

Louisiana's Children's Museums Cooperative Guidance for Hosting Birthday Parties

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Purpose

The purpose of this document is to provide a strategic approach for hosting birthday parties at Louisiana's Children's Museums amid the COVID-19 crisis. The guidelines, policies and procedures set forth in this document are in alignment with CDC recommendations and in cooperation with local children's museums.

This document shall be a working document and is meant to guide Staff, Board and Administration with protocols regarding hosting birthday parties at each facility with the flexibility to make amendments and changes as new information and guidelines are released by governing entities.

Visitor Capacity Restrictions

Each museum will utilize their State Fire Marshall Occupancy for their facility to set appropriate restrictions according to current guidelines set forth by governing entities.

Phase III: Each museum will follow the capacity guidelines set forth in Phase III by the State of Louisiana.

Decreased Visitor Interaction

To ensure the health and safety of Birthday Party attendees, each museum will recommend and promote social distancing guidelines as set for the by governing entities while adhering to capacity rules with flexibility to make changes and amendments as new available information and guidance is released.

Phase III

- **Schedule**
 - Parties will be scheduled in advance
 - Parties will be scheduled one group at a time with sufficient time in between each party to clean, disinfect and sanitize the facilities utilized.
- **Regular Admissions & Party Attendees**
 - If the museum is open for regular admissions during the time of a party, admission visitors & party attendees will NOT comingle or occupy any shared spaces throughout allotted party time
 - Party attendees must promptly exit the facility at the close of the party's allotted time
- **Entering the Museum**
 - Party attendees will not share an entrance with any other group aside from the party attendees specifically there for the same party
 - During check-in, visitors will maintain social distancing by standing in designated marked areas.
 - No child will be dropped off to attend the party without adult supervision
 - Each child will need to attend the Birthday Party with their parent/guardian/responsible individual, that will supervisor the child to ensure health & safety measures are being followed.
- **During the Party**
 - Party rooms will be set-up in a way the promotes social distancing
 - Spacing chairs around a table
 - Have designated areas for sitting for each family
 - Creating a fun way to greet the Birthday Person without touching
 - Have designated area for present drop of
 - Offering an alternative for a "candle blow" moment
- **After Party**
 - Attendees will promptly leave the facility at the party's end through a designated exit

Health & Safety Protocols Party Attendees

To ensure the health and safety of our party attendees, each museum will enact the following protocols with the flexibility to make changes or amend guidelines as new information is released by governing entities.

Phase III:

- **Entering the Museum**
 - Party attendees will enter through the communicated entrance as identified by museum staff
 - Upon entering attendees will:
 - Be required to wear a mask in accordance with the current Louisiana State guidelines
 - Verify/acknowledge that no members of their household have any of the following symptoms nor have they come in contact with anyone with these symptoms or known to have tested positive for COVID-19 in the last 14 days
 - Fever (temperature over 100.4 degrees Fahrenheit) without having taken any fever reducing medication
 - Loss of smell or taste
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore Throat
 - Congestion or runny nose
 - Nausea/vomiting, diarrhea, loss of appetite
 - Asked to self-isolate or quarantine by a medical professional or by local public health official
 - Attendees will receive a temperature check in which their temperature cannot register more than 100 degrees
 - Attendees will also be asked to sanitize their hands before entering the facility
- **While in the Facility**
 - Hand sanitizing stations or sinks for washing and disinfecting hands will be provided/dedicated specifically for party attendees
 - Guests will be required to wear mask throughout their visit in accordance with the current Louisiana State guidelines

Increased Cleaning Protocols

To ensure the health and safety of Birthday Party attendees each Museum will increase the frequency of their cleaning protocols using recommended methods by the CDC with the flexibility to make changes and amendments due to new guidelines from governing agencies.

General

- Cleaning products will be used in accordance with CDC recommendations
- All high touch surfaces such as countertops, door handles, bathroom stalls will be cleaned and checked frequently throughout the day

Birthday Parties

- Birthday parties will be scheduled in a way that allows sufficient time to thoroughly clean the facilities used
- All surfaces and equipment will be thoroughly cleaned, sanitized, and disinfected using methods and cleaning products recommended by the CDC

Food and Beverage

To ensure the Health and Safety of party attendees, each Museum will set restrictions on food and beverage for Birthday Parties with the flexibility to make changes and amendments as new information and guidance is released by governing entities.

Birthday Party Food Restrictions

- Food & beverage provided by each Museum for the consumption of birthday party attendees will be limited to single serve only
 - Juice box or individual serving juice pouch
 - Individual cupcakes or cookies
 - Individual serving ice cream or popsicles
 - Individually wrapped party favors or treats
 - No self-serve buffets
- Food & beverage provided by the party host will adhere to the following guidelines
 - Juice box or individual serving juice pouch
 - Individual cupcakes or cookies
 - Individual serving ice cream or popsicles
 - Individually wrapped party favors or treats
 - No self-serve buffets

Communication & Signage

Each Museum will provide our guests, visitors, and staff with appropriate notification and signage to streamline new processes with the flexibility to change messaging in accordance with new information relayed by governing agencies.

Communication

- The protocols & procedures outline in this document will be communicated to potential visitors through email, social media and at points of registration

Signage

- Each museum will be posting the following signs:
 - Social Distancing recommendation of 6-feet apart
 - Floor stickers to promote social distancing
 - Hand washing and Face mask recommendations
 - Entering and exiting protocols
 - Symptom Checker
 - Capacity Regulations
 - Cleaning Protocols

Health & Safety Protocols for Staff

For the safety of our staff and visitors, each Museum will enact the following staff protocols with the flexibility for protocols to be changed or amended as governing entities provide further guidelines.

- Entering the Facility
 - Staff members will be required to answer the symptom checker before clocking in for their shift to acknowledge that they nor anyone in their household has the following symptoms:
 - Fever (temperature over 100.4 degrees Fahrenheit) without having taken any fever reducing medication
 - Loss of smell or taste
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore Throat
 - Congestion or runny nose
 - Nausea/vomiting, diarrhea, loss of appetite
 - Asked to self-isolate or quarantine by a medical professional or by local public health official
 - Staff members will be required to take and record their temperature at the start of each shift with a non-contact thermometer
 - Personal belonging will be promptly placed into their locker
 - Staff will then wash their hands with soap and water before beginning their shift
- During Shift
 - Staff will be provided with proper PPE
 - Staff will wear a mask at all times when interfacing with the public and their colleagues
 - Staff will be encouraged to practice social distancing by containing themselves to their assigned area within the facility grounds
 - If at anytime staff need to enter common areas, they will defer to the capacity guidelines of the room entered while still maintaining an appropriate social distance
 - Staff will wear gloves during each cleaning interval and properly dispose of gloves after each cleaning interval
 - Staff will regularly wash hands with soap and water throughout their shift
 - Staff will maintain social distance from visitors
 - Staff will refrain from physical contact with visitors and colleagues

- Staff will remain home if they present with any of the above symptoms or are feeling ill
- **Staff will not be facilitating parties or spend prolonged time with guests**