



Council Chambers  
Council Chambers – 2<sup>nd</sup> Floor  
555 Santa Clara Street  
Vallejo, CA 94590  
[www.cityofvallejo.net](http://www.cityofvallejo.net)

## AGENDA

### MCCUNE COLLECTION COMMISSION REGULAR MEETING – 4:30 PM. April 5, 2021 Council Chambers

## COMMISSIONERS

Henry Beecher, Chair  
Guy Brookshire, Vice Chair  
Joanne Schivley,  
Treasurer  
James Petka  
Toni Wein

**PUBLIC COMMENT:** Members of the Public may provide public comments during the Commission Meeting via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833.

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**VIEW THE MEETING:** There are three different ways you can view this public meeting:

- Watch Vallejo local channel 28
- Stream from the City website: [www.cityofvallejo.net/Streaming](http://www.cityofvallejo.net/Streaming)
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This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the McCune Collection Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

Those wishing to address McCune Collection Commission on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the McCune Collection Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

Members of the public have the right to speak on any item on this agenda. Those wishing to address the McCune Collection Commission: 1) during the Community Forum are limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300; and 2) on a Consent Calendar item are limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310.

**Notice of Availability of Public Records:** All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the commissioners will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, 3<sup>rd</sup> Floor, Vallejo, CA at the same time that the public records are distributed or made available to the commissioners. Such documents may also be available on the City of Vallejo website at <http://www.cityofvallejo.net> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527.

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McCune Room is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

Please call (707) 674-4082 if outside gate is closed.

# CITY OF VALLEJO MCCUNE COLLECTION COMMISSION AGENDA

April 5, 2021

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## 1. CALL TO ORDER

## 2. ROLL CALL

## 3. COMMUNICATIONS

- A. Report from City staff to the McCune Collection Commission
- B. Report from Council Liaison to the McCune Collection Commission
- C. Report from McCune Foundation to the McCune Collection Commission
- D. Others

### E. ACTIVITY REPORTS

- 1. Program Series
- 2. Website
- 3. Art Walk
- 4. Volunteer Program
- 5. Writers Workshop
- 6. Book Club
- 7. Children's Outreach

## 4. COMMUNITY FORUM

*Anyone wishing to address the commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the commission to resolve, is requested to submit a completed speaker card to the Executive Secretary of the Commission. When called upon, each speaker should state his /her name, and address for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.*

## 5. CONSENT CALENDAR AND APPROVAL OF AGENDA

*Members of the public wishing to address the commission on Consent Calendar Items are requested to submit a completed speaker card to the Executive Secretary to the Commission. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the commission. Items removed from the commission will be heard immediately after approval of the Consent Calendar and Agenda.*

### A. Approval of Agenda & Minutes

Recommendation: By motion, approve the agenda for the Regular Meeting, April 5, 2021 of the McCune Collection Commission and approval of the minutes from the February 4, 202 Special Meeting.

## 6. CHAIR'S REPORT

## 7. RECURRING BUSINESS

### A. Acquisition of Items Donated to the McCune Collection (attachment)

Action: By motion approve/deny acquisition of donated item(s).

### B. Submission of Monthly Receipts for Reimbursement

### C. McCune Room use requests

Action: By motion approve/deny room use request.

## 8. NEW/UNFINISHED BUSINESS

# CITY OF VALLEJO MCCUNE COLLECTION COMMISSION AGENDA

April 5, 2021

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## A. McCune Collection Site-Specific Protection Plan & COVID Training Booklet

Action: By motion, authorize submitting to City staff a draft McCune Collection Site-Specific Protection Plan (SPP) and COVID Training Booklet for review and approval by Vallejo City administration.

## B. Conservation Estimates

Action: By motion, authorize submitting to City staff conservation estimates from Karen Zukor and Juliayn Coleman for four volumes in need of professional conservation work.

## 9. ANNOUNCEMENTS

## 10. FUTURE AGENDA ITEMS

### A. Discussion of Agenda Items for Future Meetings

- i. Discuss Partnership with and Role of the McCune Foundation
- ii. Consider Use of the Albion Press, Policy and Procedures for Use
- iii. Writer's Workshop Public Reading
- iv. Policy Book/Municipal Code Amendments
- v. Academic Outreach (McCune data on OAC)

## 11. NEXT MEETING DATE: June 7, 2021

## 12. ADJOURNMENT

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### ADDITIONAL CITY INFORMATION

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Sign up to receive City Communications via e-mail ( [www.cityofvallejo.net/living/connect](https://www.cityofvallejo.net/living/connect))

Sign up to receive City updates and get connected with your neighbors on Nextdoor ([www.nextdoor.com](https://www.nextdoor.com))

I, Annette Taylor, Staff Liaison, do hereby certify that we have caused a true copy of the above notice and agenda to be delivered to each of the members of the McCune Collection Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., April 1, 2021.

Dated: April 1, 2021

*Annette Taylor*

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Annette Taylor, Staff Liaison

Due to the Coronavirus emergency, all City Council meetings will be held via teleconference. Members of the public may provide public comments during the City Council Meeting via ZOOM

- <https://ZoomRegular.CityofVallejo.net>
- Option to join by phone:
- Dial (669) 900-6833
- Enter Meeting ID: 914 0075 0676#
- Press \*9 to digitally raise your hand from the phone
- For additional instructions on how to speak during public comment, please visit, [www.cityofvallejo.net/publiccomment](https://www.cityofvallejo.net/publiccomment)

## **MINUTES**

### **MCCUNE COLLECTION COMMISSION SPECIAL MEETING – 4:30 PM. February 4, 2021 Council Chambers**

#### **1. CALL TO ORDER – 4:34 pm**

Henry Beecher, Chair  
Guy Brookshire, Vice Chair  
Joanne Schivley, Treasurer  
Commissioner James Petka  
Commissioner Toni Wein

#### **2. ROLL CALL**

Present: Henry Beecher, Chair; Guy Brookshire, Vice Chair; Commissioners Joanne Schivley (arrived 5:21 pm), James Petka, Toni Wein

#### **3. COMMUNICATIONS**

- A. Report from City staff to the McCune Collection Commission
  - 1. There were two applicants interviewed for the McCune Collection Commission; City Council will make their appointments next week
- B. Report from Council Liaison to the McCune Collection Commission
  - 1. Joined meeting 5:01 p.m. Councilmember Miessner stated she was happy to be the new liaison
- C. Report from McCune Foundation to the McCune Collection Commission
  - 1. Item in packet, information only. Partnership between Commission and Foundation, with Foundation being the guiding hand. May have discussion regarding Foundation at a future meeting. Foundation did not meet, nothing of urgency.
- D. Others
- E. ACTIVITY REPORTS
  - 1. Program Series  
No report due to shutdown
  - 2. Website  
No report due to shutdown
  - 3. Art Walk  
No report due to shutdown
  - 4. Volunteer Program  
No report due to shutdown
  - 5. Writers Workshop  
Meetings via Zoom are doing well; may continue to hold some meeting via Zoom after opening, convenient for people
  - 6. Book Club  
Is there interest in doing a Zoom book club – can City website be used
  - 7. Children's Outreach  
No report due to shutdown

# **CITY OF VALLEJO MCCUNE COLLECTION COMMISSION MINUTES**

**February 4, 2021**

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## **4. COMMUNITY FORUM**

Julie Stratton said she applied to return to the Commission

## **5. CONSENT CALENDAR AND APPROVAL OF AGENDA**

### **A. Approval of Agenda & Minutes**

Recommendation: By motion, approve the agenda for the special meeting, February 4, 2021 of the McCune Collection Commission

Motion to accept the February 4, 2021 agenda made by Commissioner Wein, seconded by Vice Chair Brookshire, approved unanimously 4-0 with Commissioner Schivley absent

Recommendation: By motion, approval of the minutes from the December 7, 2020 regular meeting.

Motion to approve the December 7, 2020 minutes made by Commissioner Petka, seconded by Commissioner Wein, approved unanimously 4-0 with Commissioner Schivley absent

## **6. CHAIR'S REPORT**

Chair Beecher mentioned that Pearl Tranter, long-time supporter of the McCune Collection; 99% of pop up books were donated by Ms. Tranter; perhaps as a tribute to Ms. Tranter display some of the pop up books once allowed to reopen. Welcome Councilmember Miessner, fortunate to have her as liaison, also an artist.

## **7. RECURRING BUSINESS**

### **A. Acquisition of Items Donated to the McCune Collection (attachment)**

Action: No report due to shutdown

### **B. Submission of Monthly Receipts for Reimbursement**

No report due to shutdown

### **C. McCune Room use requests**

Action: No report due to shutdown

## **8. NEW/UNFINISHED BUSINESS**

### **A. Treasurer's Report**

Action: By motion, approve the Treasurer's Report ending on June 30, 2020.

Motion made by Commissioner Wein, seconded by Commissioner Brookshire. Approved unanimously, approved unanimously 4-0, Commissioner Schivley absent.

## **CITY OF VALLEJO MCCUNE COLLECTION COMMISSION MINUTES**

**February 4, 2021**

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- B. Budget Ad-Hoc Committee for Mid-Year Fiscal Year (FY) 2020-21 Review and FY 2021-22 Consideration

Action: By motion, accept Mid-Year Budget FY 2020-21 and FY 2021-22 budget and forward to City staff for inclusion in the City's budget

Motion to accept Mid-Year budget FY 2020-21 and FY 2021-22 budget made by Commissioner Brookshire, seconded by Commissioner Wein, approved unanimously 4-0 with Commissioner Schivley absent.

- C. Ad-Hoc Reopening Committee Report

Discussion on how the Ad-Hoc Committee obtained information to create a draft re-opening plan and what category the McCune Room may best fit into; decision on how to open and when to open; draft a work site specific plan, and look into having a videographer videotape the McCune Room.

