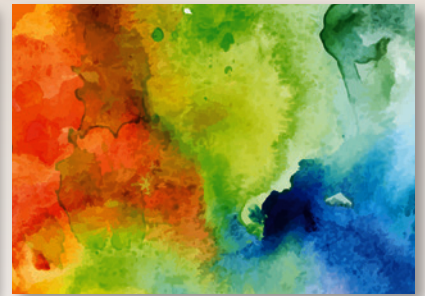


KEEPING YOUR COLLECTIONS SAFE DURING THE CRISIS



During uncertain times, especially now with the COVID-19 pandemic that has altered our collective well-being and shaken our communities, we are in a state of flux as we prepare to hunker down and successfully ride this wave together.

Each one of us has a duty to protect ourselves and others by following guidelines set forth by leading health officials and government authorities. As a result, we have been asked to leave our workplaces, distance ourselves from social networks and remain vigilant in order to outwit this invisible enemy.

As we leave our museums, galleries, cultural institutions and special library collections what can we do ahead-of-time to protect these objects we care so deeply about? As stewards to these collections, it will be difficult to leave them behind.

Your colleagues at Huntington T. Block Insurance Agency, Inc., specialize in protecting special collections. We offer the following suggestions to help keep your collection safe and less vulnerable while you focus on keeping yourself, family and loved ones healthy and whole.

- Make sure that alarm systems are turned on and in good working order.
 - Inform your security and/or central station alarm company of your situation.
 - If permitted, increase security guards.
- If you have access to your location, make sure that:
 - Premises are routinely checked at a minimum of once a week.
 - Temperature and humidity are routinely checked.
 - Pest control management is routinely checked.
 - If artwork is stored below grade, make sure that a water detection device is installed and is connected to your central station alarm company. Art should be kept at least six inches from floor.
- Create a list of essential staff and contact information. Provide that list to the city and pertinent cultural/municipal agencies and/or affiliate organizations.
- Inform local police and fire brigades that your museum/gallery/institution will be on lock down and provide them with key contact information.
 - When notifying police, request extra patrols of your premises.

Over, please.

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- Inform local cultural organization groups – develop a phone tree.
- Keep a copy of the collection inventory records/data offsite and in a secure location.
- Ensure that your fine art storage facilities are made aware and ask them what protocols will be in place during this situation.
- Make sure that any object that is currently not in your immediate care, custody, or control, is delivered to its destination or is returned. If the object is delayed, ensure your fine arts policy provides coverage until that object is delivered to its final destination.

ADDITIONAL RESOURCES:

- American Alliance of Museums, [Information for the Museum Field on the COVID-19/Coronavirus](#)
- The American Institute for Conservation and the Foundation for Advancement in Conservation, [Disaster Response and Recovery Guides](#)
- [Association of Registrars and Collections Specialists](#)
- [Association of Science and Technology Centers](#)
- [Aon, COVID-19 Response Site](#)

We wish every client, colleague and friend the best throughout the year, but most importantly at this moment. If we can be of any assistance, please contact your HTB representative.

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This information has been provided as an informational resource for Aon clients and business partners. It is intended to provide general guidance on potential exposures, and is not intended to provide medical advice or address medical concerns or specific risk circumstances. Due to the dynamic nature of infectious diseases, Aon cannot be held liable for the guidance provided. We strongly encourage visitors to seek additional safety, medical and epidemiologic information from credible sources such as the Centers for Disease Control and Prevention and World Health Organization. As regards insurance coverage questions, whether coverage applies or a policy will respond to any risk or circumstance is subject to the specific terms and conditions of the policies and contracts at issue and underwriter determinations.

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