

**Alabama Department of Archives and History (ADAH)
Coronavirus (COVID-19) Action Plan**

Revised Date: 5/2/2020

Audience: ADAH Employees and Board of Trustees
Alabama Department of Public Health
Alabama Coronavirus Task Force
Office of the Governor

This Action Plan is developed to prepare for and respond to the COVID-19 outbreak. It articulates agency objectives, details tasks associated with each objective, and delineates assignments of tasks to agency personnel. It also places ADAH responses within the Alabama Department of Public Health (ADPH) COVID-19 Response Matrix.

Objectives:

1. Health and safety of visitors, volunteers, and staff
2. Responsive adjustments of services to the public and to state and local government as conditions warrant
3. Security and preservation of facilities and collections for duration of emergency
4. Sustained agency leadership during and after emergency
5. Sustained administrative functions for duration of emergency
6. Regular communication to Action Plan audience, the general public, and other stakeholders

Objective and Tasks	Responsible Supervisory Staff	Effective Date	Status at Revised Date
1. Health and safety of visitors, volunteers, and staff			
a. Increase frequency of cleaning and disinfecting public areas including restrooms, exhibits, handrails, elevators, public computers, etc.	Steve Wheat Anthony Dimbo	3/3/20	Ongoing
b. Provide hand sanitizer at public counters and in division offices.	Steve Wheat Anthony Dimbo	3/3/20	Ongoing
c. Post CDC recommendations for preventing illness at public counters and in restrooms.	Georgia Ann Hudson	3/10/20	Ongoing
d. Monitor travel status of employees, student workers, and volunteers who may have visited areas of community transmission. Restrict return to work as needed.	Angela Motley	3/12/20	Ongoing

Objective and Tasks	Responsible Supervisory Staff	Effective Date	Status at Revised Date
e. <i>Recovery</i> : Implement COVID-specific guidance by the CDC for disinfecting workspaces. See ADAH housekeeping checklist for details.	Steve Wheat Anthony Dimbo	5/1/20	Ongoing
f. <i>Recovery</i> : Develop and implement symptoms screening for all employees and visitors to the building.	Steve Wheat	5/4/20	Employees to be screened with questionnaire upon arrival at lobby desk starting 5/4. Review and revise procedures prior to opening building to public. Touchless thermometers on back order.
g. <i>Recovery</i> : Require proper distancing and request use of masks by all employees. Limit occupancy in spaces as needed to maintain proper distancing. See also item 2 on resumption of public services.	John Hardin Mary Jo Scott Steve Wheat	5/4/20	Ongoing
h. <i>Recovery</i> : Develop and implement function-specific guidance for staff on public interaction in these areas. Research Room <ul style="list-style-type: none"> - Researcher registration process - Use of computers and film readers - Use of ready reference materials - Use of archival materials - Photocopying - Cash handling (suspend fees for small jobs) Museum <ul style="list-style-type: none"> - Visitor registration process - Remove/restrict interactives - Size of group tours - Seating at public programs - Museum Store Facility Rentals for Meetings/Events <ul style="list-style-type: none"> - Limits on event size - Restrictions on catering 	Courtney Pinkard Mary Jo Scott Kelly Hallberg Scotty Kirkland John Hardin Georgia Ann Hudson Steve Wheat	TBD	Draft guidance under review at 4/29.
i. <i>Recovery</i> : Monitor availability of PPE, disinfectant supplies, and hand sanitizer from Services Division of the Finance Department.	Steve Wheat Anthony Dimbo	4/21/20	Ongoing

Objective and Tasks	Responsible Supervisory Staff	Effective Date	Status at Revised Date
<p>2. Responsive adjustments of services to the public and to state and local government as conditions warrant. Informed by state and federal guidance, agency leadership will decide when to suspend and resume museum tours and public programs, public access to the building, and in-person staff visits to state and local agencies. <i>See the attached COVID-19 Response Matrix for definitions of underlined terms.</i></p>			
<p>a. Guidance - Monitor updates from the Alabama Department of Public Health, the Alabama State Department of Education, the Office of the Governor, and the Centers for Disease Control and Prevention to inform any decisions to reduce services.</p>	<p>Steve Murray Steve Wheat Georgia Ann Hudson</p>	<p>3/3/20</p>	<p>Ongoing</p>
<p>b. Volunteers - Reduce volunteer interaction with the public by reassigning work location or suspending work schedule.</p>	<p>Steve Wheat Calli Patterson Courtney Pinkard</p>	<p>3/16/20</p>	<p>Work schedules suspended 3/16/20.</p>
<p>c. Museum Tours - When the Alabama State Department of Education advises the discontinuation of student travel or when <u>Isolated Local Cases</u> are reported in the tri-county area, cancel all museum tours through April 30. Review conditions and extend cancellations as needed.</p>	<p>John Hardin Kelly Hallberg</p>	<p>3/13/20</p>	<p>All school tours cancelled for remainder of academic year. All other group tours cancelled through June 30.</p>
<p>d. Public Programs - When <u>Isolated Local Cases</u> are reported in the tri-county area, cancel public programs through April 30. Review conditions and extend cancellations as needed. Cancellation of single events will also be required if speakers are unable to participate due to exposure or travel restrictions.</p>	<p>John Hardin Scotty Kirkland</p>	<p>3/13/20</p>	<p>All programs cancelled through June 30.</p>
<p>e. Orgs Using Building - When <u>Isolated Local Cases</u> are reported in the tri-county area, notify outside sponsors of scheduled events that the building will not be available through April 30.</p>	<p>Steve Wheat</p>	<p>3/13/20</p>	<p>All sponsored events cancelled through June 30.</p>