Action: Information only

### **9. ANNOUNCEMENTS**

None

### **10. FUTURE AGENDA ITEMS**

- A. Discussion of Agenda Items for Future Meetings

Commission decided to keep the all of the Future Agenda Items except (v) Grant Update and (vii) Fundraising Event with the McCune Foundation

- i. Discuss Partnership with and Role of the McCune Foundation
- ii. Consider Use of the Albion Press, Policy and Procedures for Use
- iii. Writer's Workshop Public Reading
- iv. Policy Book/Municipal Code Amendments
- v. Grant Update
- vi. Academic Outreach (McCune data on OAC)
- vii. Fundraising Event with the McCune Foundation

11. **NEXT MEETING DATE:** April 5, 2021, 4:30 p.m.

12. **ADJOURNMENT – 5:56 p.m.**

McCune Collection Site-Specific Protection Plan & COVID Training Booklet

- McCune Room COVID-19 Site Specific Protection Plan (SPP)
- COVID-19 Training Booklet for McCune SPP
- Applying CDPH COVID Guidance to the McCune

**McCune Room**  
**COVID-19 Site-Specific Protection Plan (SPP)**

**Facility Name:** *McCune Rare Book & Art Collection*

**Facility Address:** *505 Santa Clara St. Vallejo, CA 94590*

**This COVID-19 Site-Specific Protection Plan (SPP) was most recently updated on:**  
**<Insert Date>**

**Persons responsible for implementation of this Plan:**

|                        |                                      |
|------------------------|--------------------------------------|
| <u>Henry Beecher</u>   | <u>Chair, McCune Commission</u>      |
| Name                   | Title                                |
| <u>Guy Brookshire</u>  | <u>Vice-Chair, McCune Commission</u> |
| Name                   | Title                                |
| <u>Joanne Schivley</u> | <u>Treasurer, McCune Commission</u>  |
| Name                   | Title                                |
| <u>Kim Lei Sawyer</u>  | <u>McCune Commissioner</u>           |
| Name                   | Title                                |
| <u>James Petka</u>     | <u>McCune Commissioner</u>           |
| Name                   | Title                                |
| <u>Toni Wein</u>       | <u>McCune Commissioner</u>           |
| Name                   | Title                                |
| <u></u>                | <u>McCune Commissioner</u>           |
| Name                   | Title                                |

I, **<insert name>** certify that all McCune Commissioners and volunteer docents have been provided a copy of the SSP and have reviewed it and received training as required in this SPP.

Name

Signature

## **Individual Control Measures and Screenings**

- All McCune Commissioners and volunteer docents use Solano county approved self-certification to conduct symptom and/or temperature screenings at the beginning of their shift.
- McCune Commissioners and volunteer docents who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines are followed for when that person can return to the McCune Room.
- McCune Commissioners and volunteer docents are provided with all required protective equipment (i.e., face coverings) and the McCune Commission ensures this equipment is worn properly at all times.
- Face coverings are required when McCune Commissioners and volunteer docents are in the vicinity of others. Face coverings are not shared at this location.
- McCune Commissioners and volunteer docents take reasonable measures to communicate with the public that face coverings are required inside the McCune Room.
- Cloth gloves are also available for use by McCune Commissioners and volunteer docents.
- Visitors are directed to use Solano county's approved self-certification upon entry (see attachment #1: self-certification)
- Signage is posted to remind visitors of COVID symptoms and the need to remain at home if ill or exhibiting COVID-like symptoms. (see attachment #2: COVID19 symptoms)
- Visitors are NOT allowed to physically touch or handle any books, materials, or objects in the McCune Room.

## **Cleaning and Disinfecting Protocols**

- In order to maximize air ventilation all doors, including emergency exit and patio doors, are kept open during operating times.
- Thorough cleaning in high traffic areas is performed regularly and commonly used surfaces are frequently disinfected.
- All shared equipment and touchable surfaces are cleaned and sanitized between each use.
- Schedule for disinfecting commonly used surfaces and objects:
  - Handrails/door handles/counters/shelving: at intervals during each shift
  - Bathroom inside McCune Room (not for public use): before and after each shift
  - Telephone (not for public use): after each use
  - Office equipment and tools (i.e., computers, printers, staplers, scissors, etc. not for public use) after each use
- Visitor entrances and exits are equipped with appropriate sanitation products, including hand sanitizer and/or sanitizing wipes. (see attachment #3: hand sanitizer use out & about)

- Hand washing facilities are made available, at a minimum, for McCune Commissioners and volunteer docents and remain operational and stocked at all times. Additional soap, paper towels, and hand sanitizer are supplied as needed. Hand sanitizer is provided for visitors.
- Sanitizing supplies are provided to promote McCune Commissioners and volunteer docents' personal hygiene. This may include tissues, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, gloves, and disposable towels.
- Cleaning products are used that meet the Environmental Protection Agency (EPA)'s-approval for use against COVID-19.
- Docent hours and/or other procedures are modified to provide adequate time for regular thorough cleaning, re-stocking disinfecting supplies, or other measures.
- McCune Commissioners and volunteer docents are provided adequate time to implement cleaning practices before and after shifts.
- Signage is prominently posted to remind visitors that they must use face coverings, keep socially distant, not touch their faces, frequently wash their hands, and use hand sanitizer. (see attachment #4: stop the spread of germs)

### **Physical Distancing Guidelines to Keep People at Least Six Feet Apart**

- McCune Room capacity is limited to a maximum of 14 persons including McCune Commissioners and volunteer docents to allow all occupants to easily maintain at least a six-foot distance from one another at all times.
- A McCune Commissioner or volunteer docent is assigned during all operating hours to ensure that the maximum number of occupants in the McCune Room is not exceeded.
- Tape or other markings are placed at least six feet apart in visitor waiting areas on the pavement near public entrances with signs directing visitors to use the markings to maintain physical distance. (see attachment #5: practice physical distancing)
- All seating is sectioned off and made unavailable to visitors.

### **Notification of a COVID-19 Positive Case associated with the McCune Room**

- Solano County Public Health is notified of all positive COVID-19 cases.
- If a McCune Commissioner or volunteer docent is diagnosed with COVID-19, Solano County Public Health will provide assistance in the assessment of potential location exposures, and any recommended testing, quarantine, or isolation instructions.
- McCune Commissioners and volunteer docents are aware that they can call Solano Public Health at 707-784-8988 if a suspected exposure has occurred.

## **McCune Commissioner and Volunteer Docent Training**

McCune Commissioners and volunteer docents are trained on the following topics:

- Information from the Centers for Disease Control and Prevention (CDC) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- The importance of not coming to the McCune Room if McCune Commissioners or volunteer docents have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- The importance of returning to the McCune Room after a COVID-19 diagnosis only when meeting CDPH guidance.
- The importance of seeking medical attention if a McCune Commissioner or volunteer docent's symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when McCune Commissioners and volunteer docents cannot get to a sink or handwashing station, per CDC guidelines).
- The importance of physical distancing, both in the McCune Room and elsewhere.
- Proper use of face coverings, per CDPH guidance, including:
  - Face coverings can help protect both the wearer and people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
  - Avoid touching eyes, nose, and mouth.
- The role of McCune Commissioners and volunteer docents in implementing this Site-Specific Protection Plan (SPP) including checking for compliance and reporting deficiencies.

## **Compliance and Documentation**

- This location is regularly inspected for compliance with this Site-Specific Protection Plan (SPP) and any deficiencies are documented and corrected.
- A copy of this Site-Specific Protection Plan (SPP) is displayed for public review in the McCune Room.

ATTACHMENT #1

***Do Your Part to Prevent COVID-19!***



- ✓ **MAINTAIN YOUR SPACE – 6 feet**
- ✓ **COVER YOUR FACE**

**By entering this facility, I CERTIFY THAT:**

- I do not have a fever of 100.4 or higher
- I am not experiencing a cough or shortness of breath
- I have not had close contact with someone diagnosed with COVID-19
- I have not been directed to self-isolate or quarantine by a medical professional

