

REOPENING PLAN: COVID-19 Recovery

Historic House Trust Site: Van Cortlandt House Museum

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Introduction

The Historic House Trust of New York City Sites

In partnership with NYC Parks, the Historic House Trust advocates for, promotes, and provides expertise to preserve 23 publicly owned historic sites located throughout the city's five boroughs.

While we know how important it is to reopen HHT physical locations, we also understand the unprecedented challenges we are facing. As such, with the safety of our member house staff and patrons as our first priority, we convened a reopening committee consisting of stakeholders from across all 23 sites in collaboration with HHT staff and NYC Parks guidelines to thoughtfully develop plans unique to the needs of each house to carefully return services to our park sites and houses. That plan is presented here; we feel it is a positive path forward that serves our city well.

We will continuously monitor the situation and change course when needed, but we are confident that this is the blueprint by which we can arrive at a new normal. We thank everyone who participated in its creation.

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Building Our Plans and Oversight Structure

In May of 2020, a reopening committee was formed including staff representatives from HHT and its 23 house sites to arrive at an agreed upon framework for phased reopening of parks and houses. This committee is headed by Alice Austen Executive Director, Victoria Munro, to ensure advocacy for all individual house sites.

It is recognized that each of the 23 sites have unique needs and this committee has created a format for every house site to structure individual plans with shared guidance and protocols issued by NYC Parks.

We collectively recognize that this plan will need to be dynamic in response to all actions needed to respond safely to the changing situation in this unprecedented time.

The implementation and ongoing monitoring of these individual plans will be overseen by the reopening committee. The committee will:

1. Oversee reopening plans and share them with HHT and NYC Parks.
2. Evaluate reopening phased activities
3. Monitor City, State and Federal conditions and guidance
4. Communicate any recommended changes to house directors

Stage 1 | Telecommuting & Planning

All staff remain telecommuting and participate in reopening planning, including accessing provisions for increased cleaning and additional guidelines. Supplies are in the process of being acquired. Preliminary reopening procedures have been outlined in this document as well as in a more comprehensive guide to the museum's COVID-19 operating procedures.

Stage 2 | Staggered staff re-entry to building

Chief reopening officer will create a schedule of days that staff may return to the museum ensuring that staff capacity does not exceed 50%.

Van Cortlandt House Museum has 1 FT employee and 3 PT. FT staff has remained working at Van Cortlandt House while the Museum has been closed. One part time employee has continued to work with the two remaining PT staff continuing to work-from-home unless needed on-site for program delivery or reopening prep. Staff meetings when held, will continue to be conducted virtually.

Enhanced cleaning procedures in place for personal, workspace and bathroom practices. Social distancing is required with masks required in shared workspaces when more than one staff person is present.

The museum remains closed to the public with virtual program execution occurring both from onsite and from home.

Stage 3

Van Cortlandt House Museum is projected to reopen for self-guided tours on Saturday, October 10th. At that time, Van Cortlandt House Museum will explore reduced programming on the museum grounds in accordance with Parks and HHT guidance and social distancing rules including the provision of face coverings. Staff will continue to be scheduled in keeping with capacity limits set forth by New York State.

The museum will be open on a modified schedule with visitor restrictions to follow CDC, NYS, and NYC guidelines. Guidelines established in Van Cortlandt House Museum's internal document, "Reopening Procedure Guidelines" will advise visitor flow/movement throughout physical spaces including museum entry and exit along with other operational adjustments and needs as well as gift shop procedures. The Ladies Room located in the basement of the Caretaker's Cottage will be reserved for Museum staff; visitors will use the Men's Room as a unisex bathroom in the basement of the Caretaker's Cottage. These bathrooms will be cleaned and sanitized daily by Van Cortlandt House Museum staff. Cleaning procedures are also outlined in this document. A logbook of cleaning and sanitation will be maintained in the office of Van Cortlandt House Museum.

Signage will be created and installed to communicate social distancing, mask requirements, and site access. Increased online communications will provide patrons with access options and programming information.

Stage 4 | The New Normal

Van Cortlandt House Museum staff will continue to return to work with work-from-home flexibility where appropriate. Van Cortlandt House Museum will resume reduced in person self-guided tours of the Museum House. Visitors will also be able to access the Museum grounds.

