

*This is a living document. The objective is to list minimum recommendations for logistics workers to keep in mind during the COVID-19 crisis. Because of the complexity of COVID-19 and the continuous updating of information, this document is designed to be reviewed and updated by recommendations or standards from municipalities, local, or state governments. No information in this document is intended to contradict these official regulations or public health agencies. We recommend the implementation of these security measures which should be added to measures established by each Institution and sector as long as they increase security above those existing official recommendations or standards.*

ENGLISH

INSTITUTION LOGO

REGISTRARS DEPARTMENT

**RECOMMENDATIONS FOR TRANSPORT OR LOGISTICS PROVIDERS AND REGISTRARS DEPARTMENTS OF MUSEUM/INSTITUTION .....IN RELATION TO COVID-19**

These rules will be applied to tasks that involve the presence of transport or logistics providers in public or private cultural institutions in projects contracted by (ORGANISER)..... that the (ORGANISER)..... has arranged and during onsite work at the institution.

**BEFORE STARTING WORK**

**The company will provide its workers with the EPIS required by ..... for protection from COVID-19. Prevention EPIS: FFP2 masks, nitrile gloves, protective glasses . (Safety glasses with side protection against liquid splashes (EN166)) and hydro-alcohol gel in order to sanitise materials.**

- The company will inform and train its workers in the use of appropriate EPIS: Airway protection masks and disposable nitrile gloves. Respiratory protective equipment must be removed last after the removal of other components such as gloves, gowns, etc. Hand sanitisation must be undertaken at the last moment.
- The company will provide a personal hygiene kit to each carrier or handler (water, soap or hydro-alcohol gel, disposable tissues, etc.).
- The company will provide its workers with bottled water or inform them that they must bring bottled water, other supplies and provisions since the museum cannot provide access to water sources. These provisions, as usual, cannot be consumed inside galleries, in art storage areas or in spaces where works of art coexist.
- Transport company staff must guarantee air quality in vehicles by frequent natural ventilation and should avoid using the air conditioning system.

- It is essential to reinforce personal hygiene measures in all work areas and against any potential exposure. Hand hygiene is the main measure of infection prevention and control.
- Mouth and nose must be covered when coughing or sneezing with disposable tissues or with the inside of the elbow or shirt sleeve.
- Vehicle cleaning and disinfection routines will have to be reinforced, paying special attention to areas and parts that are most commonly touched (door handles, seat belts and their opening and closing mechanisms, closing and opening controls, steering wheel, armrests, handles, etc.).
- Cleaning the different parts of the truck or other materials and tools must be done with an approved disinfectant.
- The minimum safety distance of 2 meters established by the Ministry of Health must be kept at all times, avoiding physical contact when handing over documents in loading and unloading processes and ensuring caution when handling, collecting and delivering goods.
- Groups and gatherings should be avoided, as well as any contact with local people in public places where COVID-19 could circulate.
- Professionals may travel to other countries in order to transport goods for proven commercial reasons and return to their places of origin. However, they must carry all documentation required by the authorities that proves the reason for travel.

## **WORK ORGANIZATION**

- Routes should be planned to identify stops, especially for long-distance travel, (for fuel, rest, overnight stays in safety zones, etc.) and to ensure, beforehand, that they will have the necessary services or details of other options.
- Deliveries/ collections on each route will be planned so that the disposition of the load in the vehicle is organized appropriately, and to minimize delivery time and avoid unnecessary handling of goods. (Items to be unloaded should be last in, first off).
- It is essential to have specific information in advance on the current exceptional measures to avoid contagion to museums or premises where cultural heritage is loaded/ unloaded.
- All details, including the time of loading/ unloading will be agreed in advance with the museum, the carrier and the recipient to avoid unnecessary waiting.
- Loading/ unloading operations will attempt to maintain a distance of 2 meters. For private lenders, the carrier will be asked to maintain the distance of 2 meters and maintain the least possible direct contact with the lender.
- During loading/ unloading, goods will be positioned in such a way that they can be handled without personal contact or while maintaining a 2 meter distance.
- When the vehicles are sealed/ unsealed, appropriate hygienic measures will be adopted to avoid contaminating the seal.

