

Geneva Historical Society 2020 Re-opening Plan

While the Geneva Historical Society's mission remains telling Geneva's stories, the Historical Society realizes that the wellbeing of our employees, volunteers and visitors is paramount. As we re-open the Geneva History Museum and Rose Hill Mansion to the public, we will need to adjust the way we operate in order to provide a safe environment for employees, volunteers, and visitors.

This re-opening plan is based on the best information currently available from local, state, and federal health authorities, NY Forward, and museum related resources, which includes infection preventive measures, workplace controls, housekeeping as well as communicating guidelines to employees and the public.

Modifications to the plan

This re-opening plan will be enforced under all current and future New York State Executive Orders and the criteria mandated for organizations to safely and legally reopen and operate under NY Forward. The practices in this plan may be updated as needed to conform with modifications to NY Forward, as well as mandates from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and local government agencies.

Re-entry

Ultimately, the Executive Director, with the guidance from the Board of Trustees is responsible for making decisions on when to re-open and when to allow employees to work in the office. The Executive Director is also responsible for staying up-to-date on developments within the community and providing employees with up-to-date information about COVID-19 and policies on a regular basis.

Employees and Volunteers

General Guidelines

- All employees must be trained on proper use of Personal Protective Equipment (PPE), environmental cleaning and disinfection, hand hygiene, respiratory etiquette, and our coronavirus-aware operating guidelines.

- All employees and volunteers must wash or sanitize their hands upon entering any Historical Society property. They must also practice proper hand hygiene throughout the work day or during time spent at a Historical Society property.
- All employees and volunteers must wear face coverings over their nose and mouth. When in their office, full-time staff may remove their face coverings (New York State Executive Order 202.17)
- All employees and volunteers must, to the best of their ability, maintain a minimum of 6 feet separation from others. Telework and alternate office space may be necessary to accomplish this.
- All employees and volunteers must practice proper respiratory etiquette.
 - When not wearing a face covering, the mouth and nose should always be covered with a tissue or use the inside of an elbow.
 - Throw the used tissue away.
 - Wash hands immediately.
- Workstations, office equipment, and phones should not be shared if possible. If workstations, office equipment, phones, etc. must be shared, they must be disinfected after each use.
- Noncontact methods of greeting are encouraged (i.e. no handshaking).
- All full-time employees will disinfect their offices at the end of the work day.
- All employees will assist in the daily cleaning and disinfecting of the Historical Society's properties.

Employee Health Screening

To comply with current public health obligations and ensure a safe workplace, the Historical Society is implementing a health screening process for all employees.

- Mandatory, continuous health screening practices will be implemented for all employees.
- Screenings will be performed remotely and reported to the Executive Director by a phone call, email or text before each employee reports to work.
- The screening will include the following questions :
 - In the past 24 hours have you experienced any primary symptoms (cough, fever, trouble breathing) of COVID-19?
 - In the past 24 hours have you experienced any secondary symptoms (loss of smell or taste, fatigue, sore throat, headache, chills and muscle) of COVID-19?

- In the past 24 hours have you had contact with a person who has tested positive for COVID-19?
- In the past 24 hours have you had contact with a person who displayed symptoms of COVID-19?
- If the Executive Director does not hear from an employee, they will be contacted.
- All screening responses will be recorded and reviewed on a daily basis by the Executive Director.
- At the end of week each employee will sign their health screening record.
- Each health screening record will be kept on file
- If an employee has a temperature of 100.3 or higher, they are not to report to work or they must leave the premises immediately, if already at work, and monitor symptoms.
- If an employee experiences the following symptoms, even if a fever is not present, they are not to report to work or they must leave the premises immediately, if already at work, and notify the Executive Director – fatigue, dry cough, shortness of breath, aches and pains, sore throat, nausea, and/or loss of smell or taste.
- If an employee tests positive for COVID-19 they must not report to work or they must leave the premises immediately, if already at work, and notify the Executive Director.
- The Executive Director will notify the local department of health if an employee tests positive for COVID-19 and follow guidance specific to workplaces with a positive case.
- If an employee has a fever or symptoms consistent with COVID-19 they must not report back to work until they have met all of the following criteria in consultation with a healthcare provider:
 - An employee has had no fever for at least 72 hours (3 full days) without the use of medicine that reduces fevers
 - Respiratory symptoms have improved
 - They received two negative tests in a row at least 24 hours apart
- If an employee tests positive for COVID-19 they must not report back to work until they have met all of the following criteria in consultation with a healthcare provider:
 - The employee has had no fever for at least 72 hours (3 full days) without the use of medicine that reduces fevers
 - Respiratory symptoms have improved
 - At least 10 days have passed since their symptoms first appeared
- The Executive Director will keep the health status of employees confidential

