



Rental Program and Museum Events Plan for Reopening

Communication of Policies to Rental/lease Clientele:

- Provide Covid-19 contract addendum.
- Provide event recommendations/policies to clientele.
- Provide social-distancing and group size requirements or recommendations, when available.
- Encourage touchless payments by credit card via telephone.

Ticketing

Utilize online ticketing sales when possible.

Entrance and Exit

- One way in, one way out, if possible. Floor clings, signage needed.
- Hand sanitizer located at entrances, front desk and other high-traffic areas.
- Event clientele encouraged to provide sanitizer at registration points.

Event Attendance

- Establish feasible numbers of guests permitted at events, based on event logistics, space square footage, and current social distancing and group meeting size recommendations. CDC does not currently provide specific guidance. In the absence of specific guidelines, we recommend the following:
- Phase 2 - max of 20 people in one room/space, provided space can safely allow 6-ft social distancing requirement.
- Phase 3 - max of 40 people in one room/space, provided space can safely allow 6-ft social distancing requirement.
- Phase 2 & 3 exceptions: May consider larger groups in auditoriums or outdoor areas, provided traffic can be appropriately managed. Considerations include: Traffic flow to enter and exit space, restroom availability and cleaning capability, limitation of number of people in restroom at one time.
- Encourage use of outdoor space for events, if available.

Space Planning

- Create floor plans that provide optimal traffic flow and distancing.
- Encourage event clientele to group families together with distance between these groups when possible.
- Arrange or assign table seating to create distance between groups or individuals, when possible.

- Utilize alternate rows of seating with empty chairs between groups or individuals, in auditorium spaces.
- Arrange flexible theater seating with additional space between rows, in open spaces.
- Offer web meetings from our locations. Client uses our room space, to produce online webinars or conduct group meetings virtually.

Cleaning

- Clean bathrooms and door handles throughout events, using EPA-approved cleaning products.
- <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>
- Thoroughly clean at close of event, or prior to museum opening next day.
- Clean AV equipment at the close of each event.
- Provide masks, gloves for event staff.
- Create a rotation schedule to minimize uses of tables and chairs, during any seven-day period of time.
- Clean hard surfaces of tables and chairs, if used more than once in a seven-day period of time.

Guest Illness

- Establish a quarantined space for any guest who becomes ill during an event.
- Provide a mask to the guest.
- Inform event holder of circumstances, in the event contact tracing is needed.
- Thoroughly clean the quarantine space, at close of the event or the next morning.