

COVID-19 Summer Procedures

General

Maximum Capacity Terrace: 32

Maximum Capacity for indoor dining: 20

Maximum Capacity inside: 28

The museum website will be kept up to date with any new procedures.

Signs will be posted on all the doors with new Covid restrictions and maximum capacity limits.

Hand Sanitizer is available at all entrances and exits.

POS Machine

A plexi glass barrier has been erected on the Kitchen Counter in front of the POS machine. Staff will ensure that the barrier is between them and the visitor when using the POS machine.

Visitors using the POS machine will be required to sanitize their hands before touching the machine.

Staff

Staff and volunteers are required to complete a Covid Screening form before entering the workplace. This can be done online and emailed to the museum or a hard copy can be completed onsite. These will be kept for a period of 30 days. Up to date hard copies for screening are available outside the office next to the microwave.

Registration and Covid Screening forms are available to the Peterborough Health Unit upon request.

There is a sign in clipboard upon entrance to the office area of the museum (located on the microwave) for volunteers and visitors (ie. Pest Control etc) to sign in with contact information.

When indoors, staff/volunteers will wear masks at all times. These will be medical grade masks when not able to maintain a 6ft distance with co-workers.

Staff will be asked NOT to come in if they: Have close contact with anyone who has a respiratory illness; travelled outside of Canada in the past 14 days; is a confirmed case of COVID-19 or a close contact of a confirmed case of COVID-19 or has any of the following symptoms: fever, new or worse cough, shortness of breath, difficulty breathing, sore throat, headaches, diarrhea, chills, runny nose/nasal congestion without other known cause,

nausea/vomiting, pink eye (conjunctivitis), difficulty swallowing, unexplained fatigue/malaise/muscle aches, abdominal pain, decrease or loss of sense of smell or taste.

If staff can say yes to any of the above they will be required to self- isolate at home until a negative COVID-19 test has been received. Alternate work projects will be assigned for staff to work remotely.

If a staff member has tested positive for COVID-19 they will be required to isolate at home until they have been identified as a 'resolved' case by Peterborough Public Health. This period of self-isolation will be at least 14 days from symptom on set or from test collection date if person was a symptomatic. They will be allowed to return when instructed by Peterborough Public Health or a Doctor. If a member of the permanent staff (ie Erin) should test positive then arrangements will be made through the Peterborough Historical Society Board for supervision of the summer students while Erin is away.

If a staff member has a confirmed case Erin will contact the Peterborough Health Unit for further direction, the museum will undergo a deep clean and close for at least 24 hours or until otherwise directed by the Peterborough Health Unit. Erin will also notify the PHS Board, HHOC committee as well as the HH volunteers.

If a staff member is unable to come to work because they have to isolate due to COVID-19 arrangements will be made for work that can be done from home, with daily check-ins and reports to staff to ensure that work is being completed off site. Check-ins may consist of a phone, zoom or Facetime call. Reports will be sent by email or uploaded to the museum Google Drive at the end of the work day. They will be required to isolate for 14 days after the last contact with the ill person or as otherwise directed by public health.

Cleaning Schedule

Check list will be provided for the Bathrooms, Kitchen and Office areas. Staff will be required to initial date and time when cleaning has been completed. The Cleaning Schedule is as follows:

AM

- Quick wipe of door knobs, light switches, phone and key board in case someone was in the office afterhours
- Wipe down phones and bathroom door knobs and light switches every hour if there is high usage.
- Staff will use either Lysol/Clorox wipes or spray with Swish Miracle Disinfectant Spray 'N Wipe (or other disinfecting products approved by Health Canada as effective against Covid 19) for hard surfaces such as door knobs, light switches, desks, chairs, phone, keyboards, bathroom surfaces and hard surfaces where food prep is not taking place.
- Handrails and kitchen counters will be cleaned using a diluted bleach solution.

