

# Reopening Leonardo's Children's Museum

## After COVID-19 Shutdown

There will be many adjustments in procedures to keep our guests and our team safe as the community reopens after the shutdown. Leonardo's team needs to be vigilant in providing a safe environment and setting an example for the community. We will go over these changes and work together to revive Leo's. Thank you for being a part of the team and joining us in this effort.

-We have removed many items from the floor for safety and to create social distancing space. Many supplies have been put away to limit the contact guests have with one another, we will be available to get supplies, restock often, and will encourage them to ask. There will be 2 team members in Tinkering, one will primarily be helping with supplies and limit contact as much as possible between guests and supplies. We will have a floater on each floor and at AQ whose job is to be cleaning and sanitizing at all times. If we are not busy in our area, we will be cleaning or sanitizing. Pay special attention to things that are touched often (doorknobs, handrails, elevator buttons, etc).

-The number of guests will be limited to 150 in the museum and 150 in AQ. As guests enter AQ, you will add them on the counter. As guests exit AQ, you will tally them on paper. If we get close to capacity, these numbers will be used to do the math.

-The front desk will not be using stamps, we recommend guests save their receipts for re-entry. There is a new membership list at AQ to look up members. Be a little flexible if they say they just bought it. Make a note of the name and let them in, let Front Desk know when there is time. It is important to make guests feel welcome during this time, avoid conflict, use your very best customer service skills.

-Each team member will see Mary (weekdays) or Floor Captain (weekends) to have temperature checked before clock-in, and have no fever or symptoms of illness.

-Each team member must wear a mask. There are purple masks provided that will be left at Leo's and put in the washer each evening along with the doll clothes and grocery bags. You may wear your own well-made mask (no tied handkerchiefs) but you must wash it. The dryer will need to be started each morning. Put a smile on your mask each day, remove end of shift. Masks and sticker paper are in the staff area, still perfecting this...

-Wash your hands a LOT, every 30 minutes if possible. We want our community to see that we are dedicated to their well being. It's important that they see us practicing all of the safety measures we have put in place.

-We will be placing new sanitizer products around the museum, these will be bucket type dispensers for wipes. These will not be placed in the Critter Clubhouse, wash your hands more often when assigned to that area. Ask guests to sanitize hands before entering AQ.

-All water fountains are covered, remind guests that bottled water is for sale at the front desk. Watch for no more than 10 people in each birthday room. There are 9 chairs and the birthday throne.

-We will not be getting the mammals out for the time being as they can be carriers of some viruses. Be sure to give them attention while you are cleaning cages.

-There are 2 baskets of sand toys and 2 blue baskets of water toys. One basket will go out at a time. At 12:00, 2:00, 5:00, and 8:00 (Fri.s), the baskets will be rotated and the previous baskets will be sanitized thoroughly and left to dry before next rotation.

-There are 3 white baskets for Power Tower balls, these will be rotated at 12, 2, and 5. PT balls will need to be cleaned/polished with Brilliance often to start the day with 3 clean baskets.

-There are small rechargeable UV tools that will be used on groceries and poker chips.

-Use paper towels for cleaning up in the Art Studio, no wet rags sitting out.

-Airplane controls and paintbrushes will be wrapped in Press N' Seal between uses. Replace each time a child leaves a station.

-The dishwasher will be run each evening with Lite Brite pegs and Ball Wall pieces (PT and T). Camp will also need the dishwasher every night, we will work all of this out. For now, we will start pegs and bottles, then in the morning (staff?, apprentices?), the ball wall pieces and other camp stuff.

-OKMN area will include Tot Lot, wipe down wall toys once each hour.

-Sanitize crutches, wheelchair, walker, tongs often.

-1st floor floater wipe down seating area regularly.

-Trash cans have been reduced, use lids.

-AQ treasure stickers only, no stamps. No Chalk for guests. Make announcements.

-“Post it” notes will be placed in the staff area.