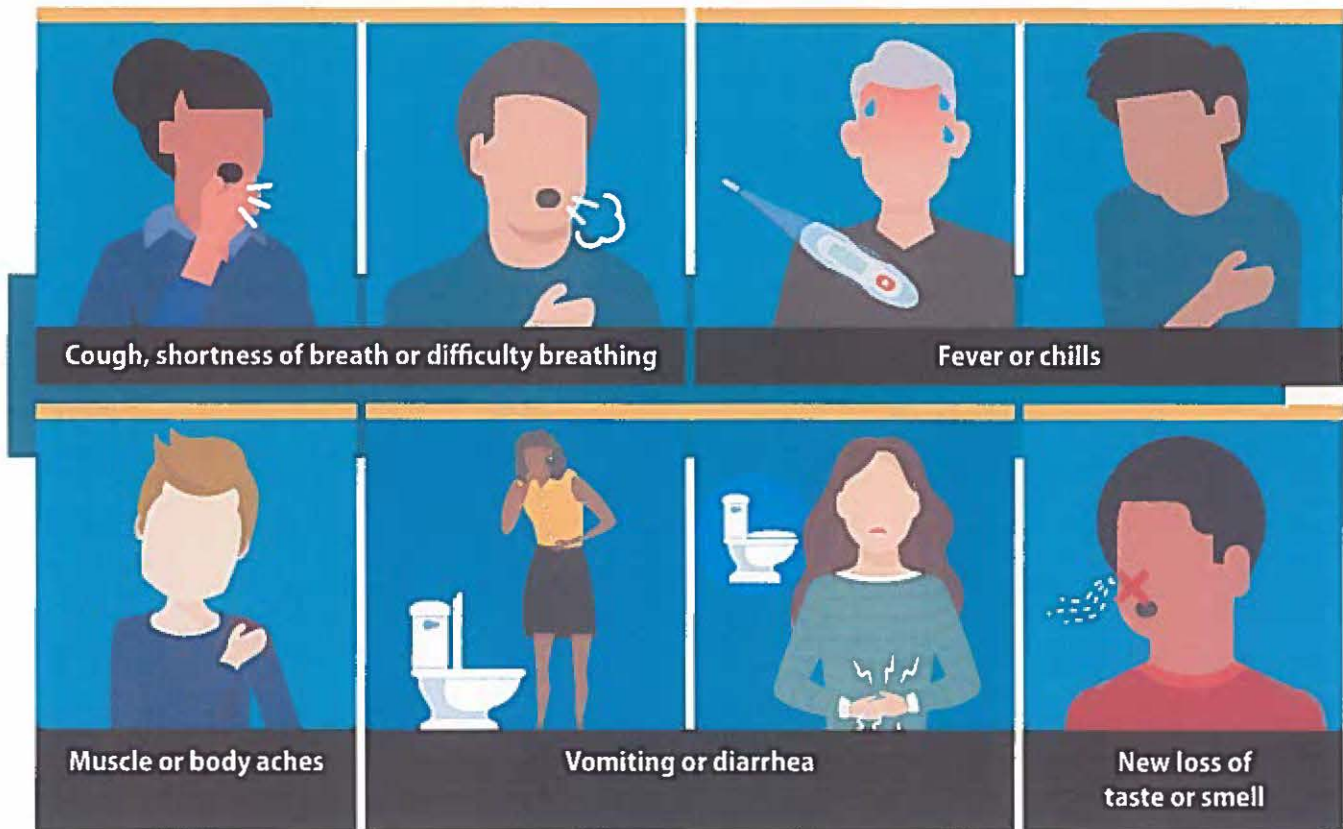
If you are experiencing any of these symptoms, you should go home and seek medical advice regarding when it is safe to seek services.

**By entering this facility, I AGREE TO:**

- Follow the guidance provided by the local health officer and the California Department of Public Health
- Regularly wash my hands for at least 20 seconds, or if unable to, use hand sanitizer
- Avoid touching my eyes, nose, and mouth
- Attempt to maintain at least six feet of distance from others where walls or other barriers are not in place
- Wear a cloth face covering, unless directed otherwise by a healthcare provider
- Avoid shaking hands with others



## Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

### Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Centers for Disease  
Control and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Hand Sanitizer Use Out and About

Germs are everywhere! They can get onto hands and items we touch during daily activities and make us sick. Cleaning hands at key times with soap and water or hand sanitizer that contains at least 60% alcohol is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and using hand sanitizer. Soap and water work to remove all types of germs from hands, while sanitizer acts by killing certain germs on the skin. Although alcohol-based hand sanitizers can quickly reduce the number of germs in many situations, they should be used in the right situations. Soap and water are more effective than hand sanitizers at removing certain kinds of germs like [norovirus](#), [Cryptosporidium](#), and [Clostridioides difficile](#), as well as chemicals.

Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead.

Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.



## When should I use?

### Soap and Water

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** caring for someone who is sick with vomiting or diarrhea
- **Before and after** treating a cut or wound
- **After** using the toilet
- **After** [changing diapers, or cleaning up a child who has used the bathroom](#)
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage
- If your hands are visibly dirty or greasy

### Alcohol-based Hand Sanitizer

- **Before and after** visiting a friend or loved one in a hospital or nursing home, unless the person is sick with *Clostridioides difficile* (if so, use soap and water to wash hands).
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains **at least 60% alcohol**, and wash with soap and water as soon as you can.

**DO NOT** use hand sanitizer if your hands are visibly dirty or greasy—for example, after gardening, playing outdoors, fishing, or camping. If a handwashing station is available, wash your hands with soap and water instead.

After blowing your nose, coughing, or sneezing, you should clean your hands by immediately washing your hands with soap or using alcohol-based hand sanitizer to avoid spreading germs.

## How should I use?

### Soap and Water

- **Wet** your hands with clean running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

### Alcohol-Based Hand Sanitizer

Use an alcohol-based hand sanitizer that contains **at least 60% alcohol**. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Put** enough sanitizer on your hands to cover all surfaces.
- **Rub** your hands together until they feel dry (this should take around 20 seconds).

**Do NOT** rinse or wipe off the hand sanitizer before it's dry; it may not work well against germs.



LIFE IS BETTER WITH

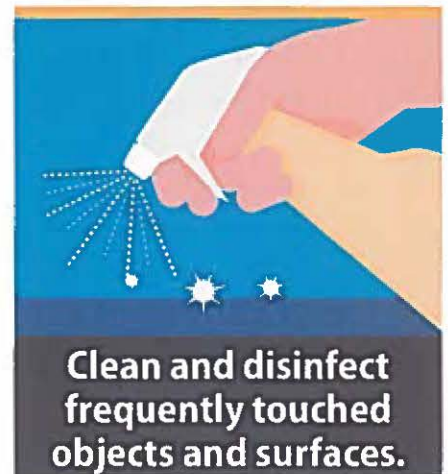
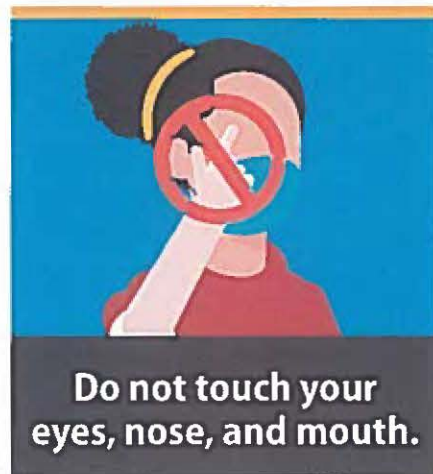
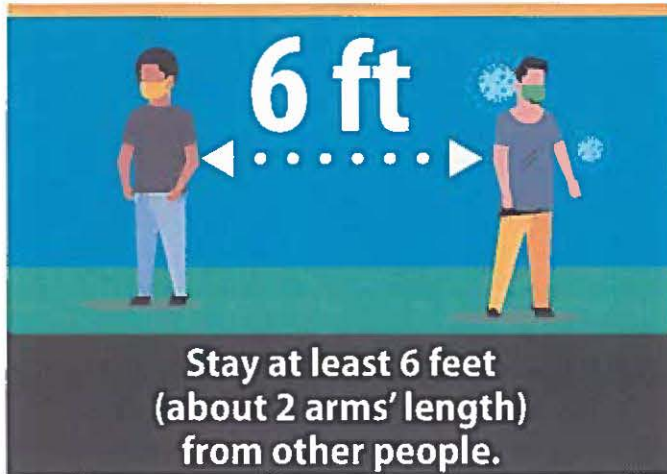
**CLEAN  
HANDS**

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



ATTACHMENT #4

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

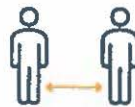
316917-A May 13, 2020 11:00 AM

## COVID-19

**ACT NOW!**



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS

## Social Distancing

Keep a Safe Distance to Slow the Spread.

Updated Nov. 17, 2020

[Print](#)

Limiting close face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

### What is social distancing?

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household.

To practice social or physical distancing, stay at least 6 feet (about 2 arm lengths) from other people who are not from your household in both indoor and outdoor spaces.

Social distancing should be practiced in combination with other [everyday preventive actions](#) to reduce the spread of COVID-19, including [wearing masks](#), avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

### Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms. Social distancing is especially important for [people who are at higher risk](#) for severe illness from COVID-19.

If you are sick with COVID-19, have [symptoms consistent with COVID-19](#), or have been in close contact with someone who has COVID-19, it is important to stay home and away from other people [until it is safe to be around others](#).

COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community. In addition to practicing [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread in communities.

## Tips for Social Distancing

When going out in public, it is important to stay at least 6 feet away from other people and wear a mask to slow the spread of COVID-19. Consider the following tips for practicing social distancing when you decide to go out.

- **Know Before You Go:** Before going out, know and follow the guidance from local public health authorities where you live.
- **Prepare for Transportation:** Consider social distancing options to travel safely when running errands or commuting to and from work, whether walking, bicycling, wheelchair rolling, or using public transit, rideshares, or taxis. When using public transit, try to keep at least 6 feet from other passengers or transit operators – for example, when you are waiting at a bus station or selecting seats on a bus or train. When using rideshares or taxis, avoid pooled rides where multiple passengers are picked up, and sit in the back seat in larger vehicles so you can remain at least 6 feet away from the driver. Follow these additional tips to protect yourself while using transportation.
- **Limit Contact When Running Errands:** Only visit stores selling household essentials in person when you absolutely need to, and stay at least 6 feet away from others who are not from your household while shopping and in lines. If possible, use drive-thru, curbside pick-up, or delivery services to limit face-to-face contact with others. Maintain physical distance between yourself and delivery service providers during exchanges and wear a mask.
- **Choose Safe Social Activities:** It is possible to stay socially connected with friends and family who don't live in your home by calling, using video chat, or staying connected through social media. If meeting others in person (e.g., at small outdoor gatherings, yard or driveway gathering with a small group of friends or family members), stay at least 6 feet from others who are not from your household. Follow these steps to stay safe if you will be participating in personal and social activities outside of your home.
- **Keep Distance at Events and Gatherings:** It is safest to avoid crowded places and gatherings where it may be difficult to stay at least 6 feet away from others who are not from your household. If you are in a crowded space, try to keep 6 feet of space between yourself and others at all times, and wear a mask. Masks are especially important in times when physical distancing is difficult. Pay attention to any physical guides, such as tape markings on floors or signs on walls, directing attendees to remain at least 6 feet apart from each other in lines or at other times. Allow other people 6 feet of space when you pass by them in both indoor and outdoor settings.
- **Stay Distanced While Being Active:** Consider going for a walk, bike ride, or wheelchair roll in your neighborhood or in another safe location where you can maintain at least 6 feet of distance between yourself and other pedestrians and cyclists. If you decide to visit a nearby park, trail, or recreational facility, first check for closures or restrictions. If open, consider how many other people might be there and choose a location where it will be possible to keep at least 6 feet of space between yourself and other people who are not from your household.

