I hope that you have benefitted from #ClayDates, the virtual series we have presented the past few months highlighting science, technology, engineering, art and reading while at home!

As a vital part of this community, we are committed to serving our audience and remain steadfast in our mission to provide access to the arts and sciences for all people of West Virginia and beyond. While we have been working diligently to fulfill that mission virtually, we are thrilled to announce that the Clay Center for the Arts & Sciences will be able to serve you in person by opening the doors to the Avampato Discovery Museum, Juliet Art Museum and Caperton Planetarium and Theater on Tuesday, July 7th at 10:00am. Our team is excited to reopen in a safe way so we can provide much needed respite for our patrons. We cannot wait to see your smiling faces and to safely learn and explore together!

The following detailed reopening plan expands on years of experience operating as a clean, safe, and fun museum. Those principles, Clean, Safe, and Fun, will continue to guide our operations as we prepare to welcome back our guests!

Sincerely,

Al Najjar
President & CEO

GOAL:
To reopen the Clay Center for the Arts & Sciences beginning July 7th, 2020 safely and gradually.
GUIDING PRINCIPLES:

We are guided by three principles:

**CLEAN**: Maintain heightened cleaning protocols

**SAFE**: Prioritize the safety of guests and staff

**FUN**: Preserve the guest experience as much as possible while staying safe

SUMMARY:

The Clay Center for the Arts & Sciences recognizes the need for a measured, gradual approach to safely reopen. This comprehensive plan details the steps the museum has taken, and will continue to take, to ensure the health and safety of our guests and staff. Steps like physical distancing, touchless interactions, PPE, and correct hygiene and handwashing. This plan also describes the operational modifications the museum has made. The Avampato Discovery Museum, Juliet Art Museum, and Caperton Planetarium and Theater will reopen to the public on July 7 at limited capacity and by reservation only. We will be closed Sunday and Monday for deep cleaning, maintenance, training, and camps. We are constantly monitoring the evolving situation and this plan is subject to change. For the latest information and updates, please visit theclaycenter.org.
GUEST & STAFF HEALTH
The health and safety of our guests and staff is our top priority.

**Physical Distancing:** Guests and staff will be instructed to practice physical distancing by keeping at least six feet away from others who are not in their group. Signage throughout the museum galleries will remind guests to practice distancing. All exhibits and classrooms will have capacity limits using CDC and state government guidelines and based on the specific size and layout of each space. Some areas of the Center will be converted into one-way passages to maintain physical distance, including the museum entrance and exit and staircases. Only education programs that encourage physical distancing will be offered.

**Staying Home:** Staff and guests will be instructed to stay home if they have a fever, cough, shortness of breath, other known symptoms of COVID-19, or have been in contact with someone who has been recently diagnosed.

**Guest Area Signage:** Ample signage has been added throughout the museum, building exterior, and parking lot to educate guests on safety and cleaning protocols, to remind guests to maintain physical distancing and practice proper handwashing, to encourage mask wearing, and for additional wayfinding.

**Staff Area Signage:** Signage will be posted in staff only areas to remind employees of cleaning and operational protocol, as well as frequent and proper handwashing.

**Hand Sanitizer:** Hand sanitizer stations will be placed at the museum’s entrance and throughout the facility with highly visible signage to make them easy to find.

**Handwashing:** Handwashing remains the best way to prevent germ spread. We ask that guests wash hands frequently during a museum visit. All staff are trained on correct and frequent handwashing. Staff are instructed to wash their hands, or use sanitizer when a sink is not available, every hour for at least 20 seconds, and after any of the following activities: restroom use, sneezing, coughing, touching the face, blowing the nose, cleaning, smoking, eating, drinking, and before starting a shift.

**Guest Personal Protective Equipment:** It is strongly recommended that all guests over the age of 2 years wear masks that cover the nose and mouth. The Centers for Disease Control and Prevention (CDC) says face coverings are the most reliable way to prevent germ spreading. Additionally, the CDC says that face coverings should not be placed on young children under the age of 2 years.

**Staff Personal Protective Equipment:** The museum will provide masks for staff as part of the uniform (if staff do not have or choose not to wear their own). All staff will be required to wear masks when working with the public, leading programs and during meetings when physical distancing is not possible. Staff may choose to wear a transparent face shield (in place of a mask) to allow guests to see facial expressions and to better accommodate guests with impaired hearing. Volunteers and vendors must also wear face masks while in the museum.
Check In: The Clay Center box office is not available to the public. For ticket and performance inquiries, patrons are asked to call the box office at 304.561.3570, Monday–Friday between 9:00 AM–4:00 PM. Timed entry tickets for the museum, as well as tickets to planetarium films and art tours, can be purchased online at TheClayCenter.org. Museum members will continue to receive free admission but must also reserve an entry time in advance. The box office will not be taking cash payments and guests are encouraged to purchase in advance online. Admission is available by reservation only. Upon arrival for your reserved time, a member of your party will be asked to fill out a short questionnaire regarding the current health status of your group and sign a release acknowledging our rules and risk associated with the COVID-19 pandemic. Guests will be required to have their temperatures checked via touchless thermometer. If any member of your party has a temperature of 100.4°F or higher you will be refused entry.