PM

- Wipe down all surfaces in the kitchen including counters, fridge, stove, knobs, POS and phone
- Clean bathrooms
- Wipe down all doorknobs including interior and exterior doors.
- Wipe down all light switches.
- Wipe down office chair handles, phones, photocopier, keyboards and mouse, desks, security monitor and panels, environmental monitor, kitchen counter.
- With diluted bleach solution wipe down all the hand rails.
- Wipe down surfaces in Bookshop and Harvey Connal Room.
- Staff will use either Lysol/Clorox wipes or spray with Swish Miracle Disinfectant Spray 'N Wipe for hard surfaces such as door knobs, light switches, desks, chairs, phone, keyboards, bathroom surfaces and hard surfaces where food prep is not taking place.
- Handrails and kitchen counters will be cleaned using a diluted bleach solution.

Scottish Tea Days

Every hour or after each tour and tea sitting- sign off when cleaning between tours/tea

- Clean high touch areas in the public bathrooms (if the bathroom was used)
- Clean POS if used
- Remove table cloths and dishes from tables that were used and replace with fresh ones
- Wipe down green chairs that were used.
- Wipe down all exterior door knobs.
- Staff will use either Lysol/Clorox wipes or spray with Swish Miracle Disinfectant Spray 'N Wipe for hard surfaces such as door knobs, light switches, desks, chairs, phone, keyboards, bathroom surfaces and hard surfaces where food prep is not taking place.
- Handrails and kitchen counters will be cleaned using a diluted bleach solution.

When Working with the Collection:

We will not be accepting donations at this time. Special cases may be made, but at this point we will encourage people to hang on to their treasures to donate at a later date. We do not have the space to have a designated isolation area for incoming donations.

Staff and volunteers will wear gloves and wash hands frequently with soap and water when handling artefacts. Hand Sanitizer is hard on most surfaces and could be detrimental to the artefacts.

Staff and volunteers will avoid situations where we would have to sanitize the heritage spaces.

A collections interactions log will be kept for staff and volunteers working with artefacts in case someone tests positive and tracing is needed.

Food Prep:

All requirements of the Ontario Regulation 493/17: Food Premises must be adhered to, in addition to following the COVID-19 public health measures. Staff/volunteers cooking in the kitchen will wear medical grade masks in addition to hair covering when handling and preparing food. A certified Food Handler must be present at all times.

Frequently wash hands with soap and water, especially before handling food going out to the tables.

Frequently clean/sanitize counters with a diluted bleach solution.

ALL dishes/utensils coming in from the teas will be put through the dishwasher.

We will provide small containers of milk and packets of sugar for use in order to prevent contamination.

Any jam or butter returning from the tables will be disposed of.

All packaged food being sold (ie. Jams, Scottish Tea in a bag) will have Hutchison House Museum, the date produced as well as contact information.

Tours

Tours will be timed entry and registered in advance. Visitors will be encouraged to pay in advance when possible. One household or a max of 4 visitors per time slot.

Visitors are required to complete a COVID screening form upon entrance of the building. They will be kept in the Harvey Connal Room at the check in table. These will be kept for 30 days.

Tours will be available on Wednesday, Thursday and Saturday at either 1pm, 2pm or 3pm.

All visitors will enter through the accessible door and exit through the front door.

There will be hand sanitizer at the accessible door for visitors coming in as well as by the front door for visitors leaving.

Tours will start in the Keeping Room. Guides will start by explaining the rules and reiterate no touching of artefacts. Guides will talk about the family, Keeping Room and Pantry first, and then move up to the doctor's bedroom. Guides can then discuss both back bedrooms before moving through the connecting door to the parlour. After discussing the parlour the guide will ask visitors to move to the mark on the floor in front of the stairs so that they can move into the doctor's office. Once the main floor has been completed, the guide will invite the visitors to go

to the top floor. The guide may choose to discuss what the visitor will see on the top floor before sending visitors up or follow them up at a safe distance and discuss the rooms from the landing. When the tour has been concluded the guide will unlock the front door and take a step back, inviting visitors to sign the guess book and exit. **[In the summer the tour will be split up by 3 guides: one to remain in the Keeping Room, one to do the back two bedrooms and parlour, and one to do the Doctors office and top floor]**

Once the tours have concluded guides will disinfect/clean all handrails and door knobs and door frames.