- The Historical Society will adhere to the Families First Coronavirus Response Act (FFCRA) regarding paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. More information regarding FFCRA can be found on the U.S. Department of Labor website, <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>.
- Employees who cannot medically comply with the health screening must discuss options for reasonable accommodation(s) with the Executive Director.

Contact Tracing

- The Historical Society will maintain a record of people, including employees, contractors, vendors, and volunteers, who may have close contact with other individuals at any Historical Society property. This excludes deliveries that are performed with appropriate PPE or contactless means.
- Records may include the following:
 - Volunteer log
 - Employee vacation and sick records
- Employees and volunteers will fill out an updated contact information sheet.
- Visitors will be encouraged to provide contact information.
- If an employee, volunteer, or visitor who has visited a Historical Society property reports testing positive for COVID-19, the Historical Society will immediately notify local health officials and follow all directives
- The Historical Society will maintain all individuals' rights to the privacy of their health information and the confidentiality of Historical Society records.

General Guidelines for Visitors

- All visitors are required to wear face coverings over their nose and mouth while visiting any Historical Society property. If supplies allow, face coverings will be offered to visitors that do not have them (New York State Executive Order 202.17).
- All visitors will be strongly encouraged to use hand sanitizer upon entering and leaving any Historical Society property.
- All visitors will be encouraged to practice proper respiratory etiquette.
- Groups that arrive together in the same vehicle and/or of the same household group may gather together during their visit to a Historical Society property.

- To help monitor capacity, visiting groups and/or individuals must, to the best of their ability, maintain a minimum of 6 feet separation from others during a visit to a Historical Society property.
- Any visitor who has the following symptoms is discouraged from visiting a Historical Society property – fever, cough and/or difficulty breathing.
- All visitors will be encouraged to make cashless payments. When cash payments are made, the visitor and Historical Society employee conducting the transaction will use hand sanitizer after the transaction is completed.
- Visitors who do not follow requirements for face coverings may be refused service and asked to leave the property (New York State Executive Order 202.34)

Protective Equipment and Hand Hygiene

Face Coverings

- The CDC recommends that face coverings should:
 - Fit snugly but comfortably against the side of the face.
 - Be secured with ties or ear loops.
 - Include multiple layers of fabric.
 - Allow for breathing without restriction.
 - Be able to be laundered and machine dried without damage or change to shape.
- All employees and volunteers must wear a face covering over their nose and mouth while onsite at a Historical Society property. This may be a surgical mask, N-95 respirator mask, face shield, or cloth based (sewn, quick cut or bandana).
- Face coverings will be provided to all employees and replaced as needed.
- Visitors are required to wear face coverings over their nose and mouth while visiting any Historical Society property. If supplies allow, face coverings will be offered to visitors that do not have them.
- Before putting on or removing a face covering, hands should be washed and/or sanitized and try not to touch the face, eyes, nose or mouth.
- Machine washing is sufficient to disinfect cloth face coverings. They should be laundered routinely, depending on frequency of use. Employees are responsible for washing their own face coverings. Ideally, employees should wear a freshly laundered face covering each day.
- Exceptions:
 - Children under the age of 2.
 - Anyone medically unable to tolerate a face covering.

- Full-time employees who are working alone in their own office.

