

## MCHS Reopening Plan

The Martin County Historical Society will reopen on Monday, June 22, 2020, under the following guidelines and restrictions:

1. The museum will be open **BY APPOINTMENT ONLY** to groups of 9 or less people.
2. To make an appointment, call **507-235-5178** or email **edirectormchs@gmail.com**
3. Guests that would like to visit are requested to call at least one hour in advance.
4. Any guest exhibiting any symptoms of illness are requested to stay home.
5. Any guest experiencing COVID-19 symptoms after visiting the museum are asked to alert museum staff as soon as possible.
6. **Guests are asked to wash or sanitize their hands upon entering and leaving the museum.**
7. **Masks are mandatory for both staff and visitors; guests are expected to bring their own masks.**
8. **Visitors and staff are required to practice social distancing in all areas of the museum by being spaced at least 6 feet apart.**
9. Gloves (preferably nitrile) are mandatory for visitors wishing to use MCHS' Research Resources. Guests are expected to provide their own gloves (preferably nitrile).
10. Hand sanitizer and hand washing materials will be made available to guests and staff.
11. MCHS staff are required to wash their hands thoroughly when they enter the museum, after every appointment, and before they leave the museum.
12. The MCHS Research Library, Archive Room, and MCGS Lebedur Room are limited to 2 people per room; staff may enter as needed to assist.
13. Touching of artifacts or displays is strictly prohibited.
14. The Pioneer Parsonage may be visited under the above guidelines but is NOT available for rental at this time.
15. Bathrooms will be available for staff and patrons only but will be disinfected after each use.
16. MCHS staff will sanitize all frequently touched surfaces (ex. bannisters, door knobs, etc.) after each appointment concludes.
17. R and S Cleaning will continue to deep clean the museum every week.
18. This document will be updated as necessary in accordance with county directives, Governor's Executive Orders, Minnesota Department of Health, and CDC Guidelines.
19. **Contractors, including MEI inspectors, will need to follow these guidelines.**
20. Minnesota Elevator: Please call 507-235-5178 to schedule inspections.

Additional Guidelines regarding MCHS Staff:

1. MCHS staff will continue to work remotely from home.
2. The museum and parsonage will be staffed only for appointments.
3. MCHS staff have been educated on these guidelines and restrictions,
4. MCHS Staff Members Jim & Dona will stagger days to take care of any appointments, acquisitions and inspections.
5. A master calendar will be kept to organize appointments.
6. However, staff may spend time in the museum for maintaining the buildings, caring for its holdings, and any necessary job duties that cannot be accomplished from home. Onsite staff will alternate days in the facility whenever possible or, if more than one staff member is required to be in the museum, they must maintain social distancing of at least six feet of more.
7. Any staff that exhibits any symptoms of illness are expected to self-quarantine at home for a minimum of 14 days, alert other staff members, and return to work in conjunction with approval from their healthcare provider; other staff members will work any appointment dates that an ill staff member would have been responsible for. If there are no MCHS staff members available to cover an appointment, that appointment will be canceled.