



April 16, 2021

Policy No. 11

## **OPERATIONS OF MSM CARBARN MAINTENANCE FACILITIES**

### **1.0 General**

- 1.1 **Purpose.** The purpose of this document is to establish uniform policy and procedures to ensure the safe operations of the George Isaacs Shop and Car barn and Excelsior carbarn (hereinafter jointly referred to as the “carbarn”) maintenance facilities of the Minnesota Streetcar Museum, Inc. (hereinafter referred to as the “Museum”) during the period of the COVID-19 virus pandemic.
- 1.2 **Applicability.** This policy applies to all persons who have a valid reason to enter either Museum carbarn including Museum members, volunteers, directors, contract workers, visitors, and any others.
- 1.3 **Proponent.** The proponent for this policy is the MSM Chief Mechanical Officer.

### **2.0 Reference Documents**

- 2.1 HeritageRail Alliance Recommended Practices for Reopening Tourist Railroads and Railway Museums dated April 30, 2020.
- 2.2 Mayo Clinic COVID-19 Self-assessment tool which can be found at <https://www.mayoclinic.org/covid-19-self-assessment-tool>

**3.0 Goal** The Museum's volunteers and members are its most important resource. The Museum is committed to providing a safe and healthy workplace for all our volunteer workers, contractors, and members. The Museum's goal is to mitigate the possibility of transmission of the COVID-19 virus in our workplaces and related areas to our volunteer workers, contractors, members, and others who may need to enter our facilities.

### **4.0 Assumptions**

- 4.1 The COVID-19 virus will remain a danger to the public and our volunteers for the foreseeable future. This policy will remain in effect until it is modified or rescinded by action of the Museum's Board of Directors.
- 4.2 It is impossible to guarantee that there is no risk of infection to COVID-19 in the Museum's facilities. The intent of this policy is to implement measures to minimize the risk of contracting the COVID-19 virus for Museum volunteers, members and others who visit our facilities.

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- 4.3 Measures and governmental guidelines employed to limit the spread of COVID-19 are constantly evolving as more is learned about the virus and additional information is made public. The Museum will do its best to keep up with this information. As a result, measures used by the Museum may change over time to conform to these guidelines.
- 4.4 Anyone who enters a Museum facility accepts personal responsibility for all risks related to their personal health and well-being. No action will be taken by the Museum, its management, or its members against anyone who decides not to enter a Museum facility to protect their own health and safety.

**5.0 Responsibilities**

- 5.1 Museum officers, managers, superintendents, directors, and volunteers are all responsible for implementing, complying with, and enforcing this policy. Contract workers and others who have a valid reason to enter a Museum carbarn are also subject to the provision of this policy.
- 5.2 Given the evolving nature of knowledge and understanding of the COVID-19 virus, Museum directors, officers, superintendents, and managers are responsible to monitor current government regulations, directives and information regarding safe practices used to combat the virus and modify this policy accordingly.
- 5.3 The Shop Foreman is responsible for ensuring that each person who enters a Museum carbarn successfully completes the requirements of paragraphs 7.1.1. The Shop Foreman may designate a person or persons to help monitor and maintain compliance with paragraph 7.1.1.
- 5.4 The Shop Foreman is responsible for purchasing and keeping an adequate supply of all equipment and expendable supplies needed to ensure compliance with this policy. The Shop Foreman may designate a person to purchase these supplies and equipment.

**6.0 General Guidelines (Note: See Appendix 1 for Statement to be Posted at Each Carbarn)**

- 6.1 Limit the number of people in the carbarn only to those who are needed to perform the planned work. On the date this policy was approved, that number is eight (8).
- 6.2 Successfully complete the Mayo Clinic COVID-19 Self-assessment (on-line link found in section 2.2).
- 6.3 Wash hands for 20 seconds upon entering carbarn.
- 6.4 Wash hands frequently, especially at the beginning and end of a work session, before meals or breaks, after using the toilet, and when needed during work and between tasks.
- 6.5 Practice social distancing as best as possible. Adjust work tasks to encourage social distancing guidelines of 6 feet of separation.
- 6.6 Wear protective gloves as needed.
- 6.7 Cover your cough or sneeze to protect others

- 6.8 Clean and sanitize common surfaces (doorknobs, tables, chairs, etc.), work surfaces, streetcar surfaces that will be touched by others, toilet fixtures, etc., after each use.
- 6.9 Report to Museum management if you contract COVID-19, or come in contact with someone who contracted COVID-19 or is known to have tested positive for COVID-19.
- 6.10 Report to Museum management if you become ill, especially a respiratory illness.

## **7.0 Procedures to Follow When Entering and Working in a Museum Carbarn**

### **7.1 Prior to Entering a Museum Carbarn.**

- 7.1.1 Each person who plans to enter a Museum carbarn must successfully complete the Mayo Clinic COVID-19 Self-assessment Tool which can be found at <https://www.mayoclinic.org/covid-19-self-assessment-tool>. The tool must be completed each day a person enters a Museum carbarn. Successful completion of the tool will apply to all Museum carbarns and facilities for the day it was successfully completed.
- 7.1.2 Successful completion of 7.1.1 also allows a person to enter the Linden Hills Station if required on the day the self-assessment tool was completed.

### **7.2 Upon Entering a Museum Carbarn.**

- 7.2.1 Each person will wash their hands for at least 20 seconds using soap and water at the beginning of their work period in the carbarn.
- 7.2.2 Each person will always wear an appropriate face mask while in a Museum carbarn. The mask must cover the person's nose and mouth. A person may provide their own face mask or use a commercially available one. The Museum will have masks available for people who do not have their own personal mask. Any person who declines to wear a face mask will not be permitted to enter a Museum carbarn.