Many people have personal circumstances or situations that present challenges with practicing social distancing to prevent the spread of COVID-19. Please see the following guidance for additional recommendations and considerations:

- Households Living in Close Quarters: How to Protect Those Who Are Most Vulnerable
- Living in Shared Housing
- People with Disabilities
- People Experiencing Homelessness

## More Information

How to Protect Yourself

Cleaning and Disinfecting Your Home

Gatherings and Community Events

# **COVID-19 Training Booklet**

## **for**

### ***McCune Site-specific Prevention Plan (SPP)***

#### **Introduction**

This training booklet covers all of the COVID-19 topics identified by the California Department of Public Health (CDPH) which McCune Commissioners and volunteer docents must understand and follow per the *McCune Site-specific Prevention Plan*. Any questions regarding the content of this booklet should be directed to the Chair of the McCune Collection Commission.

#### **Sections**

1. CDC COVID-19 information; preventing spread; knowing who is especially vulnerable
  - 1.a Things you need to know
  - 1.b Protecting yourself & others
  - 1.c What to do if at higher risk
2. Self-screening including temperature & symptom checks per CDC guidance
  - 2.a Coronavirus self-screening guidelines
  - 2.b CDC self-checker software tool/app:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html>
3. Importance of not coming to The McCune if experiencing symptoms per CDC guidance; or after close contact with someone testing positive
  - 3.a When to quarantine after close contact (*within 6ft of anyone infected for a cumulative total of 15 minutes or more over a 24-hour period*)
4. Returning to The McCune after a COVID-19 diagnosis only when meeting CDPH guidance
  - 4.a Returning to docent after COVID-19: "Time & Symptom" based approach (negative test result *not* required)
5. When to seek emergency medical attention per CDC guidance
  - 5.a Symptoms of coronavirus
6. Importance of hand washing using appropriate types of hand sanitizer per CDC guidance
  - 6.a Selecting & using hand sanitizer that has 60% or better alcohol content
7. Importance of physical distancing in The McCune and elsewhere per CDC guidance
  - 7.a Social distancing at a minimum of 6ft
8. Proper use of face covers per CDPH guidance
  - 8.a Guidance for using face coverings

## **SECTION 1**

Things you need to know  
Protecting yourself & others  
What to do if at higher risk

## COVID-19

**ACT NOW!**



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS

## Things to Know about the COVID-19 Pandemic

Updated Jan. 5, 2021

[Print](#)

### Three Important Ways to Slow the Spread

- Wear a [mask](#) to protect yourself and others and stop the spread of COVID-19.
- [Stay at least 6 feet \(about 2 arm lengths\)](#) from others who don't live with you.
- Avoid crowds. The more people you are in contact with, the more likely you are to be exposed to COVID-19.

Cases in the last 7 days

**1,357,890**

### How to Protect Yourself When Going Out

- Wear a [mask that covers your nose and mouth](#) to help protect yourself and others.
- Stay 6 feet apart from others who don't live with you.
- Avoid crowds.
- Avoid poorly ventilated indoor spaces.
- [Wash your hands often](#) with soap and water. Use hand sanitizer if soap and water aren't available.



### If You are at Risk of Getting Very Sick

- People of any age can get COVID-19, even healthy young adults and children.
- [People who are older](#) or have [certain underlying medical conditions](#) are at higher risk of getting very sick from COVID-19.
- [Other groups](#) may be at higher risk for getting COVID-19 or having more severe illness.



### What to Do If You're Sick

- [Stay home](#) except to get medical care.
- [Isolate yourself](#) from other members of your family to prevent spread to them and the people that they may have contact with, like grandparents.
- Even if you don't feel sick, you can spread COVID-19 to others.
- Get care immediately if you are having [emergency warning signs](#), like trouble breathing, pain or pressure in chest.



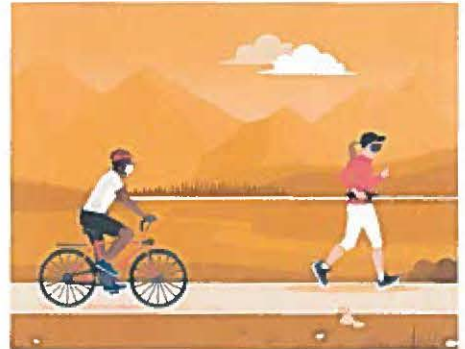
## How to Get a Test for Current Infection

- You can visit your [state](#) or [local](#) health department's website to look for the latest local information on testing.
- If you have symptoms of COVID-19 and [want to get tested](#), call your healthcare provider first.
- If you have symptoms of COVID-19 and choose to not get tested, it is important to stay home. Find out [what to do if you are sick](#).



## How to Cope with Stress

- [Care for yourself](#) one small way each day.
- Unwind by doing yoga, listening to music, or gardening.
- Find new ways to [connect with family and friends](#), get support, and share feelings.
- Eat healthy foods and get enough rest
- Relax by reading, listening to music, or starting a new hobby.



## What Symptoms to Watch For

The [most common symptoms](#) of COVID-19 are

- Fever
- Cough
- Headaches
- Fatigue
- Muscle or body aches
- Loss of taste or smell
- Sore throat
- Nausea
- Diarrhea



Other symptoms are [signs of serious illness](#). If someone has trouble breathing, chest pain or pressure, or difficulty staying awake, get medical care immediately.

## I wear a mask because...

CDC staff give their reasons for wearing a mask.

[Wear a mask because...](#)

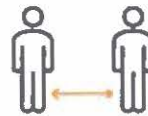


## COVID-19

# ACT NOW!



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS

## How to Protect Yourself & Others

Updated Dec. 31, 2020

[Print](#)

Older adults and people who have certain underlying conditions like heart or lung disease or diabetes are at increased risk of severe illness from COVID-19 illness. More information on [Are you at higher risk for serious illness.](#)

### Three Important Ways to Slow the Spread

- Wear a [mask](#) to protect yourself and others and stop the spread of COVID-19.
- Stay at least 6 feet (about 2 arm lengths) from others who don't live with you.
- Avoid crowds. The more people you are in contact with, the more likely you are to be exposed to COVID-19.

Cases in the last 7 days

1,357,890



### Wear a mask over your nose and mouth

- Masks help prevent you from getting or spreading the virus.
- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [mask](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
  - Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.



### Stay 6 feet away from others

- **Inside your home:** Avoid close contact with people who are sick.
  - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)

### Avoid crowds

- Being in crowds like in restaurants, bars, fitness centers, or movie theaters put you at higher risk for COVID-19.

### Avoid poorly ventilated spaces

- Avoid indoor spaces that do not offer fresh air from the outdoors as much as possible. If indoors, bring in fresh air by opening windows and doors, if possible.



## Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your mask
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



## Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



## Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Use products from [EPA's List N: Disinfectants for Coronavirus \(COVID-19\)](#) [↗](#) according to manufacturer's labeled directions.



## Monitor Your Health Daily

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.



## Protect Your Health This Flu Season

It's likely that flu viruses and the virus that causes COVID-19 will both spread this fall and winter. Healthcare systems could be overwhelmed treating both patients with flu and patients with COVID-19. This means getting a flu vaccine during

# What You Can do if You are at Higher Risk of Severe Illness from COVID-19

## Are You at Higher Risk for Severe Illness?



Based on what we know now, those at higher risk for severe illness from COVID-19 are:

- Older adults

People of any age with the following :

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 kg/m<sup>2</sup> or higher but < 40 kg/m<sup>2</sup>)
- Severe Obesity (BMI ≥ 40 kg/m<sup>2</sup>)
- Sickle cell disease
- Smoking
- Type 2 diabetes mellitus

## Here's What You Can do to Help Protect Yourself



**Limit contact** with other people as much as possible.



**Wash your hands** often.



**Avoid close contact** (6 feet, which is about two arm lengths) with people who are sick.



**Clean and disinfect** frequently touched surfaces.



**Avoid all cruise travel** and non-essential air travel.

Call your healthcare professional if you are sick.

For more information on steps you can take to protect yourself, see CDC's [How to Protect Yourself](#).



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## **SECTION 2**

Self-screening guidelines per CDC guidance

# Daily Self-Screening

## *Help Keep Yourself and Others Safe*

As everyone is aware, early recognition of COVID-19 symptoms can greatly reduce the risk of transmission of the disease from one person to the next.

Some of COVID-19's symptoms are widely known, and some are less common, but it is important that you think of **each of these** before coming in to work:

- ☐ Fever (temperature of 100 F or greater)
- ☐ Shortness of breath
- ☐ Dry cough
- ☐ Sore throat
- ☐ Runny nose or nasal congestion
- ☐ GI symptoms like nausea, vomiting or diarrhea
- ☐ Loss of sense of smell or taste
- ☐ Disequilibrium like dizziness
- ☐ Muscle aches
- ☐ General weakness
- ☐ Chills (sometimes with shaking)
- ☐ Headache



Please self-screen  
**every day**  
before coming to  
work at any  
company location.

And, of course, any recent unprotected close contact with a known positive COVID-19 patient.

If you are experiencing illness, including COVID-19 symptoms, you should stay home and away from the workplace or public environment and seek evaluation from your medical provider or a virtual visit healthcare service.

Please hold each other accountable for ensuring that no one is working while sick.

Thank you for your commitment to doing everything possible to keep our team, customers and guests safe!