Gloves

- Gloves are used to help prevent transfer of germs from one person or surface to another.
- Nitrile rather than latex gloves should be used. Latex breaks down over time, does not tolerate alcohol-based hand sanitizers, and many people have issues with latex allergies.
- If gloves are used by an employee while performing retail/admissions transactions, hand sanitizer must be used between each transaction to prevent transfer of germs from one customer to another.
- While wearing gloves, do not touch nose, mouth, eyes or face.
- Gloves should be worn during cleaning and disinfecting tasks, and be removed and disposed of immediately afterward.
- To safely remove gloves without contaminating the hands
 - Pinch and hold the outside of the glove near the wrist area.
 - Peel downwards, away from the wrist, turning the glove inside out.
 - Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.
 - With your un-gloved hand, slide your finger/s under the wrist of the remaining glove, taking care not to touch the outside of the glove.
 - Again, peel downwards, away from the wrist, turning the glove inside out.
 - Continue to pull the glove down and over the inside-out glove held in your gloved hand.
 - This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.
 - Wash and/or sanitize bare hands once gloves have been disposed of.

Hand Hygiene

- All employees and volunteers must practice good hand hygiene throughout the day or during time spent at a Historical Society property. Washing hands properly with soap and water is the most effective, followed by proper use of a hand sanitizer with at least 60% alcohol.
- All visitors will be strongly encouraged to use hand sanitizer upon entering and leaving any Historical Society property.
- Hands should be washed and/or sanitized:
 - After using the restroom

- After blowing one's nose, coughing or sneezing
- After cleaning
- After handling garbage
- After contact with "high touch" surfaces such as handrails, or keypads, doorknobs, light switches, etc.
- Before and after preparing and eating food
- Before touching your face, nose, mouth, or eyes
- Between every gift shop and admissions transaction
- After touching or removing face covering.
- Proper handwashing consists of the following steps:
 - Wet hands with clean, running water (warm or cold) 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.
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean towel or air dry them.
- CDC handwashing posters will be hung in all restrooms
- Hand sanitizing stations will be strategically placed around each Historical Society property. Employees will be responsible for ensuring that the stations are stocked and serviceable during operating hours.
- Proper use of hand sanitizer either on bare or gloved hands consists of the following steps:
 - Apply the sanitizer gel to the palm of one hand (read the label for correct amount).
 - Rub palms together and rub gel over all the surfaces of your hands including between fingers, fingertips, back of the hands, and wrists.
 - Keep rubbing the gel on hands and fingers until dry. This should take around 20 seconds – this contact time with the alcohol in the gel is necessary to kill the germs. Wiping sanitizer off with a towel or tissue will make it less effective in killing germs.

Cleaning and Disinfecting

General

- Regularly, scheduled cleanings of each Historical Society property will be continued by T-Bear's Cleaning Bears.
- Additional duties of cleaning and disinfecting will be assigned to and done by all employees.
- The risk of exposure to employees while cleaning and disinfecting is inherently low, but this risk should be minimized further with use of PPE.

Basic PPE for cleaning and disinfecting at historic sites includes face covering, and disposable gloves.

- Employees should wear disposable gloves while handling trash and wash hands immediately after.
- Disposable wipes or paper towels should be disposed of immediately in a tightly closed bag.
- For disinfecting purposes each Historical Society property will be divided into three zones – Historic Zone, Mixed Zone, and Non-Historic Zone.
- Disinfecting checklists will be generated for each property. The checklists will include information like what was sanitized; when the task took place; and by whom. The checklists will be displayed in areas such as break rooms, designated entrances, and restrooms
- Supplies will be located in various locations at each Historical Society property.
- Hand washing, cleaning and disinfecting supplies (soap, hand sanitizer, disinfecting spray, tissues, gloves, paper towels, etc.) will be stockpiled.

