



BeWell VMFA

OVERVIEW

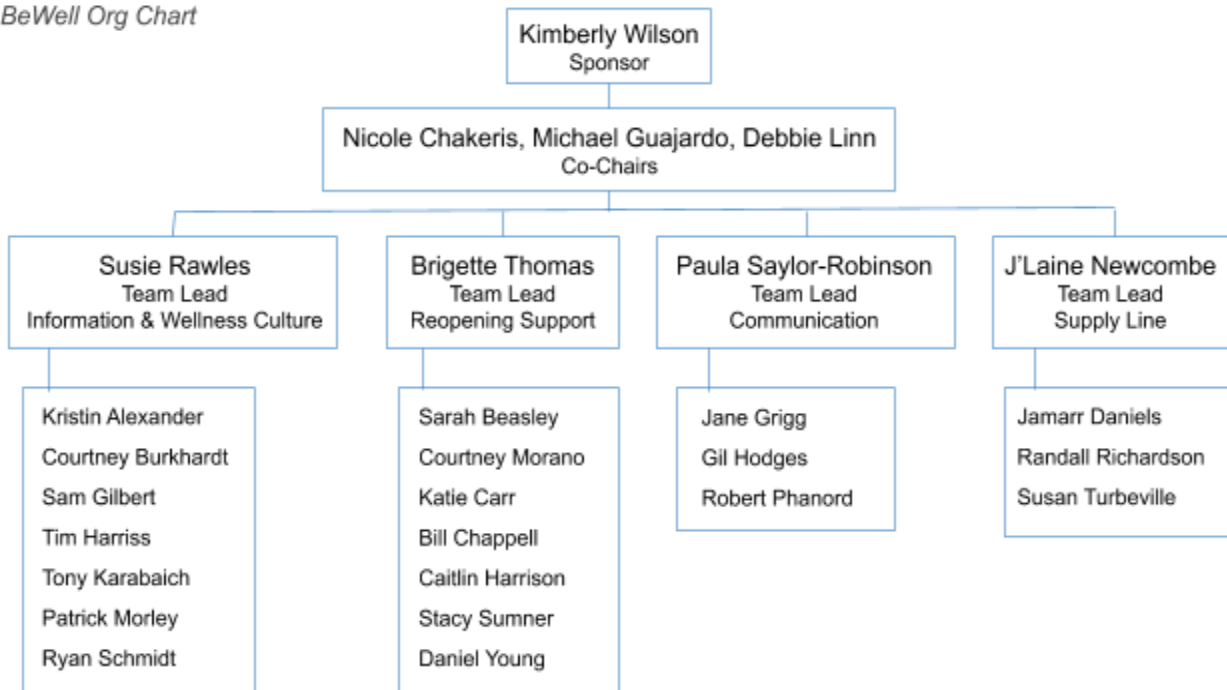
BeWell VMFA was created to serve as a source of support, information, and centralized communication for VMFA staff, managers, and returning visitors throughout the ongoing COVID-19 pandemic. With a membership composition that represents every major area of the museum, BeWell can facilitate collaboration across departments for a team approach to COVID-19 response and the promotion of a safety culture.

GOALS

1. **Unity** - Open lines of communication across departments to foster a collaborative, multi-perspective team approach to COVID response.
2. **Safety** - Foster a safety culture by providing information, supplies, resources, and encouragement related to cleanliness, health, and mental wellness.
3. **Communication** - Ensure that staff and visitors are kept in the loop regarding policies, best practices, and response measures, and that they have their voices heard so their needs can be met.
4. **Preparedness** - Identify the COVID-related needs of staff and visitors, and offer resources, info, and/or research-backed solutions to leadership to ensure an appropriate plan is in place.
5. **Integrity** - Lead by example by upholding the civility policy, exhibiting patience and empathy, adhering to health and safety guidelines, and encouraging others to do the same.

STRUCTURE

BeWell Org Chart



Executive Leadership Sponsor

Kimberly Wilson, Chief Operating Officer and Deputy Director for Human Resource Services, Museum Operations and Volunteers

Co-Chairs

The role of the co-chairs is to liaise between BeWell and senior leadership, project manage goals and deliverables for BeWell, and facilitate operations between the BeWell subcommittees.

- **Nicole Chakeris**, Exhibitions Administrative Assistant
- **Michael Guajardo**, Interim Senior Director for Enterprise Operations
- **Debbie Linn**, Assistant Chief Conservator

Subcommittee Summary

The subcommittees will each work towards a focused set of tasks in support of BeWell's goals. The subcommittees are a highly collaborative ecosystem who will be working in frequent consultation with one another and the museum at large to share information, content, and deliverables in support of larger cross-committee objectives.

Each subcommittee will be captained by a Team Lead who will serve as a primary point of contact between their committee members, the Co-Chairs, and the Team Leads of other committees. Team Leads will be responsible for calling weekly meetings and delegating tasks within their subcommittee.

Information & Wellness Culture Subcommittee

Team Lead: Susie Rawles

Co-Chair contact: Debbie Linn

Primary function: to educate and prepare

- Collect information from vetted external and internal sources.
- Create a centralized reference resource/FAQ for staff.
- Survey staff to identify COVID-related needs; research/create solutions, information, and useful resources to support staff and management.

Reopening Support Subcommittee

Team Lead: Brigette Thomas

Co-Chair contact: Michael Guajardo

Primary function: to facilitate safety and peace of mind for all upon reopening

- Communicate and collaborate with frontline stakeholders on the implementation of protective measures for frontline staff upon reopening.
- Research public feeling on reentering cultural institutions to identify which measures should be taken to make our visitors feel confident and safe upon return. Suggest these measures to management/leadership for implementation.

Communication Subcommittee

Team Lead: Paula Saylor-Robinson

Co-Chair contact: Nicole Chakeris

Primary function: to inform and connect

- Serve as primary communicator for BeWell; sends all globals after editing and obtaining appropriate approvals from Kimberly and Jan.

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- Formulate communications based on the activities or products of the other committees to keep all staff informed of updates and connected to any available resources.
 - Devise and execute projects to help promote camaraderie and morale among staff

Supply Line Subcommittee

Team Lead: J'Laine Newcombe

Co-Chair contact: Michael Guajardo

Primary functions: to source vendors and maintain sufficient stock

- Ascertain museum-wide protective gear and cleaning supply needs for staff and visitors
- Source vendors who have stock of needed supply available
- Help Garry Mason/B&G manage distribution of protective gear and cleaning supplies