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<p>f. Site Visits & Training - When <u>Isolated Local Cases</u> are reported in the tri-county area or in the destination community, cancel travel for the Registrar, Records Management, and Museum Services through April 30. <i>In the event of an emergency other than COVID-19 leading to local requests for assistance in salvaging public records or archival or museum collections, agency leadership will determine a response on a case-by-case basis.</i></p>	<p>John Hardin Mary Jo Scott</p>	<p>3/13/20</p>	<p>Travel cancelled through May 30.</p>
<p>g. Closed to Public – When <u>Limited Community Transmission</u> is reported in the tri-county area or when the Office of the Governor orders the restriction of public access to state buildings, discontinue Museum and Research Room hours and public access to the ADAH building. Volunteers and student workers are not to report to the ADAH. High-risk employees (those who are over sixty, have chronic medical conditions, or are pregnant) should work from home.</p>	<p>Steve Murray Steve Wheat</p>	<p>3/16/20</p>	<p>Building closed through May 15.</p>
<p>h. Records Center Operations – When <u>Limited Community Transmission</u> is reported in the tri-county area, restrict Records Center pickups and deliveries to critical requests required for essential government services.</p>	<p>Becky Hebert Michael Grissett</p>	<p>3/16/20</p>	<p>Records Center transitioned to limited operation on 3/16. Will resume full operation 5/4.</p>
<p>i. Suspension of On-Site Work – When <u>Sustained or Widespread Community Transmission</u> is reported in the tri-county area, agency leadership will instruct employees to remain at home until ordered to return to work. Where possible, employees will be assigned laptops and duty-related tasks that can be completed away from the ADAH.</p>	<p>Steve Murray Steve Wheat</p>	<p>3/17/20</p>	<p>Per Gov’s order of 3/15, remote work plan was implemented on 3/17. Managers continued through 3/18.</p> <p>Managers returned 5/1, and employees to return with modified work plans on 5/4.</p>

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j. Priority Access Requests – Maintain capacity to fulfill time-sensitive records requests, e.g. subpoenas & veterans’ benefits.	Mary Jo Scott Courtney Pinkard	3/17/19	Remote reference plan in effect 3/17 to 5/1. DD214s delivered on request daily. On-site reference work to resume 5/4.
k. Recovery: Resumption of On-Site Work – When public health orders allow, agency leadership will instruct employees to return to work on a staggered basis sufficient for maintaining proper distancing. Relocate workstations as needed. Employees who can perform primary duties at home will continue to work remotely, as will employees in high-risk categories and employees with unmet childcare needs. In the event of increased transmission levels, on-site work will again be suspended according to public health orders.	Steve Murray Steve Wheat	5/4/20	Section heads in building on 5/1 to prepare for staff return on 5/4.
l. Recovery: Resumption of Public Access – As public health orders, staffing levels, and cleaning capacity allow, public access to the building will be resumed in phases. Research Room - Archival research by appointment - Add microfilm & computer use - Add unrestricted research Museum - Exhibit Galleries - Add Hands-On Gallery - Add Group Tours - Add Public Programs - Add Museum Store Facility Rentals for Meetings/Events	Courtney Pinkard Mary Jo Scott Kelly Hallberg John Hardin Georgia Ann Hudson Steve Wheat	TBD TBD TBD TBD TBD TBD TBD TBD	Pending
m. Recovery: Resumption of Site Visits & Travel – TBD	John Hardin Mary Jo Scott	TBD	Pending