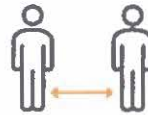
## **SECTION 3**

When to quarantine after close contact

# ACT NOW!



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS

## COVID-19

Stay home if you might have been exposed to COVID-19

Updated Dec. 10, 2020

[Print](#)

**Health departments:** Detailed CDC recommendations for public health agencies on the duration of quarantine [can be found here](#).

Local public health authorities determine and establish the quarantine options for their jurisdictions. **Quarantine** is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

### Quarantine or isolation: What's the difference?

**Quarantine** keeps someone who might have been exposed to the virus away from others.

**Isolation** keeps someone who is infected with the virus away from others, even in their home.

### Who needs to quarantine?

People who have been in **close contact** with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

#### What counts as **close contact**?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

### Steps to take

#### Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or **other symptoms** of COVID-19
- If possible, stay away from others, especially people who are at **higher risk** for getting very sick from COVID-19

# Options to reduce quarantine

Reducing the length of quarantine may make it easier for people to quarantine by reducing the time they cannot work. A shorter quarantine period also can lessen stress on the public health system, especially when new infections are rapidly rising.

Your local public health authorities make the final decisions about how long quarantine should last, based on local conditions and needs. Follow the recommendations of your local public health department if you need to quarantine. Options they will consider include stopping quarantine

- After day 10 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later)

After stopping quarantine, you should

- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.
- Wear a mask, stay at least 6 feet from others, wash your hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. CDC will continue to evaluate new information and update recommendations as needed. See [Options to Reduce Quarantine for Contacts of Persons with SARS-CoV-2 Infection Using Symptom Monitoring and Diagnostic Testing](#) for guidance on options to reduce quarantine.

## Confirmed and suspected cases of reinfection of the virus that causes COVID-19

Cases of reinfection of COVID-19 have been reported but are rare. In general, reinfection means a person was infected (got sick) once, recovered, and then later became infected again. Based on what we know from similar viruses, some reinfections are expected.

Last Updated Dec. 10, 2020

## **SECTION 4**

Returning to The McCune after a COVID-19 diagnosis



Sandra Shewry  
Acting Director  
Erica S. Pan, MD, MPH  
Acting State Health Officer

## State of California—Health and Human Services Agency California Department of Public Health



August 24, 2020

**TO:** All Californians

**SUBJECT:** Guidance on Returning to Work or School Following COVID-19 Diagnosis

### Guidance on Returning to Work or School Following COVID-19 Diagnosis

This guidance is intended for individuals, except those who work in health care settings, who have tested positive for COVID-19. CDPH recommends adherence to the current CDC guidance on discontinuing isolation and returning to work or school, summarized here for easy reference. Workers in health care settings should follow CDC guidance for health care personnel and any relevant CDPH All Facilities Letter directives.

Individuals who test positive for SARS-CoV-2, the virus that causes COVID-19, and who **have had symptoms**, may return to work or school when:

- At least 10 days have passed since symptoms first appeared, AND
- At least 24 hours have passed with no fever (without use of fever-reducing medications), AND
- Other symptoms have improved.

Individuals who test positive for SARS-CoV-2 who **never develop symptoms**, may return to work or school 10 days after the date of their first positive test for SARS-CoV-2.

Requiring a negative SARS-CoV-2 test prior to returning to work or school is not recommended. Instead, employers and schools should follow the time- and symptom-based approach described above in determining when individuals can return to work or school following COVID-19 diagnosis.

Return to work or school guidelines for all individuals or for specific settings may differ in certain local health jurisdictions in California; individuals should also consult with and follow guidance from their local health departments.

California Department of Public Health  
PO Box, 997377, MS 0500, Sacramento, CA 95899-7377  
Department Website ([cdph.ca.gov](http://cdph.ca.gov))



## **SECTION 5**

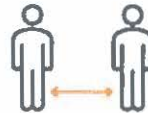
Symptoms of coronavirus

## COVID-19

# ACT NOW!



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS

## Symptoms of Coronavirus

Updated Dec. 22, 2020

[Print](#)

### What you need to know

- Anyone can have mild to severe symptoms.
- **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.



### Coronavirus Self-Checker

A tool to help you make decisions on when to seek testing and medical care

[Get Started](#)

[About the Tool](#)

### Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

### When to seek emergency medical attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

## Caring for yourself or others

- [How to protect yourself](#)
- [How to care for someone who is sick](#)
- [What to do if you are sick](#)

## What is the difference between Influenza (Flu) and COVID-19?

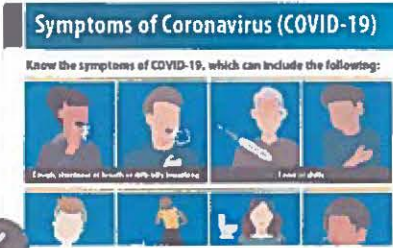
Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2), and flu is caused by infection with [influenza viruses](#).

COVID-19 seems to spread more easily than flu and causes more serious illnesses in some people. It can also take longer before people show symptoms and people can be contagious for longer. More information about differences between flu and COVID-19 is available in the different sections below.

Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and [testing](#) may be needed to help confirm a diagnosis.

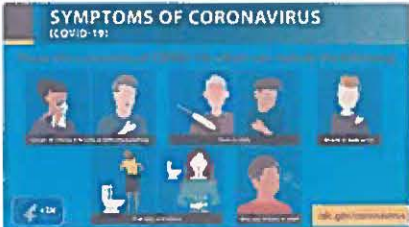
While more is learned every day about COVID-19 and the virus that causes it, there is still a lot that is unknown. This page compares COVID-19 and flu, given the best available information to date.

## Digital Resources



**Symptoms of Coronavirus (COVID-19)**  
Know the symptoms of COVID-19, which can include the following:

**Symptoms of COVID-19 (PDF)**  
Patients with COVID-19 have experienced mild to severe respiratory illness.



**SYMPTOMS OF CORONAVIRUS (COVID-19)**

**Symptoms of COVID-19 (Video)**  
Symptoms can include fever, cough and shortness of breath.



**CDC Symptoms of Coronavirus**  
ASL VIDEO SERIES:  
**SYMPTOMS OF CORONAVIRUS DISEASE 2019**

**Symptoms of COVID-19: ASL (Video)**  
American Sign Language Video about symptoms.



**Stop the Spread of Germs**  
Help prevent the spread of diseases, like COVID-19.

## More Information

[Older Adults](#)

[People at Increased Risk](#)

[Travelers](#)

[Healthcare Professionals](#)

[COVID-19 and Seasonal Allergies FAQs](#)

[COVID-19 in Children and Teens](#)

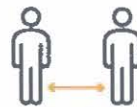
## **SECTION 6**

Selecting & using hand sanitizer

**ACT NOW!**



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS

## COVID-19



To prevent the spread of germs, including COVID-19, CDC recommends washing hands with soap and water whenever possible because it reduces the amount of many types of germs and chemicals on hands. But if soap and water are not readily available, using a hand sanitizer with at least 60% alcohol can help you avoid getting sick and spreading germs to others.

### Overview

- Choose hand sanitizers that contain at least 60% alcohol.
- Avoid alcohol-based hand sanitizers that are not approved by Food and Drug Administration (FDA) [\[link\]](#).
- Properly apply alcohol-based sanitizer by rubbing the gel over all surfaces of your hands and fingers until your hands are dry.
- Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. Keep them out of reach of young children and supervise their use.

### How to Select

Alcohol-based hand sanitizers come in all shapes and sizes with different ingredients. Which alcohol-based hand sanitizer do you choose? Check the product label and follow these do's and don'ts.

### When choosing an alcohol-based hand sanitizer

#### DO

- Choose hand sanitizers with at least 60% alcohol (often listed on the label as ethanol, ethyl alcohol, isopropanol, or 2-propanol).
- Follow label directions for use.

#### DO NOT

- Choose hand sanitizers that contain less than 60% alcohol.
- Choose alcohol-based hand sanitizers on [FDA's Hand Sanitizer Do-Not-Use List](#) .
- Choose hand sanitizers labeled as "alcohol-free."
- Choose alcohol-based hand sanitizers packaged in a container that resembles a food or beverage container.

**Warning: Alcohol-Based Hand Sanitizers Packaged Like Food or Drinks**

The FDA is warning consumers about alcohol-based hand sanitizers that are being packaged in containers that may appear as food or drinks and some that contain food flavors. Eating or drinking these products can cause serious injury or death. [FDA Warning](#) .

## How to Use

### When using an alcohol-based hand sanitizer

#### DO

- Rub the gel over all the surfaces of your hands and fingers until your hands are dry.
- Keep alcohol-based hand sanitizer out of your eyes.
- Store alcohol-based hand sanitizer out of reach and sight of young children.
- Supervise young children when they use alcohol-based hand sanitizer.

#### DO NOT

- Rinse or wipe off the alcohol-based hand sanitizer before it's dry; it may not work well against germs.
- Use alcohol-based hand sanitizer to clean surfaces. Alcohol-based hand sanitizer is not designed to clear or disinfect surfaces.
- Store alcohol-based hand sanitizer above 105°F (for example, it should not be stored in a car during the summer months).
- Swallow alcohol-based hand sanitizers. Swallowing alcohol-based hand sanitizers can cause alcohol poisoning.

**Warning:** Swallowing alcohol-based hand sanitizers can cause alcohol poisoning. However, there is no need to be concerned if your children eat with or lick their hands after using alcohol-based hand sanitizer. Call Poison Control immediately at 1-800-222-1222 to get help if someone swallows hand sanitizer.

## Hand sanitizer and your pet

- Do not wipe or bathe your pet with alcohol-based hand sanitizers. If your pet gets alcohol-based hand sanitizer on their skin or fur, rinse or wipe down your pet with water immediately.
- If your pet ingests alcohol-based hand sanitizer (such as chewing the bottle) or is showing signs of illness after accidental exposure, contact your veterinarian or pet poison control immediately.

