



OPERATIONS ACTION PLAN FOR CENTENNIAL VILLAGE MUSEUM

OBJECTIVE

To provide safe access to Centennial Village Museum for all visitors. In consideration that living history demonstrations, historic house tours, and interactive programming provide critical learning opportunities for our community, it is important to re-open these facilities as soon as it is safe and practical to do so.

The opening plan within these pages shall be responsive to the orders and [guidance](#) from the Colorado Department of Public Health and Environment, and shall be amended to the current “dial” status for Weld County as published by the state on the COVID-19 [website](#) and to the City of Greeley’s [color-coded response strategy](#).

This action plan will focus on providing public interface and user accessibility in the safest possible manner - not on profitability of events.

City of Greeley, CO Key Contacts				
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MUSEUM STAFF AND VOLUNTEERS

Capacity limits for office spaces will be observed in accordance with current Colorado Department of Public Health and Environment Safer At Home dial levels and City of Greeley response strategy metrics. Telework is encouraged to limit the number of people in the building. For those required on site, all personnel must comply with daily personal health screening and CDC guidelines. Staff and volunteers must take their temperature at the start of their shift using the provided thermometer. A ‘Yes’ answer to any of the following requires the respondent to leave the facility immediately:

- Do you have a fever of 100.4°f or higher?
- Are you experiencing a runny nose or sneezing, cough, sore throat, diarrhea, nausea or vomiting? *(Not related to other health conditions, i.e., known allergies, chronic illness, etc.)*
- Are you experiencing shortness of breath? *(Not related to other health conditions, i.e., known allergies, chronic illness, etc.)*
- Have you experienced an ‘exposure’ or have you been in ‘close contact’ with anyone experiencing the symptoms described above or who is suspected to have/diagnosed with COVID-19? *(This would include, but not limited to, family members, household members, or others whom may have prolonged, unprotected contact with.)*

Additionally, face coverings must be worn at all times unless seated at a personal cubicle/workstation. Employees and volunteers will maintain six feet or more of social distance amongst colleagues whenever possible.

PATRONS

Patrons are required to wear face coverings for entry into the facility when mandated by the State or the City of Greeley. If no mandate is in force, patrons will be strongly advised to wear face coverings in public spaces.

Upon entry to the museum site, visitors will be greeted with symptom checking signage identical to that employed for museum staff and volunteers. A 'yes' answer to any of the above questions (see Museum Staff and Volunteers section) will exclude their entry to the facility. Patrons will not be required to check their temperature on site.

SPECIAL EVENT PERFORMERS AND CREW

Performers and production crew will be required to wear face coverings for entry on site when mandated by the State. If no mandate is in force performers and production crew will be strongly advised to wear face coverings in public spaces anytime they are not performing.

No guests, parents, partners, spouses, or others not directly performing or providing a production function will be allowed in specially designated performance spaces.

While not required to check their temperature on site, performers and crew must answer the same screening questions used by staff, employees and patrons (see above) and a 'Yes' answers to any of the questions would exclude their entry to the site.

CLEANING PROTOCOLS

A designated facilities worker will empty trashcans, clean and sanitize the admissions area, restrooms, and high touch surfaces per CDC cleaning guidance at the beginning of each day. Museum staff and volunteers will be responsible for all mid-day and hourly cleaning. Disposable gloves and CDC recommended chemical solutions will be used when cleaning high-traffic areas such as guard rails and Plexiglas. A mild detergent and water mixture will be used for wood and other sensitive materials in the historic structures. Portable stanchions may be used to temporarily block off access to historic structures, bathrooms, or other public spaces while being cleaned during open hours.

See Appendix 1 for more details.

PROTECTIVE EQUIPMENT

12 foot-activated hand sanitizer stations will be located throughout the village in high-traffic areas and are available for all visitors, employees, and volunteers. City of Greeley Museums will attempt to provide disposable masks for patrons, staff, and volunteers who forgot to bring theirs to the site. Plexiglas shields will be placed at the admissions counter to provide protection during customer-staff transactions.

OPERATIONS

Under Colorado Department of Health and Environment Safer at Home levels, Centennial Village Museum will focus primarily on outdoor tours and restrict access inside historic structures to avoid congestion and mitigate additional cleaning.

OUTDOOR TOURS

Plexiglas barriers will be installed in doorframes to block access inside historic structures while allowing visitors to view interiors, artifacts, and interpretive panels. Only one household unit may view an historic structure at a time. Patrons waiting to view a structure must create a queue that ensures a minimum of 6 feet of physical distancing between individuals and pace their approach to prevent congestion.

Visitors will be encouraged to use their personal cell phones to access complimentary audio-visual tours for additional historical content and media.

Living history demonstrations will be stationed outdoors, whereas guided house tours will be temporarily discontinued.