Objective and Tasks	Responsible Supervisory Staff	Effective Date	Status at Revised Date
3. Security and preservation of facilities and collections for duration of emergency when normal operations are suspended.			
a. The Emergency Management Group are designated essential personnel and will receive an assigned rotation for working at the ADAH to monitor the security of the building and collections.	Steve Murray Steve Wheat Mary Jo Scott John Hardin	3/18/20	Essential staff schedule implemented 3/19; suspended 5/1.
b. Maintain regular contact with the Finance Department Services Division's Custodian & HVAC Manager assigned to the ADAH building.	Steve Wheat	3/18/20	Ongoing
c. Conduct daily visits to State Records Center to monitor security of the facility and records.	Mary Jo Scott, Becky Hebert, Michael Grissett	3/18/20	Normal operation resumes 5/4
d. Monitor cloud-based assets for integrity and continuity of access.	Meredith McDonough, Dwan Mason, Dorothy Davis	3/16/20	Ongoing
4. Sustained agency leadership during and after the emergency.			
a. Update Emergency Staff Call List with the Capitol Police.	Steve Wheat	3/11/20	Current
b. Update Continuity of Operations Plan, Disaster Plan, Emergency Procedures, and Pocket Response Plan (PrEP).	Steve Wheat, Steve Murray, John Hardin, Mary Jo Scott	3/2/20	Ongoing
c. Designate Emergency Management Group Core with additional "+ Public Service Managers" and "+ Collections Managers" designations.	Steve Murray Steve Wheat	3/12/20	Current
d. Designate tiered communication plan for Emergency Management Group to include Microsoft Teams, Remind smartphone app, and cellular numbers for texting and calling.	Steve Murray Georgia Ann Hudson	3/12/20	Current
e. Confirm designations of authorized secondary signers for financial and personnel actions in case agency director is unavailable.	Steve Murray Steve Wheat Becky Jackson	3/12/20	Completed 3/18
f. Brief Board of Trustees Executive Committee on Action Plan and Emergency Management Group.	Steve Murray Steve Wheat	3/13/20	Briefing conducted 3/13
g. <i>Recovery</i> : Brief Board of Trustees on Action Plan and financial outlook.	Steve Murray	5/13/20 and following	Pending

Objective and Tasks	Responsible Supervisory Staff	Effective Date	Status at Revised Date
5. Sustained administrative functions for duration of emergency.			
a. Monitor and comply with guidance from Finance Department.	Becky Jackson Steve Wheat	3/10/20	Ongoing
b. Continue essential financial functions, including payroll, during agency closure.	Becky Jackson Steve Wheat	3/18/20	Ongoing
c. Monitor and comply with guidance from OIT for network functionality and security. Provide technical support for remote workers.	Dwan Mason Steve Wheat	3/10/20	Ongoing
d. Monitor and comply with guidance from Personnel Department. Provide updates on leave administration to employees as needed.	Angela Motley Steve Wheat	3/10/20	Ongoing. Guidance on leave management issued 5/1.
6. Regular communication to the Action Plan audience, the general public, and other stakeholders.			
a. Publish an Agency Status report on the ADAH website. Update as required with changes to status.	Georgia Ann Hudson	3/11/20	Updated 4/29
b. Post a link to all Agency Status updates on Facebook and Twitter.	Georgia Ann Hudson	3/11/20	Current
c. Implement standardized out-of-office replies.	Georgia Ann Hudson	3/16/20	Updated 5/1
d. Update list of personal contact and emergency contact information for all employees.	Steve Wheat Angela Motley	3/13/20	Current
e. Respond to requests for information from state and federal agencies and the media.	Steve Murray Georgia Ann Hudson	As needed	Ongoing
f. During period of agency closure, send twice-weekly updates to staff and Board of Trustees via email.	Steve Murray Steve Wheat	3/15/20	Ongoing
g. During period of agency closure, supervisors maintain daily contact with employees. <i>Employees shall advise supervisors of any illness or travel.</i>	All Supervisors	3/17/20	Ongoing
h. Maintain regular contact with volunteers.	Calli Patterson Angela Motley	3/16/20	Ongoing

Objective and Tasks	Responsible Supervisory Staff	Effective Date	Status at Revised Date
i. <i>Recovery</i> : In addition to website and social media, post restricted access information on highly visible exterior signage, e.g. sandwich boards.	Georgia Ann Hudson	TBD	Pending

Alabama Department of Public Health COVID-19 Response Matrix
Government/Business Response
Alabama Department of Archives and History Actions
Status at 5/2/20: Recovery

Monitoring	Isolated Local Cases	Limited Community Transmission	Sustained or Widespread Community Transmission	Recovery
<ul style="list-style-type: none"> - Monitor state and federal responding agencies - Prepare for reduction of services to public and to state and local government - Prepare work-from-home plans - Increase cleaning and promote preventive behaviors - Reduce volunteer interaction with public - Implement ill-employee best practices 	<ul style="list-style-type: none"> - Cancel school tours for 30 days - Cancel public programs for 30 days - Cancel site visits and training until further notice 	<ul style="list-style-type: none"> - Close ADAH building to the public - Volunteers and student workers do not report to work - High-risk employees work from home - Restrict Records Center services to critical requests for essential govt services 	<ul style="list-style-type: none"> - Suspend on-site work - Implement work-from-home plan for eligible employees - Emergency Management Group + Collections Managers implement monitoring of facilities and collections 	<ul style="list-style-type: none"> - Notify employees of resumed work schedule - Continue increased cleaning and preventive behaviors - Prepare for resumption of public services - Prepare for and implement periodic curtailment of services and on-site work in response to pandemic cycles - Review Action Plan for improvement

Definitions:

Isolated Local Cases – Cases reported by state or federal agencies as being contracted during travel to a country or state with community transmission.