Staff Symptom Screenings: All staff, volunteers, and vendors will enter the museum through a central point at the rear of the building. As they arrive, their temperatures will be checked using touchless digital infrared thermometers and screened for respiratory symptoms. Anyone with symptoms or a temperature over 100°F will not be permitted entry and will only be permitted to return to work when:

- They have had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began
- OR a doctor has given written permission for the employee to return to work.

Training: All staff has undergone mandatory Safety and Reopening Training. Training will cover enhanced cleaning and safety protocols, physical distancing, operational modifications, and correct hygiene, handwashing, exhibit cleaning, and PPE practices.

Operational Modifications:

We are making modifications to our operations to ensure physical distancing, allow adequate time for cleaning, and provide a safe and fun environment for our staff and guests.

Limited Capacity: While the current order from Governor Justice in the West Virginia Strong – The Comeback plan allows for museums to operate 50% capacity, the Clay Center will reopen on July 7th at a number of no more than 100 patrons per time block. When we feel safe to do so, this number will increase to accommodate a larger group.

Timed Entry: Admission will be available by reservation only. Timed admission can be purchased online at www.theclaycenter.org. Museum members will continue to receive free admission but must reserve an entry time in advance.

Hours of Operation: The Center will now be closed on Sundays and Mondays for deep cleaning, maintenance, staff training and Summer Camps. Operating Hours Tuesday–Saturday will run as follows.

Closed Sunday/Monday. Open Tuesday–Saturday 10:00 AM–4:00 PM

Elevator and Stairs: The Elevator will remain operational but guests who are able to utilize the staircase are strongly encouraged to do so. Stairways will be one-way, with one staircase designated as UP and the other as DOWN. Directional signage and floor clings will assist in wayfinding.

Café: Outside food and drink is not allowed in the Clay Center. Food and beverage options are available via vending machines located in the lower level of the Center.
CLEANING:

CDC – Recommended Cleaning Products:
The Clay Center will continue to source and use cleaning and disinfecting products that are recommended by the Centers for Disease Control and Prevention (CDC).

Prior to Reopening: The entire facility will undergo a deep cleaning. Materials in classrooms and on the museum floor will be condensed to enable continuous cleaning throughout the day and we will maintain an inventory of each exhibit prop so they can be rotated on a schedule and as needed.

CONTINUOUSLY:
High Touch Areas: Designated staff will rotate throughout the day continuously monitoring and disinfecting high touch areas such as tabletops, countertops, buttons, walls, benches, seats, handrails, elevator buttons, trash cans, doorknobs, light switches, and restrooms.

Exhibits: All exhibits will be cleaned and sanitized throughout the day, additionally, exhibits will receive a deep cleaning twice daily during breaks and at the conclusion of the day. Small items including grocery items, nuts & bolts, theater props, etc. will be sanitized throughout the day and deeply cleaned at the end of each day.

Daily: The entire museum will be cleaned and sanitized daily.

EXHIBIT MODIFICATIONS:

Props & Costumes Strategically Removed: All cloth costumes will be removed and will be replaced with hard surfaced costume pieces that are easier to clean.

Exhibits Open for One Small Group at a Time: Due to the limited capacity, Ashton’s Climbing Sculpture will be open to only one small group at a time.

Open Exhibits: My Town, the Maier Foundation Music Studio, WaterWorks, Healthy Me, the Exploratory featuring Be the Astronaut, the Suddenlink by Altice Art Space, the Juliet Art Museum, Ashton’s Climbing Sculpture and the Caperton Planetarium and Theater will be open with a smaller number of patrons and a capacity limit. Exhibits will be disinfected throughout the day.

SUMMER CAMP:

Physical Distancing: Summer Camp class sizes will be based on the CDC’s recommendations for physical distancing. While the current West Virginia Strong – The Comeback plan allows for groups up to 100 in one location, campers will stay with their own class and will practice physical distancing. We will not allow outside guests into the camp classrooms.

Health and Sanitation: All materials and the classrooms will be disinfected overnight. High touch surfaces will be cleaned throughout the day. Upon arrival each day, campers will have their temperature checked using touchless digital infrared thermometers. Campers with a temperature over 100.4°F and/or who are exhibiting respiratory symptoms will be sent home. Frequent hand washing will be incorporated into the campers’ routine.