

## COVID-19 Safety Plan 6/24/2021

Newark-Arcadia Historical Society  
120 High St  
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James Weiler – President  
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With vaccinations up and positivity rates down, we no longer require masks or physical distancing for fully vaccinated individuals. Unvaccinated and vaccinated but immunocompromised individuals should adhere to protective measures for their own safety and to prevent transmission to other unprotected individuals. We will assume that anyone arriving wearing a mask falls into this category.

These protective measures (for masked individuals) will include:

### **Protective Equipment**

1. For those in this category, masks will be worn inside the building, provided individuals are over age 2 and able to medically tolerate one. Masks will be provided without charge for persons arriving without one. Docents will wear masks if asked to by patrons.
2. Masks provided are single use. Persons exiting the building should either take the mask with them or deposit it in the step-can near the entrance/exit.

### **Physical Distancing**

1. Encourage physical distancing for safety's sake..
2. The vestibule, fox sisters room, transportation room and canal room will be limited to one party at a time. Signage will inform visitors of this rule.
3. To eliminate crowding, docents should create space between parties arriving close together by offering the outdoor tour map to the second party. If not accepted, then remind the party of the social distancing rule.
4. 6' social distance signs will be posted throughout the museum

We will assume that people are honest and will be compliant with the above measures.

## Building and N-AHS Personnel Policies

### Ventilation

The thermostat will be set to “fan on” by docents or other responsible N-AHS personnel when visitors will be present. The fan should be set back to “auto” when departing the building.

### Communication

1. Signage will be posted throughout the site to remind individuals to adhere to proper hygiene, social distancing rules and appropriate use of PPE. Cleaning and disinfecting protocols will be posted on the supply cabinet in the bathroom.

**Hygiene and Cleaning** – Since we cannot be sure of a person’s viral status, the following procedures will be observed by docents or other responsible N-AHS personnel.

1. An automatic hand sanitizer dispenser will be located in the vestibule for all to use. Visitors will be encouraged to use sanitizer, and will not be permitted to touch museum objects if they refuse. Additional pump units will be located throughout the building.
2. 70% alcohol wipes will be located near high touch areas, such as phones.
  - a. Any pens not taken by visitors will be cleaned with wipes before reuse
  - b. Wipes should be used to disinfect front door crashbars and telephones frequently, and light switches, thermostat, security keypad, handles, doorknobs and any other touched object at the end of the shift.
  - c. If the bathroom is used, doorknobs, faucet, handles and switches should be wiped as soon as possible after use.

### Documentation

The signing of registers and logs has been rescinded. As usual, encourage all visitors to sign the guest book.