Van Cortlandt House Museum will reduce open hours to public to allow for appropriate cleaning. Initial hours: 11am -4 pm Friday, Saturday, and Sunday. These days and hours may be increased or reduced depending on demand for visitation or in the event of an increase in the infection rate of Covid-19 which requires us to close again.

Van Cortlandt House Museum will consider hosting rentals and guided tours for private groups of 15 or less by appointment only. Self-guided tours will be available for visitors who will access the tour by using a smart phone and by reservation only.

Increased signage will inform visitors of traffic patterns and tour flow. Virtual tours of the site will be developed for education groups as well as all park or website patrons.

Staff Health and Safety

Staff Health: Staff must not report to work if they are sick or exhibit symptoms of COVID-19.

Enhanced facility protocols: Increased cleaning and disinfecting, frequent housekeeping including high touch surfaces and workstations. Guidance will be posted in all workspaces. A daily cleaning log will be established. Cleaning procedures are outlined in Van Cortlandt House Museum's Reopening Procedure Guidelines

Bathroom Access: There will be an assigned staff-only bathrooms cleaned weekly and sanitized daily. The designated unisex public bathroom will be cleaned and sanitized daily on days that the Museum is open to the public with increased frequency as Van Cortlandt House Museum increases the number of days/hours is open.

Personal Hygiene and PPE: Face coverings and gloves will be provided to staff to be used according to NYC Parks protocols.

Physical Distancing: Staff meeting spaces and shared offices will be modified to allow physical distancing.

Additional Staff Guidelines From HHT/Parks

Reopening plans and any other completed safety plans must be posted conspicuously onsite for employees and must be retained on the premises of the institution and be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Reopening activities should be phased-in to allow for operational issues to be resolved before production or work activities return to normal levels. Consider limiting the number of employees, hours, and number of patrons/visitors available to be served when first reopening so as to provide operations with the ability to adjust to the changes.

The workforce and patron/visitor presence must be limited to no more than 25% of the maximum occupancy for a particular area as set by the certificate of occupancy at any given time.

Small spaces (e.g. staff offices, behind cash registers, bathrooms, and kitchen) are prohibited for use by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy must never exceed 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant. Ventilation with outdoor air should be increased to the greatest extent possible (e.g. opening windows and doors), while maintaining safety protocols.

Additional Staff Guidelines From HHT/Parks

Screening practices include:

- If space and building configuration allows, screen individuals at or near the building entrance to minimize the impact of a potential suspected or confirmed case of COVID-19.
- Allow for adequate social distancing while individuals queue for screening and/or building entry.
- Admit only employees who have been screened either remotely or upon arrival.
- If temperature checks are performed, use contactless thermal cameras in building entrances to identify potentially symptomatic individuals and direct them to a secondary screening area to complete a follow-up screening. If not possible or feasible, a temperature check may be performed using contactless thermometers.
- In addition to the screening questionnaire, temperature checks may also be conducted per U.S. Equal Employment Opportunity Commission or DOH guidelines. Responsible Parties are prohibited from keeping records of employee health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).
- Any personnel performing screening activities, including temperature checks, must be appropriately protected from exposure to potentially infectious employees, contractors, vendors, or patrons/visitors entering the site. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.

Additional Staff Guidelines From HHT/Parks

- Screeners should be provided and use PPE, including at a minimum, an acceptable face covering or mask, and may include gloves, a gown, and/or a face shield.
- A central point of contact should be appointed, which may vary by activity, location, shift or day, responsible for receiving and attesting to having reviewed all employees' questionnaires, with such contact also identified as the party for employees and patrons/visitors to inform if they later are experiencing COVID-19-related symptoms, as noted on the questionnaire.
- Identified point of contact for the institution should be prepared to receive notifications from individuals of positive cases and initiate the respective cleaning and disinfection procedures.
- Designate a site safety monitor whose responsibilities include continuous compliance with all aspects of the Site Safety Plan, for employees and patrons/visitors.

