



# LA ROCHELLE MANSION AND MUSEUM

## COVID-19 GUIDELINES

### DEFINITIONS

- **Cleaning** refers to the removal of germs from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.
- **Disinfecting** is defined by use of chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection
- **Historic assets** are historic artifacts and documents, both in the permanent collection, as well as the materials, finishes, and fixtures of La Rochelle Mansion.

### MUSEUM GUESTS

- If you feel sick or show any symptoms of Covid-19, please stay home and visit us as soon as you are better!
- Limited to 10 guests at a time based on ticketed timed entry
- All guests age 4 and over must wear a face mask at all times.
- Guests are encouraged to bring their own facemasks; disposable facemasks will be provided to those who forgot to bring their own.
- Hand sanitizer is provided to guests upon entry to the museum and in the gift shop and restroom; all guests are required to apply hand sanitizer upon entry unless there is a valid medical reason not to do so.
- Maintain at least 6 feet of distance between you and those not a part of your household group
- Guests are encouraged to follow the route on the printed self-guided map provided at entry
- No more than 2 guests in the gift shop at any time
- All gift shop sales are final

## STAFF AND VOLUNTEERS

- Clean face masks and sanitary gloves will be provided to all staff and volunteers as needed
- All staff and volunteers will be trained on proper use of PPE, environmental cleaning and disinfection, hand hygiene, and the COVID-19 guidelines
- Any employee or volunteer who is feeling ill or displaying any of the following must be sent home immediately:
  - Feeling feverish or having an elevated measured temperature greater than or equal to 100 degrees Fahrenheit
  - New or worsening dry cough, or shortness of breath
  - Repeated shaking with chills
  - Loss of taste and/or smell
  - Having had any close contact with a person who is lab-confirmed to have COVID-19
- All staff and volunteers must wash or sanitize their hands when coming in to work. They must practice proper hand hygiene throughout following these guidelines and aim to wash/sanitize their hands at least once every two hours.
- All staff and volunteers must wear coverings over their nose and mouth unless they are alone in their own private office or working alone outdoors.
- All staff and volunteers must maintain a minimum of 6-8 feet separation from others at all times.
- If a staff person or volunteer is suspected or lab-confirmed to be ill with COVID-19, they must go home and not come back to the site until they meet all of the following criteria:
  - Fever-free for at least 72 hours (3 days) without medication
  - Other symptoms have improved
  - It has been at least 14 days since onset of symptoms
  - The decision to return to work has been made in conjunction with their healthcare provider
- If a staff person, volunteer, or contractor has had contact with someone suspected or lab confirmed to be ill with COVID-19, anyone at the site who had close contact with that person should not return to the site for 14 days or until a negative COVID-19 test result is obtained.
- Workstations, office equipment, and phones should not be shared if possible. If workstations, office equipment, phones, etc. must be shared among staff, they must be disinfected before 3 another individual uses them. Plastic film or similar non-porous covering that is changed between users may also be used in addition to or in lieu of disinfecting.

- Contactless transactions are strongly encouraged
  - Hands must be washed or sanitized after handling cash
  - Cash received from guests will be placed in an airtight bag and stored for at least 3 days before use

## MUSEUM OPERATIONS

- Public areas such exhibit galleries and the gift shop should be cleaned and disinfected about once daily, but this may vary according to visitation levels. In the gift shop, surfaces involved in payment transactions should be cleaned after each transaction.
- “High touch” surfaces being disinfected frequently throughout the day depending on visitation levels. “High touch” surfaces include door handles and push plates, railings, switches, touchscreens and countertops.
- Any items that visitors come in contact with should be disinfected.
- Staff offices, even private offices, should be disinfected several times a week, particularly keyboards, phones, door handles, light switches, desktops and drawer pulls, chair armrests and other “high touch” surfaces.
- Restrooms will be cleaned and disinfected several times throughout the day depending on visitation levels.
- If a staff person, volunteer, contractor, or visitor to the site becomes ill, the areas they have been in contact with should be closed down and the following steps taken:
  - Open windows to the space and/or increase ventilation to air out the space for 24 hours before beginning cleaning of the area, if possible.
  - Disinfect the area as recommended in these guidelines.
- Only historic assets that have been handled by or in close contact with visitors should need disinfecting. We require visitors and staff to wear masks and wash or sanitize their hands before engaging with historic assets to minimize the opportunity to shed virus on these sensitive materials.
- Chemicals recommended in these guidelines for disinfecting and cleaning non-historic assets should not be used for disinfecting and cleaning most historic assets. These chemicals can cause irreparable damage to irreplaceable cultural resources.
- Do not use the following to disinfect historic assets, inside historic house museums, or in collections storage areas:
  - Spray fumigants or disinfectants such as Lysol
  - Ultraviolet light
  - Ionizing/ozone-producing air filters

- Historic assets that are small or fragile, mixed media, paper, or soft surfaces should not be disinfected by volunteers.
- Should there be a circumstance requiring more intense cleaning, onsite staff and volunteers should immediately contact Carolyn Rapkivian.
- Routine Disinfection of “high touch” historic assets including handrails, doorknobs, door frames (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 you notice any change to or degrading of the surface/finish, contact Carolyn Rapkivian for instructions.
  - Use only mild, non-ionic soap such as Orvus paste or Dawn Liquid soap. If you can’t obtain these products, please check with Carolyn Rapkivian for alternatives.
    - Make a soap and water solution using just enough soap to make a thin ring of bubbles when swirled into the water.
    - Saturate the cleaning cloth and wring it out until just slightly damp. The cloth should not be dripping wet.
    - Apply to a small area first to ensure it will not damage the finish. This is especially true of finished wood.
    - Wipe the surface in one direction and do not re-submerge the cloth in the soap and water solution to avoid recontamination. Change cloths frequently.
    - Leave surfaces wet/damp for five minutes to allow soap to deactivate the virus.
    - Wipe down with a fresh cloth dampened with clean water to remove any soap residue from the surface.
    - Dry surface with a clean cloth.
- Ceramic, terrazzo, stone and other non-porous or inorganic materials:
  - Items can be cleaned with 70% isopropyl alcohol if needed (Never use alcohol on other materials, especially finished wood.)
    - Lightly dampen a cotton swab or pad with 70% isopropyl alcohol. Swab or pad should not be dripping wet or saturated.
    - Spot-test a small area and wait to ensure there is no negative reaction.

- Wipe the artifact gently and allow to air dry. Ensure there is proper ventilation during and after application.