



**MINNESOTA STREETCAR MUSEUM**  
COMO-HARRIET STREETCAR LINE  
EXCELSIOR STREETCAR LINE

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July 24, 2020

## **POLICY FOR OUTDOOR WORK DURING COVID-19**

- 1. Purpose.** The purpose of this document is to establish uniform policies and procedures to ensure the safety of our volunteers while performing outdoor work on behalf of the Museum including, but not limited to gardening, brush cutting, building maintenance, track maintenance, etc. The procedures outlined below are consistent with current guidelines from the State of Minnesota regarding group gatherings as well as policies and practices used or suggested by the CDC and/or other museum organizations.
- 2. General.**
  - 2.1** This policy and procedure applies to all MSM members and volunteers, whether they are members of MSM or not.
  - 2.2** The policies and procedures outlined below supplement MSM's Policy No. 11—*Re-opening of MSM Car barn and Maintenance Facilities*, which covers responsibilities (section 5), entering and using the car barn (sections 6 and 7), and identification of someone who becomes ill (section 8). The policies and procedures outlined in these sections of policy #11 apply to all volunteers engaged in outside work.
  - 2.3** It is critical in the design of the work to create assignments that support social distancing, defined as space between volunteers of at least 6 feet. If social distancing cannot be maintained, appropriate face masks must be worn. With the mask requirements, additional care should be taken not to schedule work during periods of high heat and humidity.
- 3. Outdoor Work Policies and Procedures.**
  - 3.1** Volunteers not feeling well should not come to the Museum to volunteer.
  - 3.2** Work Party Size. It is the responsibility of the Crew Chief (individual leading the work party) to plan the work activities to ensure that social distancing requirements are met.
  - 3.3** The allowable size of the work party is determined by the ability to meet social distancing. As such, for outside work (e.g., brush cutting), there is no defined maximum size of the crew. However, in areas that are limited in size (e.g., the depot platform) the crew size should be restricted.

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### **3.4 Beginning of Work.**

- 3.4.1** Crews will report outside of the CHSL or ESL carbarn or Linden Hills station. The number of people entering the carbarn or station should be limited to the minimum number required.
- 3.4.2** The Crew Chief must take the temperature of all volunteers at the time they report for work. After use, the thermometer should be sanitized and returned to its storage location.
- 3.4.3** Any crew member with a high temperature (over 100.4 degrees) cannot volunteer.

### **3.5 Work Activities**

- 3.5.1** Crew members must wear work gloves.
- 3.5.2** While working, crew members must maintain social distancing as far as possible and work at least 6 feet apart from other volunteers.
- 3.5.3** Face Masks.
  - 3.5.3.1** When working 6' apart or more, face masks are not required
  - 3.5.3.2** When working closer than 6', face masks are required
  - 3.5.3.3** There will be times in any work session where more than one person is required to do a particular task (e.g., move a large item). While these activities should be minimized, when necessary these tasks will require the use of face masks.

### **3.6 Work Equipment.**

- 3.6.1** If possible, tools should be assigned to specific volunteers at the beginning of the work activity. The handle portion of each tool should be sanitized prior to use by the assigned volunteer. If tools are shared (which is discouraged) the tool should be wiped down as it passes from one volunteer to the next.
  - 3.6.2** To minimize tool hand-offs and cleaning, volunteers are encouraged to bring their own tools or equipment (and not share them).
- 4.** This policy and procedures was approved by the MSM Board of Directors on July 24, 2020 and will remain in effect until rescinded by the MSM General Superintendent.

*Bruce Gustafson*

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*General Superintendent*