**Glen Foerd COVID Plan**

Glen Foerd is committed to providing a safe environment for employees and our guests. We are abiding by [Philadelphia’s City Guidelines for Museums](https://www.phila.gov/museums/covid-19). Glen Foerd’s current COVID Plan is as follows:

**Communication & Set-Up**

1. Glen Foerd aims to encourage the public to abide by CDC guidelines and to communicate our own efforts through signage on our grounds:
   a. Asking people who are sick or who have had contact with someone with COVID-19 within the past 14 days not to enter or spend time on the grounds.
   b. Encouraging people to cover coughs or sneezes and to wash hands regularly.
   c. Mandating physical distancing of at least 6 feet.
   d. Mandating that all staff and visitors wear masks with reminders about how to do so appropriately.
2. Hand sanitizing stations will remain available on each floor of the house for guests to use.
3. All representatives of Glen Foerd should feel comfortable sharing our guidelines with in-person guests, participants, and volunteers at the start of their engagement. This makes it easier for physical distancing and mask-wearing enforcements to come as a reminder, rather than punitive.

**Public Viewing Hours Protocol**

*These guidelines pertain to open viewing hours on Fridays from 10AM-2PM, when guests are welcome for self-guided tours.*

1. No more than 40 guests should be in the building at any given time.
2. Prior to opening the house to guests, a staff member will sanitize all door knobs, bathrooms, and touch points. Attendants are encouraged to sanitize regularly throughout the four open hours. Prioritize regular cleaning of the bathrooms and bannisters in downtime when visitation is regular. Visitors can be made aware that the house is cleaned thoroughly each week, and touch points are sanitized regularly.
3. Due to city guidelines, we need all guests to check in. Guests will sign in upon entry, using sanitized pens and have their temperature taken by staff.
4. Always position a hand sanitizing station at the entry of the house for public viewing hours.
5. All persons visiting the house must wear a mask covering their mouth and nose throughout their experience and follow 6’ physical distancing rules.
6. Guests should be informed about the hand sanitizing stations around the house and encouraged to use them. Glen Foerd will also provide disposable masks to guests who need them when possible.
7. Per city museum guidelines, we encourage guests to self-regulate the number of guests per room, and visit parts of the house that are less congested. 10 people per room is a good number to keep in mind. We don’t have a set route through the house that people
should take, and guests can visit all four floors of the house, so there are always plenty of options.

Other Protocols for Tours and Programs:

1. All tours and programs will be kept under 25 people until further notice. Programs will be held outdoors whenever possible.
2. Program and tour participants are encouraged to register online. While registering, participants will agree to wear a mask and follow physical distancing guidelines.
3. Tour and program confirmations must be made via email. Staff will check visitors’ temperatures when they arrive.
4. Set-up for workshop-style or other seated programs will thoughtfully abide by 6’ physical distancing rules in the arrangement of tables and chairs for participants. Groups registered together should be contacted to ask if they should be seated together.
5. All facilitators and participants must wear a mask covering their mouth and nose throughout the entire tour/program and follow 6’ physical distancing rules.
6. Facilitators should supply/carry sanitizer spray bottles or wipes and make hand sanitizer available to participants throughout the program.
7. Facilitators will sanitize all door knobs, bathrooms, and touch points prior to their programs, including between each tour.
8. Do not shake hands. This is strongly discouraged.
9. Visitors are permitted to use the facility restrooms at this time. Facilitators should be mindful of traffic to the restroom and sanitize it regularly when possible.
10. Facilitators should keep disposable gloves on hand in the event that a guest requests them or requests that you wear them for any program or tour. For workshop-style programs, disposable gloves should be made available for all participants.

Employee Protocol:

1. Employees are expected to be stewards of all above protocols and guidelines, working together to ensure the safety of staff and guests.
2. Masks are worn at all times except for when employees are alone in their individual office. The CDC recently updated their website to include the fact that COVID-19 can be transmitted via airborne droplets that can linger long after a space is occupied.
3. If an employee has symptoms (even if mild), including fever, cough, chills, etc., they will work from home.
4. Employees are encouraged to wash their hands regularly at work.
5. Employees are encouraged to get flu shots to keep themselves and others safe.