Additional Staff Guidelines From HHT/Parks

Any employee or volunteer who is feeling ill or displaying any of the following symptoms associated with Covid-19 must be sent home immediately:

- Feeling feverish or having an elevated measured temperature greater than or equal to 100 degrees Fahrenheit
- New or worsening cough, or shortness of breath
- Sore throat
- Headache
- Muscle pain
- Diarrhea
- Repeated shaking with chills
- Loss of taste and/or smell
- Nausea or vomiting
- Congestion or runny nose
- Having had any close contact with a person who is lab-confirmed to have COVID-19

Additional Staff Guidelines From HHT/Parks

- All staff and volunteers must wash or sanitize their hands when coming into work. They must practice proper hand hygiene throughout their workday 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.
- Staff and other personnel must wear face coverings when interacting with visitors.
- Face coverings will be provided to employees while at work at no cost to the employee. An adequate supply of face coverings, masks and other required PPE should be on hand in the event an employee needs a replacement. Acceptable face coverings include, but are not limited to, cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, N95 respirators, and face shields. Employees may use their own acceptable face coverings but cannot be required by their employer to supply their own face coverings.
- Face coverings must be cleaned or replaced after use and may not be shared. Please consult the CDC guidance for additional information on cloth face coverings and other types of PPE as well as instructions on use and cleaning.

Additional Staff Guidelines From HHT/Parks

Hand hygiene stations will be maintained on site, as follows:

- For handwashing: soap, running warm water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical. Hand sanitizer must be available throughout common areas in the building (e.g., entrances, exits, elevators, and security/reception desks). Touch-free hand sanitizer dispensers should be installed where possible.
- Place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
- Place receptacles around the building for disposal of soiled items, including PPE.
- All staff and volunteers must always maintain a minimum of 6-8 feet separation from others, unless safety or the core activity requires a shorter distance (e.g., operating cash registers, moving and lifting objects, using an elevator), in which case, individuals must wear an acceptable face covering. Telework, staggered shifts, and alternate office space may be necessary to accomplish this.
- In-person employee gatherings (e.g., staff meetings) will be limited to the greatest extent possible. Methods such as video or teleconferencing should be used whenever possible. When videoconferencing or teleconferencing is not possible, meetings should be held in open, well-ventilated spaces with individuals maintaining six feet of social distance between one another (e.g., if there are chairs, leave space between chairs, have individuals sit in alternating chairs).

Additional Staff Guidelines From HHT/Parks

- If possible, schedules should be staggered for employees to observe social distancing (i.e., six feet of space) for any gathering (e.g., coffee breaks, meals, and shift starts/stops).
- 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 7 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. They may work from home (telework), use accrued time, or in some cases, emergency leave.
- If the staff person, volunteer or contractor has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

Additional Staff Guidelines From HHT/Parks

- 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 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. Shared equipment and objects should be cleaned daily, at a minimum.
- Breakrooms/staff kitchens/common areas will be closed OR will be cleaned daily. If such spaces remain open, seating areas must be modified (e.g., chairs, tables) to ensure that individuals are at least six feet apart in all directions (e.g., side to-side and when facing one another).
- Shared food and beverages among employees is prohibited. Employees will be encouraged to bring lunch from home. Adequate space will be reserved for employees to observe social distancing while eating meals.
- There will be a designated staff-only restroom.
- Put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and signage and systems (e.g. flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas.

Additional Staff Guidelines From HHT/Parks

- All staff, guests, volunteers, and any other individual entering the building must fill out a sign-in/out sheet with their names, times in/out, reason for visiting the site, and contact information.
- Designated areas for pickups and deliveries must be established, limiting contact to the extent possible.
- For deliveries, a touchless delivery system should be implemented whereby drivers stay in the cab of the vehicle while delivery takes place or, where not practicable, acceptable PPE appropriate to the anticipated activities that includes, at a minimum, a cloth face covering should be given to personnel involved in the delivery at no cost for the duration of the delivery process.
- Employees must sanitize their hands before and after transferring a load (e.g., from a delivery driver) of merchandise (e.g., sanitize hands before starting to load items; and once all items have been loaded, finish by sanitizing their hands again).
- Physical barriers at ticket and reception desks will be installed, as feasible. If used, physical barriers (e.g. plexiglass or similar materials) should be put in place in accordance with OSHA guidelines.

Phase 4 Industries must affirm that they have reviewed and understand the state-issued industry guidelines, and that they will implement them, by submitting the New York Forward Business Affirmation survey.

Patron Health and Safety Guidelines from HHT/Parks

- Measures will be taken to mitigate the spread of COVID-19
- Enhanced facility protocols: Increased cleaning and disinfecting, frequent housekeeping including high touch surfaces. When the Mansion is open to the public, one restroom will be dedicated to patrons, one for staff.
- Personal Hygiene & PPE: Patrons are required to wear face coverings in order to enter the site. If a patron does not have a face covering, MJM will provide one. Hand sanitizer will also be made available to patrons.
- Physical Distancing: Occupancy limits for shared spaces will be based on social distancing requirements, NYC Parks protocol, CDC, and NYS guidance.