Limited Community Transmission – Cases reported by state or federal agencies to have been contracted within Alabama through contact with someone who traveled to a country or state with community transmission.

Sustained or Widespread Community Transmission – Cases are large in number and spreading beyond the immediate network of a person who contracted the virus during travel to another country or state.

Alabama Department of Archives and History Emergency Management Group		
Core	+ Public Service Managers	+ Collections Managers
Steve Murray, Director [redacted] [redacted] [o] [redacted] [c]	Courtney Pinkard, Research Room Coordinator [redacted] [redacted] [o] [redacted] [c]	Dorothy Davis, Archival Collections Coordinator [redacted] [redacted] [o] [redacted] [c]
Steve Wheat, Administrative Division Director [redacted] [redacted] [o] [redacted] [c]	Kelly Hallberg, Education Coordinator [redacted] [redacted] [o] [redacted] [c]	Becky Hebert, Records Management Coordinator [redacted] [redacted] [o] [redacted] [c]
John Hardin, Museum Division Director [redacted] [redacted] [o] [redacted] [c]	Sarah McQueen, School Tour Scheduler [redacted] [redacted] [o] [redacted] [c]	Haley Aaron, Registrar [redacted] [redacted] [o] [redacted] [c]
Mary Jo Scott, Archives Division Director [redacted] [redacted] [o] [redacted] [c]	Calli Patterson, Volunteer Coordinator [redacted] [redacted] [o] [redacted] [c]	Meredith McDonough, Digital Assets Coordinator [redacted] [redacted] [o] [redacted] [c]
Georgia Ann Hudson, Communications Officer [redacted] [redacted] [o] [redacted] [c]	Scotty Kirkland, Exhibits & Programs Coordinator [redacted] [redacted] [o] [redacted] [c]	Ryan Blocker, Museum Collections Coordinator [redacted] [redacted] [o] [redacted] [c]
Frank Brown, Government Relations Officer [redacted] [redacted] [o] [redacted] [c]	Mary Haynes Furman, Communications Assistant [redacted] [redacted] [o] [redacted] [c]	Kellie Bowers, Museum Collections Curator [redacted] [redacted] [o] [redacted] [c]
Becky Jackson, Fiscal Officer [redacted] [redacted] [o] [redacted] [c]	Tunisia Thomas, Exec Asst to Director [redacted] [redacted] [o] [redacted] [c]	Michael Grissett, Records Center Manager [redacted] [redacted] [o] [redacted] [c]
Angela Motley, Personnel Officer [redacted] [redacted] [o] [redacted] [c]	Cathy Shuford, Museum Store Manager [redacted] [redacted] [o] [redacted] [c]	Diane Barnard, Museum Collections Curator [redacted] [redacted] [o] [redacted] [c]
Dwan Mason, IT Coordinator [redacted] [redacted] [o] [redacted] [c]		

Security Guards		
Cynthia Hardy [redacted] [o] [redacted] [c]	Jeff McKitt [redacted] [o] [redacted] [c]	James Moorer [redacted] [o] [redacted] [c]
John Reese [redacted] [o] [redacted] [c]		
Finance Department Contacts		
Custodial / Maintenance	HVAC (Contact only in case of building emergency and ADAH leadership cannot be reached)	Services Division Leadership (Contact only in case of building emergency and ADAH leadership cannot be reached)
Anthony Dimbo, Daytime Supervisor [redacted] [redacted] [o] [redacted] [c]	Kent Johnson, HVAC Manager [redacted] [redacted] [o] [redacted] [c]	David Morrow, Head of Services Division [redacted] [redacted] [o] [redacted] [c]
Eddie Giles, Nighttime Supervisor [redacted] [o] [redacted] [c]	Rodney Turley, HVAC Supervisor [redacted] [redacted] [o] [redacted] [c]	William Amburn, Building Mgmt Coordinator [redacted] [redacted] [o] [redacted] [c]
Sherman Claibon, Custodian [redacted] [o] [redacted] [c]		
Jo Ann Williams, Custodian [redacted] [o] [redacted] [c]		
John Spivey, Maintenance [redacted] [o] [redacted] [c]		