# Opening Checklist for Guest Services-Museum

Revised 5/19/20

**GENERAL OPENING:**

Check Temps/clock in/get masks \_\_\_\_\_

Open museum \_\_\_\_\_

Start dryer with last night's laundry \_\_\_\_\_

Get items from dishwasher and put out \_\_\_\_\_

T/TH/SAT Clean aquarium glass \_\_\_\_\_

9:50: Open AQ /complete AQ checklist \_\_\_\_\_

Others will start feeding and cleaning animals \_\_\_\_\_

All switches behind front desk should be ON \_\_\_\_\_

All stools and birthday room chairs down \_\_\_\_\_

**OKLAHOMA MUSEUM NETWORK AREA:**

Plug in all exhibits \_\_\_\_\_

Make sure back door is alarmed \_\_\_\_\_

Make sure workshop door is locked \_\_\_\_\_

Check area for cleanliness \_\_\_\_\_

Turn on Earthquake TV \_\_\_\_\_

**TOT LOT/ELEVATOR AREA:**

Check cleanliness of tot lot and family bathroom \_\_\_\_\_

Check both train tables for pieces on floor, etc. \_\_\_\_\_

**CRITTER CLUBHOUSE:**

Turn ON room lights & all day lights \_\_\_\_\_

Feed/Clean according to Animal Care Sheet \_\_\_\_\_

After feeding, check room/supply room cleanliness \_\_\_\_\_

**TINKERING:**

Turn ON lights and wind tunnel \_\_\_\_\_

Check cleanliness/supplies, put stools in place \_\_\_\_\_

Make sure wood is stocked at workbench \_\_\_\_\_

Plug in Lite Brite and light table \_\_\_\_\_

**POWER TOWER/FRONT DESK AREA:**

Check janitors closet/Stock \_\_\_\_\_

Check cleanliness of area including floors \_\_\_\_\_

Make sure all balls are in bins \_\_\_\_\_

Make sure oil derrick puzzle is put together \_\_\_\_\_

Replace small chairs in seating area \_\_\_\_\_

Check Bathrooms/1<sup>st</sup> floor Birthday Room \_\_\_\_\_

Flush toilets/urinals \_\_\_\_\_

**SECOND FLOOR:**

Check supplies/cleanliness in each area: Clinic, Hearing, Dental, Grocery, Investment Center, Air Force area, Art Studio, Park/Farmer's Market, and areas around PT \_\_\_\_\_

Restock the ATM with sanitized "money" \_\_\_\_\_

Replace stools in Grocery, Art, and Medical exhibits \_\_\_\_\_

Check if plane is ON in Air Force area/paper stocked \_\_\_\_\_

Turn ON Owen K. Garriott display switch/light \_\_\_\_\_

Check 2<sup>nd</sup> floor birthday room/set games out \_\_\_\_\_

Make sure bathroom light is on & check toilets \_\_\_\_\_

Check laundry \_\_\_\_\_

Make sure janitors closet is stocked \_\_\_\_\_

**MID-DAY:**

Take out any group lunch trash from AQ \_\_\_\_\_

Take out any lunch trash from b-day rooms \_\_\_\_\_

Check birthday rooms (tables/chairs) \_\_\_\_\_

Clean Front Doors/ Clean stairwell window \_\_\_\_\_

**THROUGHOUT THE DAY:**

Crawl through Power Tower **Hourly**/wipe surfaces

11 \_\_\_\_\_ 12 \_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_

Rotate Power Tower balls at **NOON, 2, and 5**

12:00 \_\_\_\_\_ 2:00 \_\_\_\_\_ 5:00 \_\_\_\_\_

**Floater** are to be cleaning or sanitizing at all times (1FL, 2FL, AQ FL) and check/sanitize bathrooms during your hour as Floater

**AFTER ACTIVITIES IN ANNEX:**

Take out any/all trash \_\_\_\_\_

Turn off all lights and lock the doors \_\_\_\_\_

Annex should be clean and ready for use \_\_\_\_\_

RE-check to see that doors are locked \_\_\_\_\_

## Closing Checklist for Guest Services (start clean up/trash about 4pm)-Museum

### GENERAL CLOSING:

- Sanitize 1<sup>st</sup> floor (E62) \_\_\_\_\_
- Sanitize 2<sup>nd</sup> floor (E62) – except airplane/bed of nails/and  
plexiglass on wind power exhibit \_\_\_\_\_
- Chairs up (Saturdays only) \_\_\_\_\_
- Dust mop 1st & 2nd floor \_\_\_\_\_

### OKLAHOMA MUSEUM NETWORK AREA:

- Unplug all exhibits \_\_\_\_\_
- Turn OFF Earthquake television \_\_\_\_\_
- Check area for cleanliness \_\_\_\_\_
- Empty gray bin and trash in workshop \_\_\_\_\_
- UV tool on trolley parts \_\_\_\_\_

### CRITTER CLUBHOUSE:

- Take out trash (2) in Critter Clubhouse \_\_\_\_\_
- Turn OFF day lights (not red, CHEs, or timers) \_\_\_\_\_
- Fill Terra's water and Check humidity in enclosures \_\_\_\_\_
- Turn OFF room lights (main and supply) \_\_\_\_\_
- Make sure all enclosures are locked \_\_\_\_\_

### TINKERING:

- Turn OFF wind tunnel \_\_\_\_\_
- Clean workbench, move rugs, sweep \_\_\_\_\_
- Restock supplies & wood for workbench \_\_\_\_\_
- Sweep Tinkering & sanitize goggles \_\_\_\_\_
- Throw out leftover crafts combine trash and take out \_\_\_\_\_
- Combine trash and take out \_\_\_\_\_
- Wipe glue off tables with vinegar solution \_\_\_\_\_
- Turn OFF lights in closet and Tinkering \_\_\_\_\_
- Run dust mop under Lite Brite and unplug Lite Brite/Light  
table \_\_\_\_\_
- Start dishwasher with Lite Brite pegs and magnetic pieces  
from tinkering and Power Tower \_\_\_\_\_