### **7.3 While Working in a Museum Carbarn.**

- 7.3.1 A person working in the carbarn will practice social distancing by keeping at least six feet between themselves and others who are also in the carbarn. At times, the nature of maintenance work performed in the carbarn requires volunteers to work in close proximity. In those cases where volunteers must work within six feet of each other, they will do their best to minimize the time they must be in close proximity to others when needed.
- 7.3.2 Respect the safety of others by coughing or sneezing into your sleeve or using a tissue when needed. Tissues will be disposed in a wastebasket.
- 7.3.3 Wear protective gloves as needed to protect the health and safety of each person.
- 7.3.4 When weather conditions permit, carbarn doors will be opened and ceiling fans will be operated to maximize air flow in the carbarn. If available, air conditioners will be turned on to supplement air flow.

- 7.3.5 Regular housekeeping practices must be conducted by volunteers and monitored by shop Foremen or others in charge of each work session. This includes routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break areas, and meeting rooms. Frequent cleaning and disinfecting must be conducted in high-touch areas. Shop Foremen, or those in charge of a work session, are responsible for making certain their work crew completes this work before leaving the carbarn.
- 7.4 **After Using the Toilet.**
- 7.4.1 After using the toilet, all persons will wash their hands for a minimum of 20 seconds using soap and water.
- 7.4.2 All persons will wipe down and disinfect all toilet fixtures they have touched before leaving the toilet.
- 7.5 **Use of Hand Sanitizer.**
- 7.5.1 Hand sanitizer containing a minimum of 60% alcohol can be used to clean hands if the hands are not visibly soiled.
- 7.5.2 The Museum will have hand sanitizing stations (consisting of hand sanitizer, paper towels, and a wastebasket) located in each Museum carbarn inside building entrances, in the restroom, in the break area, in the machine tool area, and in the library at the George Isaacs Carbarn and Shop to make it convenient for people working in the carbarn.
- 7.6 **Break and Mealtimes.**
- 7.6.1 All persons will practice social distancing during break and mealtimes.
- 7.6.2 Any food brought into a Museum carbarn for communal consumption will be store-bought or commercially available. No food made at home will be made available for communal consumption.
- 7.6.3 Food for consumption by an individual may be home-made or brought from home. This food will not be shared with anyone else at the carbarn.
- 7.6.4 Weather permitting, meals and breaks may be taken outside a Museum carbarn building
- 7.7 **Leaving the Carbarn.** At the end of a work session or when leaving the carbarn for the day, the shop Foreman, or the person in charge of the work session, will ensure all work surfaces, bathroom fixtures, common surfaces (doorknobs, security panels, tables and chairs, etc.), machinery controls and surfaces, common streetcar surfaces, etc. that were touched by anyone during the work session are wiped down and disinfected.
- 8.0 Identification and Isolation of Individuals Who Become ill.**
- 8.1. Anyone who has been in a Museum carbarn and: subsequently contracts COVID-19; finds they have been in contact with someone who has contracted COVID-19; or, have been in contact with someone who has tested positive for COVID-19; will immediately notify Museum management.


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- 8.2. When notified of a condition identified in paragraph 8.1, Museum management will immediately quarantine the carbarn where the identified person worked.
  - 8.2.1. Museum management will inform all other persons who worked with the identified person at any time since the reopening of the carbarns after being initially closed due to the COVID-19 virus. Those persons are responsible to act as they deem appropriate.
  - 8.2.2. The carbarn where the identified person worked will be quarantined until it is deemed safe for volunteers to reenter.
  - 8.2.3. Based on information and guidance that is current at the time of the reported infection, Museum management will decide what method is best suited to disinfect the affected carbarn. If a professional service is used, that service will thoroughly clean and disinfect the affected carbarn, with special attention paid to any surfaces the identified person had touched.
  - 8.2.4. When Museum management is confident the carbarn is safe, the carbarn will be re-opened for operations under this policy.
- 8.3. Anyone who becomes ill with a respiratory illness will immediately notify Museum management, who will determine what steps to follow to ensure the safety of those who were in contact with the ill person.

APPROVED BY THE BOARD OF DIRECTORS:

DATE: April 16, 2021

ATTEST:

  
James A. Vaitkunas  
*Corporate Secretary*

Appendix:

1 – COVID-19 Guidelines for Carbarn Operations

## APPENDIX 1

### MINNESOTA STREETCAR MUSEUM

#### **COVID-19 GUIDELINES FOR CARBARN OPERATIONS**

- Limit the number of people in the carbarn only to those who are needed to perform the planned work. Maximum of 6 until further notice.
- Successfully complete the Mayo Clinic COVID-19 Self-assessment found at <https://www.mayoclinic.org/covid-19-self-assessment-tool>.
- Sign the COVID-19 waiver for carbarn operations form or verify that a signed waiver is on file with the Museum.
- Wash hands for 20 seconds upon entering carbarn.
- Wash hands frequently, especially at the beginning and end of a work session, before meals or breaks, after using the toilet, and when needed during work and between tasks.
- Practice social distancing guidelines of 6 feet of separation. Adjust work tasks to encourage social distancing.
- Wear protective gloves as needed.
- Cover your cough or sneeze to protect others. Dispose any tissues used in a wastebasket.
- Clean and sanitize common surfaces (door knobs, tables, chairs, etc.), work surfaces, streetcar surfaces that will be touched by others, toilet fixtures, etc. after each use.
- Report to Museum management if you contract COVID-19.
- Report to Museum management if you come in contact with someone who contracts COVID-19 or is known to have tested positive for COVID-19.
- Report to Museum management if you become ill (especially with a respiratory illness).