Only one group will allowed to tour each floor at a time.

While not period, guides will be required to wear masks when interacting with the public. Visitors will be required to wear masks and if they do not bring their own one will be provided for them.

Visitors will be asked not to come if they have COVID-19 Symptoms such as a new or worsening cough, fever and difficulty breathing.

Staff/volunteers will have a script of new procedures to remind visitors of when they arrive at the museum as well as at time of booking.

Bookshop

The bookshop will be closed. We will cover the books in the bookshop with a clear plastic. This will allow visitors to see the books available. Not being able to browse the bookshop will help keep visitors from lingering in the bookshop and keep the flow of traffic moving so that social distancing may be maintained.

Visitors can look at the website to see what books we have to offer and order by phone and do curbside pickup.

Jam jars or items in plastic are easier to clean and may be left on an open shelf for visitors to purchase.

Visitors will be required to wear a mask when they are in the museum, and will be instructed not to touch anything.

The high touch surfaces in the bookshop will be wiped down every hour during public hours and once a day on days when the public in not in the museum.

Outdoor

Cancellation Policy

Visitors may obtain a full refund if they cancel 48 hours ahead of their scheduled visit. They can receive a 50% refund if they cancel 24hrs ahead of their scheduled visit. They will receive no refund if they do not come for their scheduled time slot. All guests will be informed of this at the time of booking.

Scottish Tea

We will have a maximum of 4 tables on the patio 6ft apart with a max of 4 people per table for a max of 16 people sitting outside at once. The Terrace capacity has a maximum of 32 allowing us to set up extra tables in case the previous sitting has not left before the next one arrives.

There will be three days of Scottish Tea: Wednesday, Thursday and Saturday. The times for sittings will be 1pm, 2pm and 3pm. Visitors will have a max of 45 min to eat (or be finished by quarter to the hour) to allow for time to clean in between sittings.

Visitors will have to book by end of day, the day before. For example someone wishing to come for tea on Saturday will have to have booked by 5pm Friday. If no one has booked, then we will not make scones that morning. If people have booked, then we will make the amount of scones needed for the people that have booked.

Visitors will enter via the accessible entrance. Server will greet visitors and check their name and that they have paid and explain rules upon entering.

Visitors will be required to use hand-sanitizer upon entering the museum. All visitors to the museum will be required to provide contact information, and the time in the museum will be recorded.

Visitors will be required to wear masks when inside the museum.

Tea servers are required to wear a medical grade face mask and face shield. If they do not have one of their own, one will be provided for them. Face shields will be disinfected after each use and cleaned so that you are able to see out of them again. When not in use they will hang outside the upstairs office.

Staff will remove all plates and cutlery in between sittings to go into the dishwasher.

Chairs will be cleaned.

Tables cloths will be removed after each patron has left and put in the laundry. A new table cloth will be put on the table. Laundry will be done at the beginning of the day.

All communal costumes will be washed after each shift.

Staff will indicate on the registration sheet if a tour has been requested in addition to the tea. There will only be one tour per floor at this time.

Visitors will be asked not to come if they have COVID-19 Symptoms such as a new or worsening cough, fever and difficulty breathing. This will be asked again upon arrival.

When exiting from Scottish Tea visitors will be asked to exit on the pathway to the east of the museum so that there is no overlap with visitors entering. If there is a need to use the accessible ramp, staff will make sure that the ramp is clear first. Because of the gap needed for cleaning this should not be a problem.

Visitors will be asked to arrive promptly at their scheduled time. They will not be allowed to linger if there are visitors booked in the following time slot.

There will be directional signage for visitors to follow outside. All doors and the gate sign will have the new rules posted for visitors to see.

Garden volunteers will be encouraged to work during non-public hours as per usual.