

## **Regional Historic Site Re-Opening Guidance Saratoga/Capital District Region**

The Region has been working closely with The Bureau of Historic Sites to develop this template outlining important operational considerations that should be discussed and or completed prior to opening interior spaces of your historic site to the public for programming. This list is by no means a complete accounting of all things that need to be considered prior to opening however, it does highlight what we consider to be our most challenging operational hurdles while giving site managers the tools to begin planning site operations during the COVID pandemic.

The Region has agreed that our historic sites shall begin to re-open on July 20<sup>th</sup> unless otherwise discussed and agreed to subject to the adherence of the guidance below.

### **General Operations**

Historic sites will mirror park site enhanced cleaning and operations during this time.

### **Staffing**

- ✓ Staff must be screened at the beginning of each shift as outlined by the Regions' Health and Safety Manager Kathie King.
- ✓ Workspaces/desks shall be distanced at least 6 feet apart.
- ✓ Staff breaks should be staggered as much as possible to avoid crowding of break rooms.
- ✓ High touch areas and office equipment must have a means to be sanitized by the user.
- ✓ Vehicles and tools must have a means to disinfect by the user prior to and after each use.
- ✓ Staff bathrooms must always have soap to wash hands. Bathrooms need to be disinfected after each use.
- ✓ All staff must be issued reusable face covering which must be worn while working and social distancing is not possible.
- ✓ Make sure you have developed and ordered any site signage that is needed to guide and educate the public on any COVID policies.
- ✓ The site website should be updated with all new policies and any other important information for patrons to know before they arrive.

## Historic Site Cleaning of Sensitive Materials

- ✓ Familiarize yourself and your staff with the new cleaning guidance sent out by the Bureau of Historic Sites. Reach out to Erin Moroney with any specific cleaning questions prior to opening up for programming.
- ✓ Hand sanitizer stations should be placed at the beginning and the end of

## Historic Tours

- ✓ Tour group size is limited to **25%** of your normal capacity.
- ✓ Tours are now by appointment only and it is recommended that managers use the phone/answering machine to book and confirm tours. Walk ups may be accommodated based on tour load and cleaning schedule at the managers discretion.
- ✓ The only information that is needed to make a reservation is: Name, contact number, date and time. Tour offerings may need to be limited in order to provide the proper cleaning time blocks.
- ✓ When reservations show up on site, staff will confirm their name and phone number. It is encouraged that check ins be done outside, under a tent or similar to prevent crowding indoors.
- ✓ Plexiglass barriers should be constructed wear staff and patrons interface, such as check in areas and museum stores.
- ✓ All tour goers must wear a mask inside any building. Historic sites will be provided with surgical masks to give to tour goers who forgot to bring a mask with them. If a patron needs to remove the mask for any reason, they will be asked to exit to the outside.
- ✓ Considering our limited capacity for tours, it is encouraged that site managers develop outdoor amenities to occupy patrons while they wait for the tour. Examples of amenities are cell phone tours, introductions to the site, guided outdoor tours and self-guided outdoor tours.

## **Museum Shops**

- ✓ Consider offering mail orders for the items you sell in the store.
- ✓ Offer food handling gloves to shoppers so they may handle items.
- ✓ Have glassed “no touch” display cases showing items for sale.
- ✓ Site Managers can make the decision to open their shops right away or phase “shopping” in later.

## **Tour Guides**

- ✓ Must always wear face masks during the tour. Face mask will be provided by the region for staff use.
- ✓ Staff may choose to wear gloves and or eye protection as they feel necessary. This however is not mandatory.