- Alternative methods for signing and transferring delivery notes will be agreed with all parties in advance to avoid personal contact. For example, it is essential not to share pens.

### **PREVENTIVE MEASURES DURING TRANSPORT**

- The driver will have the museum's contact details and will agree on the day and time of pick-up/ drop-off as precisely as possible. The recipient can then manage the schedule of deliveries and reduce the risk of different carriers arriving at the same time.

- Teams should always be formed of the same people. Different teams should be kept apart.

- It may be necessary to extend the length of the working day to avoid crowding at changeover times

- A maximum of 2 drivers should be used and they should only be from the same company.

- Clarity should be established on couriers travelling on the vehicle.

- In addition to the mandatory CMR, and/ or customs documentation, the carrier must have a written declaration from the issuer (museum) in the language of each country through which the goods transit, explaining the reason, importance and details of the objects in transit.

- If a courier is not permitted, the driver should be able to send photos of packing, conditions, etc.

- Loading/ unloading will always try to avoid touching the goods. The use of loading and handling equipment (pallet trucks, trolleys, etc.) by different workers must be avoided or it will be necessary to disinfect them thoroughly after each use.

- In all cases, before contact with any surface, workers should wash and disinfect their hands appropriately.

- **NB. AN ORANGE (or red) LABEL WILL BE POSTED IN EACH CRATE OR PACKAGE WITH THE DATE AND TIME THE CRATE OR PACKAGE WAS CLOSED.**

### **IN THE MUSEUM**

- Coordination of business activities

In accordance with the applicable regulations and taking into account the measures established in this document, logistics companies will be asked to adopt appropriate measures to protect the safety and health of their personnel. This requirement will be made through the (procedure) ..... which is the normal channel for the coordination of business activity and which enables the corresponding documentary exchange. Access to the facilities will be subject to the successful completion of documents such as risk assessments and method statements, as well as the preventive measures related to COVID-19.

- Prevention EPIS will have FFP2 masks, nitrile gloves, hydro-alcoholic gel and protective glasses in order to proceed with the sanitisation of surfaces.

**Following the coordination of occupational risk management for the museum with all contracting parties, additional information and guidelines can be added.**

## **MOBILITY OF PEOPLE WITHIN THE MUSEUM**

### **GALERIES: (VISITORS AND STAFF)**

- o Lifts/elevators will be exclusively for use by people with reduced mobility or other specific needs. In all cases, there will be a limit of one person, plus carer, inside the cabin.
- o Upward circulation will be produced by .....
- o Downward circulation will be produced by .....

### **• Frequently asked questions (FAQS):**

- o What about the access of exhibition installation personnel? Most of the installation team (carpenters, painters, assemblers, etc .) who normally enter before .....o'clock, will enter through entrance. .... of the museum where they will be identified and will then go to the installation floor or gallery.
  - o How should exhibition handlers and personnel circulate? They should leave and enter the building through entrance..... of the museum.
- It is essential to establish an entry door and an exit door to avoid contact with staff and public.

### **OFFICES:**

Access to offices is restricted to museum staff. There will be no access for external companies

### **ALL ACCESS POINTS:**

Mats will be placed at all entrances to the interior of the museum (public entrance, office, loading dock, security control, entrance to the forklift on the dock .....).They will be sanitised with liquid disinfectant.

### **ENTRY OF GOODS & MATERIALS AND MOVEMENT OF GOODS WITHIN THE MUSEUM:**

Goods will enter mainly, as always, via the loading dock of the building ..... .  
However, other museum entrances may be utilised at specified times.

### **PROCESS:**

When goods are unloaded from the vehicle, the procedure will be as follows:

**ASPIRATION:** A vacuum cleaner with an EPA filter will be provided by the museum. The vacuum cleaner sucks up everything and the EPA filter retains the virus so as to prevent contamination.

AND/ OR

**NEBOLIZATION:** Spray with nebulizer and hydro-alcohol solution with cinnamon and clove essential oil (70 ethanol: 30 water + 2mg / l (w / v) of cinnamon essential oil + 2mg / l (w / v) of clove essential oil ) provided by the Department of ..... Museum.  
Spraying will be carried out with the EPIS: gloves, FFP2 mask and goggles.