Non-Historic Zone

- Public areas such as retail locations and bathrooms should be cleaned and disinfected about once daily, but this may vary according to visitation levels. In retail locations, surfaces involved in payment transactions will be disinfected after each transaction.
- “High touch” surfaces will be frequently disinfected throughout the day depending on visitation levels. “High touch” surfaces include door handles, railings, light switches, countertops, restroom fixtures (sink, urinals, toilets, soap dispensers, etc.), and tables.
- Any items that visitors come in contact with should be disinfected.
- Staff offices will be disinfected daily, particularly keyboards, phones, door handles/knobs, light switches, desktops and drawer pulls, chair armrests and other “high touch” surfaces.
- Disinfecting non-porous surfaces
 - Products
 - Most common EPA-registered household disinfectants should be effective. Clorox and similar products that contain sodium hypochlorite are recommended.
 - Diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Ensure a wet contact time of at least 1 minute. To make a bleach solution, use 5 tablespoons of bleach (1/3 cup) in 1 gallon of

water, or for a smaller batch, 4 teaspoons of bleach per quart of water.

- Solutions of at least 70% alcohol can also be effective.
- Follow the manufacturer's instructions for concentration, application, and contact time. Most will recommend surfaces stay wet with the product for a specified period of time for full effectiveness in killing germs.
- Ensure any disinfectant product used is not past its expiration date.
- Allow for adequate ventilation both during and after product application.
- Disinfecting Laundry
 - Soft surface items to be laundered should be stored and transported in a tightly closed plastic bag when possible. Reusable cloth bags should be laundered and disinfected according to these guidelines for soft surfaces.
 - Gloves and face covering should be worn when handling laundry. When done, remove and dispose of gloves immediately and wash hands thoroughly.
 - Do not shake dirty laundry.
 - Launder items according to the manufacturer's recommendations using the warmest appropriate water setting, and dry completely.
- Disinfecting electronics
 - Follow manufacturers' instructions for cleaning and disinfecting.
 - If no guidance is given for cleaning and disinfecting, use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly.

Historic Zones

- Only historic assets (handrails, doorknobs, door frames, etc.) that have been handled by or in close contact with visitors should need disinfecting.
- Chemicals recommended in this plan for disinfecting and cleaning non-historic zones should not be used for disinfecting and cleaning in historic zones. These chemicals can cause irreparable damage to irreplaceable cultural resources.
- Do *not* use the following:
 - Spray fumigants or disinfectants such as Lysol
 - Ultraviolet light
 - Ionizing/ozone-producing air filters

- Artifacts that are small or fragile, mixed media, paper, or soft surfaces should not be disinfected.
- Routine disinfection of “high touch” historic assets (handrails, doorknobs, door frames, etc.).
 - These directions assume these materials are gloss or satin finish painted surfaces, finished wood, glass, ceramic, or metal. *Do not use this method on other materials.*
 - “Routine” disinfection will depend on visitation. At minimum it is recommended to disinfect these surfaces twice weekly and at most once daily. Should any change to or degrading of the surface/finish be notice, contact the Curator.
 - Use only mild, non-ionic soap such as Orvus paste or Ivory Liquid soap.
 - Make a soap and distilled water solution using just enough soap to make a thin ring of bubbles when swirled into the water.
 - Wet a paper towel with the solution and apply to the surface.
 - Wipe the surface in one direction and do not re-use the paper towel.
 - Leave surfaces wet/damp for five minutes to allow soap to deactivate the virus.
 - Wipe down with a fresh paper towel cloth dampened with distilled water to remove any soap residue from the surface.
 - Dry surface with a clean cloth.