## Handwashing Resources

[View handwashing video in Spanish](#)

[View handwashing video in French](#)



Handwashing tips



## Hand Hygiene in Healthcare Settings

### More Information

[Key times to wash your hands](#)  [3 MB, 3 Pages]

[Hand Sanitizer Use Out and About](#)

[Show Me the Science – When & How to Use Hand Sanitizer in Community Settings](#)

[Frequent Questions About Hand Hygiene](#)

[When and How to Wash Your Hands](#)

[Is Your Hand Sanitizer on FDA's List of Products You Should Not Use?](#) 

[Q&A for Consumers | Hand Sanitizers and COVID-19](#) 

[Hand Sanitizers | COVID-19](#) 

Last Updated Nov. 25, 2020

## **SECTION 7**

Social distancing

## COVID-19

**ACT NOW!**



WEAR A MASK



STAY 6 FEET APART



AVOID CROWDS

## Social Distancing

Keep a Safe Distance to Slow the Spread.

Updated Nov. 17, 2020

[Print](#)

Limiting close face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

## What is social distancing?

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household.

To practice social or physical distancing, stay at least 6 feet (about 2 arm lengths) from other people who are not from your household in both indoor and outdoor spaces.

Social distancing should be practiced in combination with other [everyday preventive actions](#) to reduce the spread of COVID-19, including [wearing masks](#), avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

## Why practice social distancing?

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms. Social distancing is especially important for [people who are at higher risk](#) for severe illness from COVID-19.

If you are sick with COVID-19, have [symptoms consistent with COVID-19](#), or have been in close contact with someone who has COVID-19, it is important to stay home and away from other people [until it is safe to be around others](#).

COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community. In addition to practicing [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread in communities.

## Tips for Social Distancing

When going out in public, it is important to stay at least 6 feet away from other people and wear a mask to slow the spread of COVID-19. Consider the following tips for practicing social distancing when you decide to go out.

- **Know Before You Go:** Before going out, know and follow the guidance from local public health authorities where you live.
- **Prepare for Transportation:** Consider social distancing options to travel safely when running errands or commuting to and from work, whether walking, bicycling, wheelchair rolling, or using public transit, rideshares, or taxis. When using public transit, try to keep at least 6 feet from other passengers or transit operators – for example, when you are waiting at a bus station or selecting seats on a bus or train. When using rideshares or taxis, avoid pooled rides where multiple passengers are picked up, and sit in the back seat in larger vehicles so you can remain at least 6 feet away from the driver. Follow these additional tips to protect yourself while using transportation.
- **Limit Contact When Running Errands:** Only visit stores selling household essentials in person when you absolutely need to, and stay at least 6 feet away from others who are not from your household while shopping and in lines. If possible, use drive-thru, curbside pick-up, or delivery services to limit face-to-face contact with others. Maintain physical distance between yourself and delivery service providers during exchanges and wear a mask.
- **Choose Safe Social Activities:** It is possible to stay socially connected with friends and family who don't live in your home by calling, using video chat, or staying connected through social media. If meeting others in person (e.g., at small outdoor gatherings, yard or driveway gathering with a small group of friends or family members), stay at least 6 feet from others who are not from your household. Follow these steps to stay safe if you will be participating in personal and social activities outside of your home.
- **Keep Distance at Events and Gatherings:** It is safest to avoid crowded places and gatherings where it may be difficult to stay at least 6 feet away from others who are not from your household. If you are in a crowded space, try to keep 6 feet of space between yourself and others at all times, and wear a mask. Masks are especially important in times when physical distancing is difficult. Pay attention to any physical guides, such as tape markings on floors or signs on walls, directing attendees to remain at least 6 feet apart from each other in lines or at other times. Allow other people 6 feet of space when you pass by them in both indoor and outdoor settings.
- **Stay Distanced While Being Active:** Consider going for a walk, bike ride, or wheelchair roll in your neighborhood or in another safe location where you can maintain at least 6 feet of distance between yourself and other pedestrians and cyclists. If you decide to visit a nearby park, trail, or recreational facility, first check for closures or restrictions. If open, consider how many other people might be there and choose a location where it will be possible to keep at least 6 feet of space between yourself and other people who are not from your household.

Many people have personal circumstances or situations that present challenges with practicing social distancing to prevent the spread of COVID-19. Please see the following guidance for additional recommendations and considerations:

- Households Living in Close Quarters: How to Protect Those Who Are Most Vulnerable
- Living in Shared Housing
- People with Disabilities
- People Experiencing Homelessness

## More Information

[How to Protect Yourself](#)

[Cleaning and Disinfecting Your Home](#)

[Gatherings and Community Events](#)

## **SECTION 8**

Guidance for using face coverings



SONIA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

# State of California—Health and Human Services Agency California Department of Public Health

**NOTE:** The following guidance is superseded by updated guidance released on [November 16, 2020](#).



GAVIN NEWSOM  
Governor

Released June 18, 2020

- Revised on June 29, 2020 to clarify that children under two years old are exempt from wearing face coverings due to risk of suffocation

## GUIDANCE FOR THE USE OF FACE COVERINGS

Because of our collective actions, California has limited the spread of COVID-19 and associated hospitalizations and deaths in our state. Still, the risk for COVID-19 remains and the increasing number of Californians who are leaving their homes for work and other needs, increases the risk for COVID-19 exposure and infection.

Over the last four months, we have learned a lot about COVID-19 transmission, most notably that people who are infected but are asymptomatic or pre-symptomatic play an important part in community spread. The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.

This document updates existing [CDPH guidance](#) for the use of cloth face coverings by the general public when outside the home. It mandates that face coverings be worn state-wide in the circumstances and with the exceptions outlined below. It does not substitute for existing guidance about social distancing and handwashing.

### Guidance

People in California must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;<sup>1</sup>
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;<sup>2</sup>
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
  - Interacting in-person with any member of the public;
  - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;

<sup>1</sup> Unless exempted by state guidelines for specific public settings

<sup>2</sup> Unless directed otherwise by an employee or healthcare provider



- Working in any space where food is prepared or packaged for sale or distribution to others;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

*The following individuals are exempt from wearing a face covering:*

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

- Persons who are incarcerated. Prisons and jails, as part of their mitigation plans, will have specific guidance on the wearing of face coverings or masks for both inmates and staff.

**Note:** Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

## Background

### *What is a cloth face covering?*

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

### *How well do cloth face coverings work to prevent spread of COVID-19?*

There is scientific evidence to suggest that use of cloth face coverings by the public during a pandemic could help reduce disease transmission. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

### *When should I wear a cloth face covering?*

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible

### *How should I care for a cloth face covering?*

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

###

**Ad Hoc Committee Recommendation  
On Applying CDPH Guidance  
To Re-opening The McCune Collection**

**1. Initial Objective: a “No touch” McCune experience**

Resuming ONLY Saturday docent hours noon-2pm (additional visits by request/reservation?)

Limiting room capacity to 14 INCLUDING docents (15% of 90 – occupancy limit in *McCune Policybook* draft)

NO hospitality; NO handling of books or objects (cases remain closed); NO visitor access to small bathroom

Visitors can take/keep a brochure and/or self-guided tour pamphlet

N.B. The following table includes the three available categories in which the McCune Collection could most closely fit

**2. CA’s Blueprint for a Safer Economy**

| Risk Level                  | Bookstores/Libraries (follow Retail)                              | Museums/Galleries/Zoos/Aquariums                                  |                            |
|-----------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------|
| Tier 1: Purple - Widespread | Indoor operation at 25% capacity* with modifications per guidance | Outdoor operation only with modifications per guidance            | * Grocers at 50% capacity  |
| Tier 2: Red - Substantial   | Indoor operation at 50% capacity* with modifications per guidance | Indoor operation at 25% capacity with modifications per guidance  | * Grocers at 100% capacity |
| Tier 3: Orange – Moderate   | Indoor operation at 100% capacity with modifications per guidance | Indoor operation at 50% capacity with modifications per guidance  |                            |
| Tier 4: Yellow – Minimal    | Indoor operation at 100% capacity with modifications per guidance | Indoor operation at 100% capacity with modifications per guidance |                            |

N.B. The following table excludes items in the full guidance which clearly do not apply to the operational circumstances of the McCune Collection