Patron Health and Safety Guidelines from HHT/Parks – cont.

- The workforce and patron/visitor presence must be limited to no more than 25% of the maximum occupancy for a particular area as set by the certificate of occupancy at any given time.
- Small spaces (e.g. staff rooms, behind cash registers, kitchens) are prohibited for use by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy must never exceed 50% of the maximum capacity of the space or vehicle, unless it is designed for use by a single occupant. Ventilation with outdoor air should be increased to the greatest extent possible (e.g. opening windows and doors), while maintaining safety protocols.
- Visitors are required to wear coverings over their nose and mouth before entering any indoor facility at the site, provided, however, that the visitor is over the age of two and able to medically tolerate such covering. If supplies allow, sites may offer face coverings to visitors that do not have them.
- Visitors will be strongly encouraged to bring their own hand sanitizer unless sites have adequate supplies for visitors to use.
- Visitors must wash or sanitize their hands as they begin their visit at the site's visitor center and/or house museum. They will be encouraged to do so again before leaving.

Patron Health and Safety Guidelines from HHT/Parks – cont.

- A distance of at least six feet is maintained among individuals, including employees and patrons/visitors, with the exception of groups visiting the institution who are members of the same household or party, at all times, unless safety or the core activity requires a shorter distance (e.g., operating cash registers, moving and lifting objects, using an elevator), in which case, individuals must wear an acceptable face covering.
- Visitors who do not respect social distancing or hand hygiene requirements may be refused service and asked to leave the site.
- When a visitor makes a reservation to visit, they will be asked the following screening questions:
 - Do you have any of the following symptoms:
 - Feeling feverish or having an elevated measured temperature greater than or equal to 100 degrees Fahrenheit
 - New or worsening cough, or shortness of breath
 - Sore throat
 - Headache
 - Muscle pain

Patron Health and Safety Guidelines from HHT/Parks – cont.

- Diarrhea
- Repeated shaking with chills
- Loss of taste and/or smell
- Nausea or vomiting
- Congestion or runny nose
- Does anyone in your household have the above symptoms?
- Do you or someone in your household have a confirmed case of COVID-19?
- Have you or someone in your household been in contact with someone with a confirmed case of COVID-19? If the visitor answers yes to any of the above questions they will be asked to make their reservation for at least two weeks later.
- When they do visit the site, they will be asked the same screening questions again. If they answer yes to any question, they will be asked to visit another time.
- Health screenings cannot be mandated for patrons/visitors but should be encouraged.

Patron Health and Safety Guidelines from HHT/Parks - cont.

- Consider implementing specific visit times when issuing tickets (e.g., timed entrances and exits) for patrons/visitors to stagger arrivals and departures and to avoid crowding.
- Where practicable, the numbers of entrances should be limited in order to (1) manage the flow of traffic into the building and monitor occupancy/capacity limits and (2) facilitate health screenings, as described below while remaining in compliance with fire safety and other applicable regulations.
- Any area where visitors may have to queue or wait for service should have appropriate distances identified between people.
- The flow of traffic into and within the institution and exhibits must be monitored and controlled to ensure adherence to maximum capacity and social distancing requirements.
- Separate entrances and exits should be clearly designated, where possible.
- On-site interactions between people should be limited (e.g., designate an egress(es) for individuals leaving the institution and a separate ingress(es) for individuals entering) as well as movements (e.g., employees should remain near their workstations as often as possible).
- Put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., ticket lines, elevator entrances, in front of exhibits, clock in/out stations, health screening stations).
- Where possible, place markers or barriers to encourage one directional traffic.

Patron Health and Safety Guidelines from HHT/Parks - cont.

- All visitors to the site must be supervised by a staff member, who is able to stay at least 6 feet apart from the visitor(s).
- All visitors should be encouraged to fill out a sign-in/out sheet with times entered and exited as well as their contact information in case future contact tracing is needed. They cannot be mandated to provide contact information.
- Consider offering a method for patrons/visitors to opt-in to a contact tracing program, as practicable (e.g., opt-in when purchasing tickets in advance online).
- Touchless payment or pay ahead options should be used, when available. Minimize handling cash, credit cards, reward cards, and mobile devices, where possible.
- Patrons/visitors should be encouraged to purchase tickets in advance online, as applicable and practicable.
- Mark areas for viewing exhibits six feet apart at commonly congested exhibits. If exhibits are in a small area, maximum occupancy for each area or exhibit must be calculated and enforced based on social distancing guidelines (25% of maximum occupancy).
- Any interactive or “hands-on” exhibit component that cannot be disinfected after each visitor/user or after each household group should be removed from use by visitors.

