning and disinfecting of areas (utilizing approved EPA disinfectants for the pandemic virus) with increased exposure risk including but not limited to hands-on exhibits, handrails, elevator buttons, telephones, restroom facilities, food preparation and food service areas if doing so decreases virus transmission as recommended by public health officials.</p> <p>Guest hand sanitizer stations exist throughout the Museum public spaces. A review of locations and available supplies will be conducted, and additional supplies will be ordered.</p>	<p>As appropriate, the Pandemic Response Team (PRT) designee will communicate information about the epidemic disease and how to minimize exposure and transmission of it to visitors, staff, volunteers, interns and contractors as outlined by the WHO and Federal, State and Local Public Health Agencies.</p>

Phase 1

The WHO has declared a pandemic and confirmed cases have been found in North America, however few or no confirmed cases have been found in the New England region.	
Action	Communications
<p>Pandemic Response Team (PRT) will continuously monitor the severity and spread of the pandemic, and obtain recommendations made by the WHO, the Centers for Disease Control (CDC), the Massachusetts Department of Public Health (DPH), and any other state or federal agency Public Health agency.</p> <p>The Pandemic Response Team (PRT) will convene a meeting to review and consider implementation of recommendations and discuss the severity of the virus and its potential impact on Museum operations.</p> <p>The Pandemic Response Team (PRT) designee will determine what supplies may be necessary based on public health official's recommendations should the pandemic reach Phase 2 status and order such supplies are necessary.</p>	<p>The Pandemic Response Team (PRT) designee will communicate information on how to minimize exposure and transmission of the virus to staff, volunteers, interns and contractors including but not limited to:</p> <ul style="list-style-type: none"> - an explanation of the specific pandemic virus - general health awareness - suggestions for maintaining good hygiene <p>-The Pandemic Response Team (PRT) designee will communicate to staff, interns, volunteers and contractors the increased cleaning and sanitizing procedures that are being conducted.</p> <p>Pandemic Response Team (PRT) designee will communicate to department managers to be aware of the status of the pandemic in any area they have staff traveling to or from and to notify them of any staff that have been to an area with increased exposure.</p> <p>The Pandemic Response Team (PRT) designee will ensure necessary staff is trained in Pandemic Cleaning Procedures should the need to implement them arise.</p>



Phase 2

Confirmed cases of the pandemic virus have been found in Massachusetts however the number of cases is not significantly impacting schools, areas businesses or Museum staffing levels.	
Action	Communications
<p>Pandemic Response Team (PRT) will continuously monitor the severity and spread of the pandemic, and obtain recommendations made by the WHO, the Centers for Disease Control (CDC), the Massachusetts Department of Public Health (DPH), and any other state or federal public health agency.</p> <p>The Pandemic Response Team (PRT) designee will determine if additional supplies are necessary based on public health official's recommendations and order such supplies as necessary.</p>	<p>The Pandemic Response Team (PRT) designee will continue to communicate to staff, interns, volunteers and contractors on how to minimize exposure and transmission of the virus, and will remind the Museum of enhanced cleaning efforts</p> <p>The Pandemic Response Team (PRT) designee will communicate to staff, interns, volunteers, and contractors to stay home from work if experiencing symptoms or feeling ill, and remind staff of related Human Resources policies.</p>

Phase 3

The number of cases in Massachusetts is causing significant school or business closings and/or is significantly affecting MOS staffing levels and/or attendance levels.	
Action	Communications
<p>Pandemic Response Team (PRT) will continuously monitor the severity and spread of the pandemic, and obtain recommendations made by the WHO, the Centers for Disease Control (CDC), the Massachusetts Department of Public Health (DPH), and any other state or federal agency Public Health agency.</p> <p>The Pandemic Response Team (PRT) designee will implement Pandemic Cleaning Procedures including the utilization of a dedicated person for cleaning and sanitizing all areas of increased exposure risk as determined by the CMT in Phase 2.</p> <p>The Pandemic Response Team (PRT) designee will convene the CMT to discuss the need to issue personal protective equipment (PPE) to staff including gloves to employees and volunteers performing tasks with a higher risk of exposure i.e. handling money, cleaning, and close contact with guests.</p> <p>The Senior Management Team SMT will discuss the current impact on MOS staffing levels and the need for/impact of a Museum closure.</p> <p>The Senior Management Team (SMT) will convene to determine which, if any, public programs or venues should be suspended. Programs to be evaluated include but are not limited to those involving populations at greatest risk (i.e. very young children in close proximity) and/or use of reusable items that contact eyes, nose or mouth –safety glasses, smell objects, etc. or tasks involving close contact with others (i.e. assisting guests into a theater or simulator)</p>	<p>The Senior Management Team designee will communicate to staff, interns, volunteers, and contractor's recommendations from public health officials regarding personal hygiene and the use of any PPE and/or cleaning products issued to specific jobs in order to minimize exposure and transmission of the virus.</p>

Phase 4

Museum Closure: State and/or federal governments recommend or require the closure of non-essential public buildings or the Crisis Management Team (CMT) implements a Museum closure.	
Action	Communications
<p>Pandemic Response Team (PRT) will continuously monitor the severity and spread of the pandemic, and obtain recommendations made by the WHO, the Centers for Disease Control (CDC), the Massachusetts Department of Public Health (DPH), and any other state or federal agency Public Health agency.</p> <p>The Senior Management Team (SMT) will implement Museum closure emergency staffing levels to ensure essential operations are met, without increasing the risk of exposure or transmission of the virus.</p> <p>The Pandemic Response Team designee will monitor the situation and maintain communication with the SMT to determine when the Museum may resume normal operations.</p> <p>The Senior Management Team designee will provide appropriate PPE for staff required to work during the closure. Gloves and masks (minimum N95 protection filtering face pieces) will be made available to be worn at their discretion when interacting with the Public on their way into work (i.e. taking Public Transportation)</p>	<p>Pandemic Response Team designee will communicate closure of the Museum to the public.</p> <p>The President will communicate closure of the Museum to the Chairman of the Board</p> <p>The President will communicate closure of the Museum to all staff, volunteers, interns, and contractors.</p> <p>When appropriate, the President or designee will communicate to staff, interns, volunteers, contractors and guests when normal operations have resumed including but not limited to the resumption of public programs as well as the re-opening of the building to the public.</p>

Phase 5

Recovery: The Museum has re-opened after a closure and is in the recovery process including but not limited to resuming operations as specified in phases 1, 2 or 3.	
Action	Communications
<p>The Pandemic Response Team will determine when Pandemic Cleaning Procedures can be terminated as well as the use of any other PPE or hygiene products that may have been implemented in Phase 3/4.</p> <p>The Pandemic Response Team designee will conduct an after action debrief and prepare a summary of actions taken over the course of the pandemic incident for the SMT to review and share as appropriate.</p> <p>The Pandemic Response Team designee will revise the Museum's Pandemic Response Plan as appropriate, for review and approval of Crisis Management Team.</p>	<p>The Pandemic Response Team designee will provide the SMT with a summary of the actions taken over the course of the pandemic incident.</p> <p>The COO or designee will provide the Museum President, Board of Trustees, and the Museum staff with an appropriate summary of the actions taken throughout the pandemic incident.</p>