**3. CDPH COVID-19 Industry Guidance for Retail**

| Section                            | Item                                                                                            | Compliance                                          | Comment/Note                                                        |
|------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------|
| A. Written Workplace Specific Plan | Person(s) responsible for implementing plan                                                     | McCune Commissioners have collective responsibility |                                                                     |
|                                    | COVID-19 training & communication of plan to workers                                            | See section B of this table                         |                                                                     |
|                                    | Risk assessment & measures for preventing virus spread                                          | See sections C & D of this table                    |                                                                     |
|                                    | Use of face covering s per CDPH guidance                                                        | Required in any indoor public space                 | Specific exemptions apply per Guidance-For-Using-Face-Coverings.PDF |
|                                    | Process to check compliance & document/correct deficiencies                                     | Concerns to be reported to Commission Chair         |                                                                     |
|                                    | Process to investigate COVID cases in the workplace; alert local health dept & isolate contacts | SPH Responding_to_COVID-19_in_the Workplace.PDF     | Commission/City staff collaboration                                 |
|                                    | Workplace outbreak protocol(s) per CDPH guidance                                                | Workplace-Outbreak-Reporting.PDF                    | Commission/City staff collaboration                                 |

|                                |                                                                                                                                                             |                                                                                                                                                      |                                                    |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| B. Worker & Volunteer Training | COVID-19 information; preventing spread; knowing who is especially vulnerable                                                                               | Things-You-Need-To-Know.PDF<br>Protecting-Yourself-&-Others.PDF<br>What-To-Do-If-At- Higher-Risk.PDF                                                 | Include in Powerpoint and/or PDF training resource |
|                                | Self-screening including temperature & symptom checks per CDC guidance                                                                                      | CDC self-checker software tool/app<br>Coronavirus-Self-Checker.PDF                                                                                   | Include in Powerpoint and/or PDF training resource |
|                                | Importance of not coming to the workplace if experiencing symptoms per CDC guidance; or after close contact with someone testing positive                   | When-To-Quarantine.PDF<br><i>close contact</i> : within 6ft of an infected person for a cumulative total of 15 minutes or more over a 24-hour period | Include in Powerpoint and/or PDF training resource |
|                                | Returning to workplace after a COVID-19 diagnosis only when meeting CDPH guidance                                                                           | "Time & Symptom" based approach (negative test result not required)<br>Returning-To-Work-After-COVID.PDF                                             | Include in Powerpoint and/or PDF training resource |
|                                | When to seek emergency medical attention per CDC guidance                                                                                                   | Symptoms-Of-Coronavirus.PDF                                                                                                                          | Include in Powerpoint and/or PDF training resource |
|                                | Importance of hand washing using appropriate types of hand sanitizer                                                                                        | 60% or better alcohol content<br>Selecting-&-Using-Hand-Sanitizer.PDF                                                                                | Include in Powerpoint and/or PDF training resource |
|                                | Importance of physical distancing in the workplace and elsewhere                                                                                            | 6ft minimum<br>Social-Distancing.PDF                                                                                                                 | Include in Powerpoint and/or PDF training resource |
|                                | Proper use of face covers per CDPH guidance                                                                                                                 | Guidance-For-Using-Face-Coverings.PDF                                                                                                                | Include in Powerpoint and/or PDF training resource |
|                                |                                                                                                                                                             |                                                                                                                                                      |                                                    |
| C. Individual Control Measures | Conduct visitor symptom screening per CDC guidance                                                                                                          | Visitor-Entry-Self-Certification.PDF<br>Place signage on lobby doors                                                                                 | Disclaimer notice provided by Solano county        |
|                                | Encourage workers and visitors who are ill or exhibiting COVID-like symptoms to stay home                                                                   | COVID19-Symptoms.PDF<br>Place signage on room doors                                                                                                  | Sign provided by CDC                               |
|                                | Encourage frequent hand washing & hand sanitizer use                                                                                                        | Hand-Sanitizer-Use-Out-&-About.PDF<br>Place signage near sanitizer in room                                                                           | Sign provided by CDC                               |
|                                | Provide and ensure workers use appropriate PPE including masks, sanitizer, gloves, etc.                                                                     | Sanitizer at room entrance for visitors; additional sanitizer, wipes and masks elsewhere for docents                                                 |                                                    |
|                                | Post signage to remind visitors they must use face covers, stay socially distant, not touch their face, frequently wash their hands, and use hand sanitizer | Stop-The-Spread-Of-Germs.PDF<br>Place signage on both lobby doors and room doors                                                                     | Sign provided by CDC                               |
|                                | When needed queue visitors outside maintaining physical distancing                                                                                          | Limit room capacity to 14 including docents                                                                                                          |                                                    |
|                                | Require workers to practice physical distancing and to remind visitors to do the same                                                                       | Practice-Physical-Distancing.PDF<br>Place signage prominently in room                                                                                | Sign provided by Solano county                     |

|                                          |                                                                                              |                                                                |                                     |
|------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------|
| D. Ventilation, Screening & Disinfecting | Where possible improve air filtration and/or ventilation                                     | Keep all doors open – both room doors and lobby to patio doors |                                     |
|                                          | Thoroughly clean high traffic areas                                                          | Vacuum carpet; Limit or remove seating                         | Increase City janitorial service    |
|                                          | Frequently disinfect commonly used surfaces like door handles, counters, etc.                | Docents' responsibility                                        |                                     |
|                                          | Disinfect shared equipment between each use                                                  | Docents' responsibility<br>Discontinue visitor sign-in kiosk   | Equipment for docent use only       |
|                                          | Between each use clean touchable surfaces like tabletops, desktops, staplers, scissors, etc. | Docents' responsibility                                        | Office supplies for docent use only |
|                                          | Equip entrances/exits with hand sanitizer and sanitizing wipes                               | Use round table already adjacent to room entrance              |                                     |
|                                          | Keep hand sanitizer and other sanitary supplies stocked and readily available at all times   | Budget is already adequate                                     |                                     |

Sources:

CDPH COVID-19 Industry Guidance for Retail (dated Oct 20, 2020)

CDPH COVID-19 Industry Guidance for Museums, Galleries, Zoos and Aquariums (dated Oct 20, 2020)

CA State Library: *Restoring In-Person Services in California's Libraries* (dated June 9, 2020)

Conservation Estimates

- McCune Items Estimates
- McCune Submitted Budget 2020-21
- Zukor 2021.044 McCune Estimates
- Coleman McCune 2021 Estimate

### McCune Items Submitted for Preservation Estimates

|    | Title                                         | Date        | Defects Observed                     | Estimate       |              |                               |
|----|-----------------------------------------------|-------------|--------------------------------------|----------------|--------------|-------------------------------|
| 1  | <i>Phædri Fabularum Libri V</i>               | 1783        | Tear in spine cover                  | 0.5 hr         | \$75         |                               |
| 2  | <i>Valerii Maximi Opera</i>                   | 1517        | Front cover nearly detached          | 2.0 hrs        | \$300        | optional enclosure additional |
| 3  | <i>Phædri Fabularum Libri Aesopiæ</i>         | 1701        | Whole sections detached front & back | 1.0 hr         | \$1575       | optional enclosure additional |
| 4  | <i>Justini Historiarum libri XLIV</i>         | 1770        | Spine cover detached                 | 1.5 hrs        | \$225        |                               |
| 5  | <b><i>Epigrammi Latini</i></b>                | <b>1798</b> | <b>Spine cover detached</b>          | <b>2.0 hrs</b> | <b>\$300</b> |                               |
| 6  | <i>Senecæ Opera</i>                           | 1639        | Spine cover nearly detached          | 1.5 hrs        | \$225        |                               |
| 7  | <b><i>Catulli Tibulli Propertii Opera</i></b> | <b>1749</b> | <b>Front cover detached</b>          | <b>2.0 hr</b>  | <b>\$300</b> |                               |
| 8  | <i>Horatius</i>                               | 1629        | Front end leaves detached            | 1.5 hrs        | \$225        |                               |
| 9  | <b><i>Anatomy of Melancholy</i></b>           | <b>1925</b> | <b>Rear cover detached</b>           |                | <b>\$575</b> | optional enclosure additional |
| 10 | <b><i>Muses Gardin for Delights</i></b>       | <b>1901</b> | <b>Front cover detached</b>          | <b>1.0 hr</b>  | <b>\$150</b> | optional enclosure additional |

*Unshaded items:* estimates from Karen Zukor

*Shaded items(3&9):* estimates from Juliayn Coleman

*Items not in bold font:* work already completed

*Items in bold font:* work not yet done

Enclosure options:

4-fold flap: \$100

Clam shell box: \$300

Conservation work on items #5, #7, and #10 by Karen Zukor: \$ 750

Karen Zukor administrative charge: \$ 75

Conservation work on item #9 by Juliayn Coleman: \$ 575

Total: \$1400

Budgeted for preservation: \$1318.24

Minus final project payment: (\$1295.00)

Balance: \$ 23.24

Add unspent on security services: \$1181.76

Total available COV subsidy: \$1205.00

Add from allotment: \$ 195.00

Total: \$1400.00

# McCune Commission 2020-2021 Budget

Submitted: 01.06.20

Adopted:

## Income

|                                                              |                 |                  |
|--------------------------------------------------------------|-----------------|------------------|
| Estimated balance from prior fiscal year 2019-2020           | 0.00            | (7/1/20 balance) |
| Unpaid expenditures from prior fiscal year 2019-2020         | <u>0.00</u>     |                  |
| Projected opening balance for fiscal year 2020-2021 (July 1) | 0.00            |                  |
| Projected allocation from Endowment Fund 2020-2021 (July 1)  | 2,500.00        |                  |
| Projected City of Vallejo contribution 2020-2021 (July 1)    |                 | 2,500.00         |
| <b>Total income</b>                                          | <b>2,500.00</b> | <b>2,500.00</b>  |

| <b>Expenditures</b>                               | <b>2020-21:</b>                                                 | <b>Endowment</b> | <b>COV</b>      | <b>2019-20 Actuals (as of 12/19)</b> |
|---------------------------------------------------|-----------------------------------------------------------------|------------------|-----------------|--------------------------------------|
| <b>Facility Maintenance Program<sup>1</sup></b>   | This program is a minimal requirement to house the Collection   |                  |                 |                                      |
| Janitorial Supplies                               |                                                                 | 25.00            |                 |                                      |
| Office Supplies                                   |                                                                 | 150.00           |                 | 48.99                                |
| Bldg Maintenance                                  |                                                                 |                  |                 | (alarm, carpet, lights, etc.)        |
| Security Services                                 |                                                                 |                  | 1,181.76        | 492.40 (12 x 4-hr events)            |
| <b>Collection Maintenance Program<sup>2</sup></b> | Funding constraints limit this program to essential maintenance |                  |                 |                                      |
| Acquisitions                                      |                                                                 |                  |                 |                                      |
| Preservation/Archival                             |                                                                 |                  | 1,318.24        |                                      |
| Display                                           |                                                                 |                  |                 |                                      |
| <b>Outreach Program<sup>3</sup></b>               | This program is essential for public access to the Collection   |                  |                 |                                      |
| Hospitality & Supplies                            |                                                                 | 500.00           |                 | 223.44                               |
| Printing <sup>4</sup>                             |                                                                 | 660.00           |                 | 501.85                               |
| Mailing/Postage                                   |                                                                 | 440.00           |                 | 350.00                               |
| Program Reserve                                   |                                                                 | 700.00           |                 | 360.00 (honoraria, etc. as needed)   |
| <b>Total Expenditures</b>                         |                                                                 | <b>2,475.00</b>  | <b>2,500.00</b> | <b>1976.68</b>                       |
| <b>Contingency</b>                                |                                                                 | <b>25.00</b>     | <b>0.00</b>     |                                      |
| <b>Expenditures + Contingency</b>                 |                                                                 | <b>2,500.00</b>  | <b>2,500.00</b> |                                      |

### NOTES:

The McCune Collection is entrusted to the City of Vallejo and thus belongs to all citizens of Vallejo. Therefore the McCune Commission places a high priority on making the Collection available for the public to enjoy. Public Outreach Programs focus on 12 monthly lectures, participation in monthly Art Walks and regular docent hours. These events are free and the primary means by which the Commission makes the Collection available to the public.