Mixed Zones

Areas designated as mixed will be treated as Historic Zones

Operating Guidelines

General

- Any Historical Society property may be temporarily closed in part or whole should any of the following occur:
 - Employee, volunteer, contractor, or visitor has a suspected or lab-confirmed case of COVID-19.
 - The site’s inventory of cleaning supplies and/or PPE is insufficient to safely operate as per this plan.
 - Mandated by local and/or state government

- Groups that arrive together in the same vehicle and/or of the same household may gather together during their visit to a Historical Society property.
- Visitors who do not follow requirement for face coverings as per this plan may be refused service (New York State Executive Order 202.34).
- All operations must be monitored at each Historical Society property to ensure social distancing can be adhered to by employees and visitors. This may require a variety of mechanical and programmatic solutions such as doorbells, gates, appointments, etc.
- Any area where visitors may have to queue or wait for service will have appropriate distances identified between people.
- Picnic tables and similar outdoor amenities will be disinfected at least once daily, or more frequently depending on visitation levels and staff capacity.
- Any interactive or “hands-on” exhibit component that cannot be disinfected after each visitor/user or after each household group will be removed from use by visitors.

Retail and Admissions

- All visitors will be encouraged to make cashless payments. When cash payments are made, the visitor and Historical Society employee conducting the transaction will use hand sanitizer after the transaction is completed.
- Surfaces and materials involved in payment transactions will be disinfected after each transaction.

Site Usage

- Until gathering restrictions are lifted, in-person programs are limited to self-guided tours at the Geneva History Museum and guided tours at Rose Hill Mansion. Board and committee meetings will be held via conference call and/or Zoom. Meetings by outside organizations will not be held at any Historical Society property and rentals will not be scheduled. For more details, see the Operating Modes for Geneva History Museum and Rose Hill Mansion.

Communication

- The new health and social distancing measures will be communicated to the general public through online mediums (including the Historical Society’s

website, social media, and emails), press releases and signage at each property. The measures will also be verbally re-enforced upon entering a Historical Society property. See the appendix for sample signage.

Specific Plan for Geneva History Museum

For PPE, spatial, and hygiene requirements and recommendations for employees and visitors see the Operating Mode for the museum.

Zone Designations

Second Floor

- Non-Historic - Executive Director and Director of Education's Offices

First Floor

- Non-Historic - Office Manager's Office
- Mixed – Main Hall, Back Office Gallery, and Gift Shop
- Historic – Two period rooms

Lower Level

- Non-Historic – Bathrooms, Research Room, Kitchen, and Discovery Room
- Mixed – Hallway Gallery, Hucker Gallery, Photo Archive, Offices of Archivist and Curator, and Archival Vault

Sub-Basement

- Historic – Exhibit Prep and Collections Storage

Limited or Closed Areas to the Public

- 2nd Floor – Closed to the public
- Discovery Room – Limited Access
 - Visitors will ask an employee for access to the space. A limited amount of coloring and activity sheets will be available. Colored pencils, magnets, blocks, clothing, picnic play food, books and play ice cream scones will each be divided into several packets. One packet of each material will be out at any given time and will be replaced and disinfected after each use.
- Research Room – Limited Access

- Under the strict operating mode the Archives will not be opened to the public.
- The Research Room will open to the public under the moderate and loose operating modes.
 - All researchers are required to make an appointment with the Archivist either through the Historical Society's website or over the phone. Walk-ins will be accommodated to the best of the Archivist's ability.
 - Appointments are limited to one hour unless arrangements have been made with the Archivist.
 - Two researchers are allowed at any time in the Research Room. If coming with others, the group is limited to two people

New procedures

- Archival Materials
 - The Archivist will pull all materials for both researchers and the staff.
 - Researchers and staff must wash hands before handling archival materials.
- Donations to three dimensional and archival collections
 - Under the strict operating mode donations will not be accepted.
 - Donations will be accepted under the moderate and loose operating modes. All donors are required to make an appointment with the Curator or Archivist through the Historical Society's website or over the phone.
- Quarantining Materials
 - Research materials touched or used by researchers or staff and new donations to either the archival or three-dimensional collection will be quarantined for 72 hours before entering the Archival Vault or Collections Storage. Because of the variety of materials, quarantining is recommended as the safest and most effective way to disinfect them.
 - The supply closet underneath the stairs in the lower level will be designated as the quarantine area.
 - Quarantine process
 - Quarantined items will be placed in Ziploc or garbage bags.
 - The bags will then be placed in containers in the quarantine area and left for 72 hours.
 - After 72 hours have elapsed, materials will be removed from the quarantine area and put in the proper storage area

