



Protocols and Procedures for Reopening John Bunker Sands Wetland Center (draft)

John Bunker Sands Wetland Center will reopen to the team and public in a phased approach that will follow closely the phases of reopening set by the City of Dallas and Dallas County. JBSWC will reopen on May 19th to team members and May 26th to limited public access. Public access for visitors and programs will follow the Reopening of JBSWC Timeline Guidelines. Access will be limited then monitored to the Center and grounds along with high levels of disinfection and personal protection.

General

- Masks must be worn when interacting with the public or another team member and unable to consistently maintain 6 feet of physical distance from another person, inside or outside. The mask can be homemade, surgical style, a buff, or of any variety that adequately covers the mouth and nose to keep the transmission of respiratory droplets from spreading. It is understandable that your mask will need to come off while eating, to blow your nose, or for various other reasons. When doing so, please use clean hands to adjust or remove your mask, do not set the mask "face down" (meaning the part that comes into contact with your mouth) on an unsanitized surface, and make all adjustments and removals in an isolated area.
- For as long as possible, teleworking will be allowed, especially for higher-risk individuals. We will also consider flexible hours and staggered shifts to increase physical distancing for employees as they enter and leave the workplace. This will be done on an individual employee basis.
- Please wash your hands as soon as you enter the building and regularly throughout the day. While hand sanitizer is a good tool, it does not compare to a thorough 20 seconds scrubbing with soap and water. Hand sanitizer is to be used between hand washings.
- Use hand sanitizer before using shared equipment such as the printer, projectors, setting up tables
- If possible, open your office windows/doors is suggested to increase air circulation within your office. This guideline is contingent on weather and please make sure the HVAC system is off when window and doors are opened.
- Staff should sanitize bathroom surfaces (toilet, sink, soap dispenser, paper towel dispenser, door handles, and any other surfaces) touched in the process of using the bathroom with sanitizer spray upon exiting the bathroom.
- Whenever possible, staff should work with tools dedicated to the individual (tools include office tools such as scissors and staplers. Shared tools will be disinfected after each day's use.

Physical Distancing Guidelines:

- Maintain the 6 feet of distance that we've all come to know and love.
- Do not stand inside a coworker's office to have a conversation. Please stay outside the doorway or in the hallway just outside of their space.
- Refrain from looking over coworkers' shoulders at computer screens. The person will need to get up and leave the space for you to get a closer look.

- Treat the hallway to the classrooms and breakroom as a one-lane road. If someone is headed toward you, step aside and let them get past before you enter the hallway.
- No more than one (1) employees at the Front Desk at one time to give each other adequate space. If you need the use of the copier or anything else at the Front Desk, please ask Linda to get up from her desk to access that area.
- Meetings of 2 or more employees should be held in larger areas where adequate spacing is attainable. The back deck or gallery space is a preferred. Please avoid holding meetings in the Classroom or Lab as other staff may need to pass through this space.

Staff Kitchen Guidelines

- Only ONE person in the kitchen at a time. This is a small space and cannot provide adequate spacing between employees.
- Use of communal items will be limited. Hand towels will be replaced with single use paper towels.
- You are encouraged to use gloves when preparing your food. These are provided in the kitchen.
- Hand washing dishes is discouraged at this time. Please prepare the majority of your meal before you come to the Center to limit the use of using kitchen dishes and silverware at this time. All dishes need to be washed in the dishwasher in order to attain proper disinfection. If you have to use the center plates of silverware, It is encouraged that you prewash plates, bowls, and utensils before using them to ensure that they were not contaminated by the person that put them away. This is only a suggestion for your own safety, not a requirement.
- Knobs and handles in the kitchen will be disinfected throughout the day, but staff are encouraged to wipe down the things they have touched before leaving the space.
- Meals need to be eaten in your office, back deck, or gallery space. Since masks must be removed to eat, coworkers are encouraged not to eat in groups.

Public and Common Area Cleaning

Scheduled times for bathroom cleaning are:

- 8:30am, 11:30am, 2:30pm
- Staff will wear disposable gloves and mask to clean and disinfect bathrooms.
- Cleaning solutions will include EPA-registered household disinfectants such as diluted household bleach solution or alcohol-based solutions dependent upon the surfaces to be cleaned.
- Disinfectant sprayed on a surface must be allowed to set for 1 minute before wiping off.
- High-touch surfaces, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc., will be cleaned several times a day.
- Alcohol-based wipes or surface cleaner and paper towels containing at least 70% alcohol will be used on electronics. Dry surface thoroughly with a disposable paper towel.

Self-Registration Desk

- Self-registration will be stationed right inside the interior double doors and masking tape on the floors will be installed to keep visitors at a safe distance.
- Staff will wear mask at all times while manning the desk and interacting with guests.

- Hands will be sanitized and/or washed after interacting with each person at the store/front desk.
- Sanitizing items (bleach wipes, hand sanitizer, cleaning sprays, etc.) will be at the desk and will be used to clean down the area frequently--desk, sales station, etc.
- The Signature option for payments will be turned off to minimize customers having to touch equipment.
- Products for sale will be brought to front desk, another table will be placed in front of the desk to keep social distancing.
- We will create signs that indicate how people should social distance inside the building. These may include indicators on the floor.

Communication with the public

- Signs will be posted that explain to the public that face masks will be required to enter buildings and interact with staff. Additional signs will be posted near parking lots to remind people to have face coverings on the trails so that they can use them when passing others.
- Social media posts will share the above information