<sup>1</sup> Janitorial covers bathroom/kitchen cleaning supplies, vacuum bags, etc.

Office supplies covers everything not janitorial or paper & toner;

Security services are contracted with First Security at COV rates.

<sup>2</sup> Preservation/Archival covers materials/supplies & outside professional services.

<sup>3</sup> Hospitality & Supplies covers food, beverages, cups, plates, napkins, etc for events;

Mailing/Postage based on sending to 300-350 recipients quarterly @ postcard rates.

<sup>4</sup> Outside printing contingent upon prior Commission approval;

Variable expenditure in excess of \$100 contingent upon prior Commission approval.

*ZUKOR ART CONSERVATION*

3016 Filbert Street No.10 Oakland CA 94608

510-652-7915 tel • zukorart@sbcglobal.net

www.zukorartconservation.com

CONDITION REPORT & TREATMENT PROPOSAL 2021.044

City of Vallejo  
McCune Collection  
505 Santa Clara St  
Vallejo CA 94590  
707.674.409

Date: 18 March 2021  
Report by: Clair Emma Smith  
Terms: advance of one half; balance  
on completion

OBJECT 1: *EPIGRAMMI LATINI*, 1798.  
Half calf binding with sewn text on four cords, and spine hollow

CONDITION:  
The front hinge is completely split, but the board is fully attached. The spine of the case is open along the front board-joint where the hollow split is exposing the spine, however one segment of the spine is detached (approximately 1/3) and is in a small envelope for safe keeping. The top right corner of the front board is missing a chunk of material; corners are exposed and delaminating. The hinge on the back board is in stable condition, but is showing signs of wear.

PROPOSED TREATMENT:  
Dry cleaning of textblock gutters to remove debris  
Addition of a Japanese tissue hinge to re-adhere the split joint and to reattach the spine piece(s)  
Infilling of missing frontboard piece  
Consolidation of leather to strengthen areas where abraded  
2 hours

OBJECT 2: *CATULLI, TIBULLI, PROPERTII OPERA*, 1749.  
Full calf binding with a tight back; text sewn on four cords. With box

CONDITION:  
The front board is fully detached. Corners are exposed and delaminating, and the full leather binding has a tight back. The volume is currently housed in a tight slipcase (too snug, not ideal).

PROPOSED TREATMENT:  
Reattachment of board with a Japanese tissue hinge  
Repair to corners with Japanese tissue and wheat starch paste  
Consolidation of leather on back joint (which is starting to show signs of wear)  
Repair to right headcap repair on head  
Dry cleaning of textblock gutters to remove dust and accretions  
2 hours

OBJECT 3: THE MUSES GARDEN FOR DELIGHTS. 1901  
Full calf binding with sewn text on cords

CONDITION: volume is thin and delicate, with a narrow spine and a detached front board. There is surface dirt throughout the text, probably from handling, but no other damage.

PROPOSED TREATMENT:

a) Reattachment of front board with a hinge of toned paper (will be visible and partially obscure marbled paper of pastedown and flyleaf). Repair paper will be adhered to inside of cover but not to the outside because it would detach easily.

NOTE: Because the attachment cannot be made more structurally strong because of the thinness of the leather, it is recommended that the book be housed in either a 4-flap enclosure or a clamshell box.  
1 hour = 150.

b) Custom clamshell (300.) or 4 flap enclosure (100.)

*An additional administrative charge is added to account for work time spent handling, packaging, documenting, report writing, and photodocumentation of all work.*

|                                              |              |
|----------------------------------------------|--------------|
| TOTAL COST ESTIMATE: 5 hours @ 150./hour =   | 750.         |
| Housing (clamshell = 300. or enclosure 100.) | 300. or 100. |
| Administrative charge:                       | 75.          |
| TOTAL COST ESTIMATE:                         | 925. - 1125. |
| Advance required to initiate treatment:      | 500.         |

Karen Zukor  
Zukor Art Conservation

PLEASE READ TERMS AND CONDITIONS ON THE FOLLOWING  
PAGE, SIGN AND RETURN WITH ADVANCE TO INITIATE  
TREATMENTS.

## STANDARD TERMS AND CONDITIONS

- 1) The owner/agent understands that conservators and staff do not carry insurance to cover loss, damage or destruction of the work while under examination, treatment, custody or transport; the acquiring and maintaining of such "all risk" coverage is the sole responsibility of the owner. This includes the naming of Zukor Art and staff as additional insured. The owner/agent will further hold harmless and indemnify Zukor Art and staff against all claims made by any other person or entity, and hereby agrees to waive all rights of subrogation held by all insurers or other parties that have insured policies against loss of or injury to the described work(s).
- 2) Zukor Art makes no warranty as to the success of any conservation treatment performed hereunder or as to the owner's satisfaction with the results. The owner/agent further agrees to assume all risks, known and unknown, related to any loss or damage arising from examination, treatment, process or custody by the conservator. Such risks may include wear and tear, natural deterioration, inherent vice or latent defect. Owner/agent agrees to release and hold harmless conservators for any loss or damage except that caused by gross negligence during any examination, treatment, process or custody related to the execution of this contract. Zukor Art reserves the right to determine the period of time required for the examination and/or treatment of the work, and is under no obligation to complete the work by any specified time.
- 3) The owner/agent represents and warrants that he/she or it is the sole owner of the work or that he/she or it has been duly authorized by the owner to enter into this agreement. The undersigned has read and understood the conditions as stated above and authorizes Zukor Art and staff to render those services specified. Any modifications, additions or deletions to the proposed treatment shall be noted on this agreement, and owner/agent shall be informed of any of those changes in writing or by telephone at the first possible opportunity. This agreement will be construed in accordance with the laws of the State of California, except that State's choice of law provisions. If any provision of this agreement is deemed unenforceable or void, the balance of the agreement shall remain in full force and effect.
- 4) In the event of a dispute regarding the interpretation and/or the enforcement of the terms and conditions or treatment performed, the owner/agent agrees to submit to binding arbitration by a mutually acceptable arbitrator (Calif. Arbitration Act SS 1280-1294.2)
- 5) **Advanced payment of one-half of the cost estimate of the proposed treatment is to be paid to conservators before treatment can be initiated unless other arrangements have been agreed upon. The remaining charges or final fee will be paid in full upon receipt of goods.**  
If delivered by mail, courier or delivery service, payment in full, plus packing and shipping fees, will be due prior to shipping or sent C.O.D., unless otherwise agreed upon. The work is to be picked up within 20 days of notification of completion, unless otherwise agreed upon. Storage charges of \$20.00 per week will be assigned in the event that the work is not picked up within the agreed upon period, and added to the final invoice.

To initiate treatment, please enclose advance payment of: \_\_\_\_\_

**The above Terms and Conditions have been read, understood, and agreed to.**

Client's signature \_\_\_\_\_ Date \_\_\_\_\_ -



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**FEE ESTIMATE—Conservation**

**DATE:** March 19, 2021

**ITEM:** The Anatomy of Melancholy, Nonesuch Press 1925

**CLIENT:**

**NAME** McCune Collection, John F. Kennedy Library

**ADDRESS** 505 Santa Clara Street Vallejo, CA 94590

**PHONE AND EMAIL**

**Condition report:**

This oversize volume is covered in full olive/brown calfskin with simple gold tooling around the edges of the boards and the board frames, and lavish tooling on the turn-ins. The leather on the boards is in good condition. However, the leather on the spine and joints is cracked and dry, and could benefit from an application of Klucel-G. The leather has torn on the rear hinge, and four of the five cords have broken also; the front hinge is starting to tear at the head. The made marbled endsheets are in excellent condition, as is the text, which is gilt on three sides. The spine has been heavily lined, restricting the movement of the text. There are hand sewn silk two-color endbands. The sewing is sound.

**Recommended treatment:**

Because the sewing is sound and the text paper is in good condition, only the board reattachment needs to be addressed. For this, the heavy spine liners can be removed, the spine can be cleaned of old adhesives, and a new linen hinge can be adhered to the spine. This would be sewn through several signatures to provide strong board attachment, and would be adhered to the original boards. The spine area would be covered with a heavy kozo paper, toned to match the original spine, and the original spine leather with the gold titling would be treated with Klucel-G to avoid further dryness, and then reattached.

**FEE ESTIMATE:**

|                                          |          |
|------------------------------------------|----------|
| Board reattachment with kozo paper ..... | \$475    |
| Extra charge for oversize volume .....   | \$100    |
| Total .....                              | \$575    |
| Deposit .....                            | \$285.50 |

**Terms:** 50% due to begin work, 50% due upon completion. Payment of deposit constitutes an agreement to proceed with the work as described above.

Thank you for your custom.