- Wayfinding
 - To help monitor capacity and social distancing, visitors will be guided through the museum. Upon entering the museum, visitors will be routed through the two period rooms, followed by the Back Office Gallery and Gift Shop. Visitors will then next go to the Hucker Gallery and Hallway Exhibit in the lower level before coming back upstairs and exiting through the Main Hall.
 - The route will be re-enforced verbally, through signage for each space and in a self-guide booklet. The booklet will be one-time use (visitors can either take it with them or recycle it as the end of their visit) and available as a pdf on the Historical Society's website.
 - Visitors with mobility impairments will be asked to call ahead so arrangements to get them into the building via the Hucker Gallery and accommodations will be made once they are in the building.
- Visitor Information - Limited amount of rack cards and brochures will be available in the Gift Shop and Information Table.
- Gift Shop
 - All visitors will be encouraged to make cashless payments. When cash payments are made, the visitor and Historical Society employee conducting the transaction will use hand sanitizer after the transaction is completed.
 - Retail surfaces and materials involved in payment transactions will be disinfected after each transaction.
- Bathroom - To the maximum extent practical the bathroom occupancy is reduced to one person at a time to ensure proper distancing and frequently touched surfaces are appropriately disinfected.
- Lunch Breaks - Due to the size of the kitchen, lunch breaks should be staggered or alternate locations found if two people must take their lunch at the same time.

Specific Plan for Rose Hill Mansion

For PPE, spatial, and hygiene requirements and recommendations for employees and visitors see the Operating Mode for Rose Hill.

Zone Designation

- Non-Historic –Carriage House
- Historic - Mansion

- Mixed – New Bathroom Building and Carpenter Shop

New Procedures

- Guided Tours
 - The regular guided and specialty tours will have a limited capacity (for more information see the Operating Mode).
 - Specialty tours will be architecture and grounds, *Behind the Scenes* and *Bedroom Tales*.
 - Each tour route will be adjusted to accommodate social distancing.
 - For all tours visitors will have to call for reservations.
 - 2 spaces on the regular guided tour will be reserved for walk-in visitors.
 - Tours on the half hour will not be given on the weekends.
 - Refunds - Any concerned visitor will be offered a refund or asked to make a charitable donation to the Historical Society
- New Bathroom Building
 - The bathrooms and exhibit components (panels, flipbooks, writing implements and laminated cards) should be cleaned and disinfected daily but this may vary according to the visitation levels.
- Carriage House
 - The bathrooms in the Carriage House will be for employees only.
 - Binders for the first and second floors of the Mansion will be kept in the docent area of the Carriage House and will be shared with visitors upon request. The binder and the interior sheets will be disinfected after each use.
 - In the Docent Area
 - The phone will be disinfected after each use.
 - The table and chairs and bathroom will be disinfected at the end of each shift.
 - Transactions
 - All visitors will be encouraged to make cashless payments. When cash payments are made, the visitor and Historical Society employee conducting the transactions will use hand sanitizer after the transaction is made.

- Retail surfaces and materials involved in payment transactions will be disinfected after each transaction.
 - The seating area for visitors will be disinfected after every use.
 - Limited brochures and rack cards will be out at any time
 - No Keurig beverages will be offered for sale this season.
 - Carpenter Shop
 - The benches and handrails will be disinfected daily
 - Mansion
 - To minimize “high touch” points
 - Docents will open and close doors for visitors
 - Room sheets will be placed in binders and placed where docents can easily find them. Docents will verbally share information from the sheets with visitors
 - “High touch” points (handrails, door knobs, etc.) will be disinfected daily.

Appendix

- Operating Mode - Geneva History Museum
- Operating Mode - Rose Hill Mansion
- Employee Health Screening Record
- Contact Update Form
- Signage for Employees
- Public Signage

Approved by the Board – June 17, 2020
 Updated - July 6, 2020