Patron Health and Safety Guidelines from HHT/Parks - cont.

- Disposable or single-use maps, pamphlets, guides, etc. should be provided to patrons/visitors, if such items are used; and make these available digitally to be viewed on personal electronic devices, as practicable. Digital handouts should be prioritized over physical handouts, if possible.
- If single-use items cannot be provided, reusable objects must be cleaned and disinfected after each use.
- Audio headsets and other equipment loaned or rented to patrons/visitors will be discontinued.
- Children's play areas or exhibits with play equipment must be closed, unless such areas or exhibits can be cleaned, disinfected, and sanitized between each child using the area or equipment who is not a member of the same household or party.
- Common indoor or outdoor seating areas should be closed or modified to ensure that individuals are at least six feet apart in all directions (e.g., side to-side and when facing one another). Picnic areas and benches should be moved six feet apart or closed if they cannot be moved.
- As necessary, enhance employee or security presence to enforce limitations on gathering size in outdoor areas.
- Restrooms will be made available to museum visitors only. If there is only one restroom onsite, it will be used for museum staff only. General park users will not be permitted to use museum restrooms (exceptions may be made at house directors' discretion).
- Put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and signage and systems (e.g. flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas. Consider other control methods to help ensure patrons/visitors can maintain social distance while in, or waiting to use, a shared restroom.

COVID-19 Risk Mitigation & Exposure Procedure

- An employee, contractor, vendor, or patron/visitor who screens positive for COVID-19 symptoms must not be allowed to enter the site and must be sent home with instructions to contact their healthcare provider for assessment and testing.
- Remotely provide such individuals with information on healthcare and testing resources.
- Immediately notify the state and local health department about the case if test results are positive for COVID-19.
- Refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for employees seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.
- The state and local health department must be notified immediately upon being informed of any positive COVID-19 test result by an employee, contractor, or vendor at their facility.
- In the case of an employee, contractor, vendor, or patron/visitor testing positive, cooperate with the state and local health department to trace all contacts in the institution and notify the state and local health department of all employees, contractors, and vendors logged, and patrons/visitors and delivery personnel (as applicable), who entered the site dating back 48 hours before the individual first experienced COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal and state law and regulations.
- In the case of an individual showing symptoms while in the institution, notify employees in the surrounding areas or who may have been affected immediately with information on where the individual has been throughout the building and notify them if the symptomatic person tests positive.

COVID-19 Risk Mitigation & Exposure Procedure - cont.

- State and local health departments may, under their legal authority, implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
- Individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self report to their employer at the time of alert and shall follow the protocol referenced above.
- Cooperate with state and local health department contact tracing efforts.
- Clean and disinfect exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., elevators, shared objects, building entrances, badge scanners, restrooms, handrails, door handles, vending machines, communal coffee stations).
- CDC guidelines on “Cleaning and Disinfecting Your Facility” if someone is suspected or confirmed to have COVID-19 are as follows:
- Close off areas used by the person suspected or confirmed to have COVID-19. You do not necessarily need to close operations, if the affected areas can be closed off.

COVID-19 Risk Mitigation & Exposure Procedure - cont.

- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, bathrooms, common areas, and shared equipment.
- Once the area has been appropriately cleaned and disinfected, it can be reopened for use.
- Employees without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the work area immediately after cleaning and disinfection.
- Refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" for information on "close or proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

Housekeeping/Cleaning Plan

- Appropriate cleaning and disinfection supplies must be provided for shared and frequently touched surfaces (e.g., door handles, ticket counters), and employees should be encouraged to use these supplies, following manufacturers' instructions, before and after use of these surfaces, followed by hand hygiene.
- A cleaning log must be created and maintained to log and detail the date, time and scope of each cleaning/disinfecting session at the site. Separate logs may be used for individual rooms.
- Conduct regular cleaning and disinfection at least once daily, or more frequently as needed. Frequent cleaning and disinfection of shared objects and surfaces, as well as high touch areas, must be completed.
- Restrooms should be cleaned at least once daily.
- If cleaning or disinfection products or the act of cleaning and disinfection causes safety hazards or degrades the material or equipment, install hand hygiene stations for between use and/or supply disposable gloves and/or limitations on the number of employees using such equipment.
- Hours should be adjusted as necessary to enable enhanced cleaning and disinfection procedures.