### TOT LOT/ELEVATOR AREA:

- Check family bathroom/get trash \_\_\_\_\_

- Pick up toys, balls, and toddler Legos \_\_\_\_\_
- Get trash from Annex and check bathrooms \_\_\_\_\_

### POWER TOWER/FRONT DESK AREA:

- End of day crawl through & check Power Tower @ 5 \_\_\_\_\_
- Get trash from bathrooms, check toilets, clean sinks and  
mirrors \_\_\_\_\_
- Get front desk trash & Heather's office \_\_\_\_\_
- Build oil derrick puzzle & put balls in bins \_\_\_\_\_
- Clean birthday room and get trash– 1<sup>st</sup> floor \_\_\_\_\_
- Check janitors closets for gloves, paper towels, toilet paper,  
cleaners \_\_\_\_\_

- Bring signs inside \_\_\_\_\_

### SECOND FLOOR:

- Get ALL office/staff area/floor trash \_\_\_\_\_
- Clean Art Studio/wipe table and easels \_\_\_\_\_
- Put new paper on easels and clean up leftover crafts \_\_\_\_\_
- Put fresh water in paint cups/clean cup lids \_\_\_\_\_
- Spread \$ out on bench, sanitize, flip over, sanitize \_\_\_\_\_
- Pick up and clean Park and Farmers Market \_\_\_\_\_
- Clean up leftover paper planes/pick up Air Force (empty  
recycle bin) \_\_\_\_\_
- Take apart Nano tube \_\_\_\_\_
- Get bathroom trash/check toilets and **feminine boxes**, clean  
sinks and mirrors \_\_\_\_\_
- Clean birthday room and get trash – 2<sup>nd</sup> floor \_\_\_\_\_
- Clean up Clinic/ Hearing /Dentist \_\_\_\_\_
- Clean up Grocery /check Investment Center \_\_\_\_\_
- UV tool on groceries and poker chips \_\_\_\_\_
- Turn OFF lights on Solar System and Owen K. Garriott \_\_\_\_\_
- Check janitors closet for gloves, paper towels, toilet paper,  
cleaners \_\_\_\_\_
- Start washing machine with masks, grocery bags, and doll  
clothes \_\_\_\_\_

## Checklist for Adventure Quest

### OPENING AQ:

Unlock gate, close behind you while you open \_\_\_\_\_

Open office, turn ON sound system \_\_\_\_\_

**T/TH/SAT Clean, wipe down AQ bathrooms at OPEN** \_\_\_\_\_

Do a quick, but thorough walk-thru \_\_\_\_\_

Open both doors on the bathroom building \_\_\_\_\_

Write a happy/welcoming msg. on the chalkboards \_\_\_\_\_

Turn on bathroom lights, check counters and toilets \_\_\_\_\_

Turn ON water table **if in season** \_\_\_\_\_

Set out sand and water toys-one basket in each area \_\_\_\_\_

Return to office, open gate, and call front desk \_\_\_\_\_

If no guests after 15 minutes, lock gate & come in \_\_\_\_\_

### MID-DAY @ AQ:

**AQ FL:** Check restrooms every 30 min.s, move around the park sanitizing railings, wiping down bathrooms with cleaner, welcoming guests, tending gardens, etc. **THIS IS AN ADDED SAFETY PROTOCOL, THERE SHOULD ONLY BE ONE PERSON AT THE GATE.**

Rotate and sanitize both sand and water toys at **Noon, 2, 5, and 8** (Fridays):

**Sand:** 12:00 \_\_\_\_\_ 2:00 \_\_\_\_\_ 5:00 \_\_\_\_\_ 8:00(Fri.s) \_\_\_\_\_

**Water:** 12:00 \_\_\_\_\_ 2:00 \_\_\_\_\_ 5:00 \_\_\_\_\_ 8:00(Fri.s) \_\_\_\_\_

### CLOSING AQ:

Take out ALL trash (through back gate) \_\_\_\_\_

Check bathrooms/flush all toilets, turn OFF lights \_\_\_\_\_

Close/lock **both** garage doors (kick in bar on East door & turn handle on West door) \_\_\_\_\_

Turn OFF water table **if in season**/Put water boards in bins on the back of water table \_\_\_\_\_

Clean up sand toys/water toys/chalk \_\_\_\_\_

**Floater** is to be cleaning/sanitizing at all times (**AQ FL**) and check/sanitize bathrooms during your hour as Floater \_\_\_\_\_

Sanitize **ALL** toys end of day \_\_\_\_\_

Turn OFF sound system/Lock office door & front gate \_\_\_\_\_

Return AQ keys to Key Drawer \_\_\_\_\_