COVID-19 Staff and Volunteer Hygiene Procedure

In order to protect all staff, volunteers, and visitors to William Preston’s Smithfield, the following policies are in effect for the 2020 operating season (beginning June 13) until further notice.

1. **Health Check at Start of Shift**
   All staff and volunteers reporting to Smithfield will be screened by Kenna Jewell or Ryan Spencer. Screening will include a
   - temperature check
   - verbal affirmation from each staff person/volunteer has not exhibit the following symptoms: **Coughing, fever, chills, sore throat, shortness of breath, difficulty breathing, muscle pain, new loss of taste or smell.**
   - Verbal affirmation from each staff person that he or she has not knowingly come into contact with an active COVID-19 case in the last 14 days.

   All information will be recorded and kept on file.

2. **Face Masks**
   All staff and volunteers working in inside the Smithfield Manor House will be required to wear a face mask. Smithfield will provide a green face mask for these individuals. Guests are encouraged to wear face masks; however, this cannot be enforced safely. Masks should be washed frequently and can be laundered with regular clothing on a regular cycle, to keep them clean and free of bacteria.

3. **Building Entry**
   Access to buildings will be limited to the following:
   - **Manor House** During operating hours, there will only be two entrances/exits to the Manor House: Gift Shop and Main Passage front door. When weather permits, and when staff are stationed to monitor them, these doors must remain open to prevent touching of doorknobs.
   - **Forge** The Forge will not be accessible to guests. The doors will be open each day, but guests will not be permitted inside. A chain and no-entry sign will be placed over the doors to prevent guests from entering.
• **Whitethorn Cabin** The Whitethorn Cabin will be open, but guests will not be permitted inside. A rope and no-entry sign will be placed to prevent guests from entering.

• **Smokehouse Restrooms** The doors to these restrooms will be propped open to prevent touching of doorknobs and touch plates.

• **Pavilion Kitchen and Restrooms** There will be no public access to kitchen and restrooms, unless this space is reserved for a private event.

4. **Guests Entering Smithfield Manor House**
   - Upon entry to the Manor House, guests will
     - encounter a sign encouraging them to
       - wear face masks
       - asking them to stay home if exhibiting symptoms or if they have come into contact with a known COVID case.
   - Be asked to sanitize their hands at the sanitizing stations

5. **Hand Sanitizing Stations**
   - Hand sanitizing stations are located at the primary entrances to the Manor House. Guests are required to sanitize their hands.
     - Giftshop entrance
     - Main Passage entrance
   - There will be a small sanitizer bottle by the cash register for individuals working in the store.

6. **Capacity in the Manor House**
   - Due to the size of each room, there is a strict capacity of five guests per room, including the gift shop. This number may increase if each person is a part of the same household.

7. **Interactive/ Hands-On Activities**
   - There are many new interactives designed for the 2020 season: activity backpacks, try-on trunk, surveyor’s chain, tea table conversation, quill and ink writing, and Merry Oak reflection activity.
   - Due to COVID-19, only the Merry Oak activity will be available. All other activities will be unavailable.

   **Process for Merry Oak Reflection Activity**
   - Each guest will be given a golf pencil at admission. Golf pencils will be collected in a receptacle and sanitized at the end of the day.
   - Each guest will be given 1-3 reflection leaves at admission. Interpreters and docents will have additional leaves if needed.
   - Guests will hang their leaves on the Merry Oak.

   **Museum Room Catalogue**
   - Each item in the museum room is now identified by a number and corresponding title. There is also a catalogue with additional information for each artifact.
• Guests may access these catalogues in the school room, front passage, and store. In order to prevent cross-contamination, only staff and volunteers must handle these catalogues.

8. Daily Cleaning
In-depth cleaning will happen at the start of each day. Periodic cleaning and sanitizing will take place throughout the day. Ryan and Kenna will assist in this procedure.

• Opening Shift
  o Interpreters:
    ▪ Smokehouse Restrooms: follow established cleaning procedures for restrooms (posted in Policies and Procedures Manual as well as Smokehouse closet. Ensure doors to restrooms are propped open. Sign cleaning log. Give handles and door handles extra attention.
    ▪ Whitethorn Cabin and Forge: Ensure doors are open, install barriers and signs, and disinfect door handles.
    ▪ Pavilion Restrooms: Ensure signs are in place, inspect restrooms, conduct full cleaning if pavilion is reserved for the day.
  o Docents:
    ▪ Manor House: Using Clorox wipes, disinfect all handrails, light switches, sanitizing stations, and Merry Oak stands.
  o Guest Services/Store Clerks:
    ▪ Gift Shop: Using Clorox wipes, disinfect store counter, door handles, keyboard, credit card reader, phone, and surfaces guests are likely to touch.
    ▪ Kitchenette and Staff Bathroom: Clean according to Polices and Procedures. Pay extra attention to door handles and light switches. Ensure doors are closed by 10am.

• Throughout the Day:
  o Interpreters:
    ▪ Smokehouse Restroom: 10a and 2p disinfect all surfaces.
    ▪ Manor House: Disinfect touchable surfaces as guests touch them—focus on handrails, etc. with focus on drawing room, main passage, and children’s bedroom.
  o Docents:
    ▪ Manor House: Disinfect touchable surfaces as guests touch them—focus on handrails, etc. with focus on dining room, school room, and winter kitchen.
  o Guest Services/Store Clerks:
    ▪ Gift Shop and Museum Room: Disinfect touchable surfaces as guests touch them. Focus on the store and museum room. Use hand sanitizer after handling cash. Wipe down credit card machine each time guests touch the pin pad.

• End of Day:
  o Interpreters:
- **Smokehouse Restroom:** Disinfect all surfaces at 5pm closing.
  - **Docents:**
    - **Manor House:** Disinfect touchable surfaces throughout the house.
  - **Guests Services/Store Clerks:**
    - **Gift Shop and Museum Room:** Disinfect touchable surfaces throughout store, museum shop, and bathroom.
    - **Merry Oak pencils:** All collected pencils will be sprayed with sanitizing solution.
- **After breaks and lunch**
  Each person must wash their hands with soap and water before returning to work following a break or lunch. It is also important that the lunch areas (table, chairs) be wiped down after use.

9. **Positive Test with Staff and Volunteers**
   If a staff person or volunteer receives a positive COVID-19 test, he or she must contact Kenna or Ryan immediately. This person must not return to work until cleared by the Virginia Department of Health guidelines.
I acknowledge that I have received and read the COVID Hygiene Procedures for Preston’s Smithfield. I agree to abide by all guidelines therein as a condition for my reporting to work.

_____________________________________________________
Name (Print)

_______________________________________
Signature

_______________________________________
Date

All sheets must be signed and returned to Kenna C. Jewell, Operations Manager, before first assigned work shift in 2020 season.