Opening Hours and Public Access

Van Cortlandt House Museum will continue to assess its ability to provide safe public access to its collections and site.

- The grounds of Van Cortlandt House Museum will remain closed until the Museum itself is open to the public. Once the Museum has opened, the grounds will be open in synch with the hours that Van Cortlandt House Museum is open.
- In Stage 4, the museum will be open with reduced hours: 11am - 4:00 pm Friday, Saturday and Sunday.
- Signage and online notifications will be posted for patrons along with Standard Operating Procedures for their visit.
- All visitors must wear a mask and utilize the designated public bathroom.

Masks & Face Coverings Guidance

Cloth face coverings can be fashioned from household items or made at home from common materials at low-cost, and should be used as a public health measure, beyond social distancing.

Individuals must procure, fashion, or otherwise obtain face coverings and wear them when they are in an outdoor public and are:

- within six feet of distance from other individuals; or
- in a situation or setting where they are unable to maintain six feet of distance from other individuals

Masks are required for indoor visits.

Masks & Face Coverings Guidance - Continued

When wearing cloth face coverings, you should:

- Make sure that they fit snugly and cover their nose and mouth.
- Be changed frequently and laundered when they are soiled or wet.
- Not become complacent with other protective measures.
- Do not touch the cloth covering or face.
- Continue to be vigilant with thorough and frequent hand washing with soap and water, or alcohol-based hand sanitizer of 60%+ alcohol.
- Practice respiratory etiquette and cover your coughs or sneezes.
- Practice social distancing – even when wearing masks.
- Stay home and help flatten the curve!
- While cloth face coverings may not prevent the wearer from becoming infected, they might help slow spread from people who have the virus and are unaware.

Collections Handling & Period Room Cleaning

- All staff are required to wear gloves when handling collections.
- Historic, high-touch elements (such as doorknobs, handrails), will be cleaned with only approved products.
- Vitrines, barriers, and labels will be cleaned daily.
- Period rooms and furnishings are cleaned monthly as specified by the curatorial schedule.

Mail and Deliveries

- Mail and packages will be handled with gloves.
- Deliveries will be instructed to be left on the porch, ringing the doorbell when packages are left.

Communications Plan

- **Internal:** The HHT Reopening Committee will continue to meet and individual houses reopening officers will update their staff weekly accordingly. Ensure all staff are supported regarding changes to protocols and communication with the media and patrons.
- **External:** Continue to communicate with patrons using regular channels of social media, website, email and update all hours of opening and visitation rules on all listed sites. HHT will continue to update its website to reflect any changes to house visitation.
- **Signage:** Will be created and monitored to in collaboration with HHT and NYC Parks. All signage and pre-visit materials will be translated into Spanish.
- **Virtual:** Virtual tours will be created to increase access to the museum and collections.

Communications Guidelines

- A communications plan should be developed for employees and patrons/visitors that includes applicable instructions, training, signage, and a consistent means to provide employees with information. You may consider developing webpages, text and email groups, and social media.
- All individuals onsite must be encouraged to adhere to CDC and DOH guidance regarding the use of PPE, specifically face coverings, when a social distance of six feet cannot be maintained, through verbal communication and signage.
- Signage should be posted inside and outside of the building to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols.
- Reopening plans should be on your institution's website, if possible, and be made available to the public upon request.

Communications Guidelines - Continued

- Responsible Parties must post signs throughout the institution, consistent with DOH COVID-19 signage. Responsible Parties can develop their own customized signage specific to their Department's signage. Signage should be used to remind individuals to:
 - Stay home if they are feeling sick.
 - Cover their nose and mouth with a face covering.
 - Properly store and, when necessary, discard PPE.
 - Adhere to physical distancing instructions.
 - Report symptoms of or exposure to COVID-19, and how they should do so.
 - Follow hand hygiene and cleaning and disinfection guidelines.
 - Follow appropriate respiratory hygiene and cough etiquette.
 - Refrain from touching or handling exhibits or objects that are assessed as high-risk.