AND/OR

**QUARANTINE:** On different days depending on the material.

No material, item, or merchandise will enter the museum without this procedure.  
It is important not to generate air movement around the goods in order to prevent transfer of the virus from one point to another.

Below are the different procedures for each type of material. If there are doubts and/ or material typologies that do not appear in the list, contact the person responsible for the movement of goods in the museum.

ALWAYS ADD THE ORANGE SIGN/ LABEL WITH PACKING DATE and /or DATE OF ENTRY TO THE MUSEUM

#### **Paper/ Mail**

If a delivery note travels with the truck:

The delivery note will be put in a plastic bag and sealed.

24/ 48h quarantine

Add a label with the date of sealing.

#### **Installation materials (carpeted boards, easels, spotlights, trolleys, ladders, scaffolding, wooden panels, plasterboard, paint cans and painter's utensils, plinths, methacrylate bell lamps, frames, furniture, etc.)**

Try to leave this material in the museum in a quarantine space between 24 and 48 hours before it is used.

Nebulize.

Add a label with the date of entry into the museum.

Carpets and fabrics are NOT accepted. Other materials can be added once in the museum. In the galleries, choose material that can be changed and cleaned (polythene, cellaire, etc.)

#### **Crates with artwork and soft packaging with artwork**

EPA Filter Aspiration

Nebulize

**Quarantine of 5 days from the moment of closing the package.**

Isolation in the galleries. For exhibitions, space delineated EXCLUSIVELY FOR QUARANTINE with barriers. LABELS IN THE CRATES with the packing date.

Isolation in the warehouse for items in transit, for the return of loans or temporary storage of small sized works. Exclusive use area with barriers and LABELS IN THE CRATES with the packing date.

NB. EACH CRATE OR PACKAGE MUST BE CHECKED TO ENSURE THAT IT CARRIES A LABEL WITH THE DATE AND TIME THE PACKAGE WAS CLOSED.

If this date is not clear to the person receiving the goods, add a label with the date of entry to the museum.

#### **Returning empty crates from external storage to repack an exhibition.**

EPA Filter Aspiration

Nebulize

24/48h of quarantine; Isolation in the transit warehouse.

Add a label with the date of entry to the museum.

#### **Artworks**

If they entered the museum in crates, follow indications above. If they came from storage or another gallery, instigate 5 days quarantine. NEVER CLEAN THE ARTWORKS.

Handle as recommended for the specific work of art. Wash hands and gloves continuously and let them dry.

**Library and Archive materials for exhibition**

48h quarantine if items come from the same institution, archive or library. If the material comes from outside the institution, a 5 day quarantine is a must.  
Label the materials with the arrival date or packing date to manage the period of quarantine.

**Textiles: carpets, curtains, etc.**

Vacuum with EPA filter  
Nebulize  
Wear masks and maintain distances. Prevent any touching or handling.  
Quarantine 24/ 48H  
Label with the date of entry to the museum.

**Equipment: elevators, pallet trucks, ratchets, straps etc.****Shared equipment**

Clean the equipment with the nebulizer.  
Use gloves and wash hands with soap and water or hydro-alcohol gel.  
Label with preventive measures to be taken by the operator.

**Luggage: backpacks, bags, etc. of staff from external companies, etc.**

Provide a safe place to leave belongings and keep each item separate from the others.  
NB. Take care to have your mobile phone! Clean phones with hydro-alcoholic solution.

**EPIS Companies- Suppliers****They will continue essential supplies as established by the museum:**

- FFP2 masks
- nitrile gloves
- hydro-alcohol gel
- nebulizing goggles (Safety glasses with lateral protections against liquid splashes - EN166)

If additional material has been included (for example face masks) it will be understood as added protection and accepted. The ..... reserves the right to modify this demand.

**WASTE**

A space will be provided solely for waste from each project. It is necessary to be socially responsible and is good behaviour to retain the waste in the museum for at least 48 hours before despatch.

For specific questions, contact the Registrars Department responsible for the activity or the Head of the Logistics Registrars Department.

**Protocol:**

- written as of May 26, 2020
- updated on May 27, 2020
- updated on July 13, 2020