The variety of animals usually housed on site will be reduced and animal enclosures will be spread out across the village to minimize visitation congestion.

Due to the abundance of usable, outdoor space at Centennial Village Museum, capacity limits will be determined by the current City of Greeley color-coded response strategy level and the Colorado Department of Public Health and Environment county dial level's maximum allowance rather than the social distancing calculator.

When conditions improve and Weld County moves to a less restrictive Colorado Department of Health and Environment Protect Our Neighbors level, Centennial Village Museum will permit visitors access inside historic structures.

INDOOR TOURS

In compliance with applicable Public Health Orders and when required to implement the State's [Distancing Space Calculator](#), the following number of individuals are permissible at any one time in historic structures (space limitations such as display cases, shelving, and tables have been taken into account as best as possible):

Bolin House: 2ppl/1 household
Carpenter House: 2ppl/1 household
Carriage House: 2ppl/1 household
Court House: 1p/1 household
Depot Bathrooms: 1 household
Depot: 3 ppl/ 1 household
Fire Station: 1p/ 1 household
Grauberg Shanty: 1p/1 household
Hall House Bathrooms: 1 household
Hall House: 2ppl/ 1 household
Hispanic Heritage House: 2ppl/ 1 household
Lone Valley School: 2ppl/1 household
Monfort House: 5ppl/ 2 households
North Bathrooms: 1 household
Print Shop: 1p/1 household
Rattlesnake Kate's House: 2ppl/1 household

Shaw House: 2ppl/1 household
Spanish Colony House: 1p/1 household
Stevens-Reynolds House: 4ppl/2 households
Stone House: 1p/1 household
Weld Centennial Church: 3ppl/1 household

Capacity limits do not include staff. When at capacity, admission to historic structures will be regulated on a one-in-one-out basis. For prearranged school group visits and larger household units, historic house occupancy limits may be modified in accordance with Public Health Orders and guidance in effect at the time (see School Groups and Private Tours for more details).

Signage to assist with crowd flow (directional arrows) and social distancing (6ft spacing bubbles) will be posted throughout the village and on pathways, at admissions, in bathrooms, and all other public spaces. Portable stanchions will be used to establish a queue at the admissions counter.

When appropriate, doors will be propped open to facilitate touchless access.

Selma's Store (gift shop) will remain closed through 2021 in an effort to minimize congestion and mitigate the need for cleaning.

See Enforcement for more details.

SCHOOL GROUPS AND PRIVATE TOURS

School and other groups must coordinate visits in advance and will be allowed access to the site during days not open to the general public.

SPRING AND FALL HISTORY FESTIVALS

In order to provide safe access to the village, our traditional model of History Festivals must adapt. Private visitation for prearranged school groups will occur over a six week period in the spring and site access will be restricted to one school grade per appointment (duration approximately 2.5hrs). Staff and volunteers will attempt to provide multiple outdoor educational stations, self-guided and personal cell phone tour opportunities, modified house tours, and supplemental virtual components for in-classroom learning.

All applicable State guidance and Public Health Orders will be enforced.

RENTALS

Private rentals for special occasions are permitted during after-hours or days when the site is closed to the general public. Tenants and their guests will be restricted to defined areas of the site to ensure proper supervision, enforcement of regulations, and to mitigate the need for extra cleaning.

All State guidance and Public Health Orders will be enforced. Tenants and guests are required to wear face coverings for entry into the facility when mandated by the State or the City of Greeley. If no mandate is in force, visitors will be strongly advised to wear face coverings in public spaces. Tenants and their guests must answer the same screening questions used by staff, employees and patrons (see Museum Staff and Volunteers) and a 'Yes' answers to any of the questions would exclude their entry to the site. Tenants and guests will not be required to check their temperature on site.

TICKETING

At this time, tickets can be purchased over the phone or in-person. Upon purchase, contact information (name, phone number, email) will be collected from all ticket buyers to communicate with as needed regarding any potential exposure to COVID-19 while on the museum site.

Visitors purchasing tickets on site will be directed to an outdoor admissions station at the village entrance. Patrons must create a queue that ensures a minimum of 6 feet of physical distancing between individuals and pace their approach to prevent congestion. All credit card readers, pens, and counter spaces used during a transaction will be disinfected between each customer interaction. A timed ticket entry system is not currently in place; if the site is at capacity, admission will be granted on a one-in-one-out basis.

A relaxed refund policy will be instituted for advanced ticket purchases. In order to avoid potential exposure and community spread, patrons experiencing symptoms up to 10 days before the date of an event or general admission purchase will be fully refunded their ticket purchase and associated fees.

COMMUNICATION

For advanced inquiries or ticket purchases, a clear description of the current safety measures and conditions will be provided online and/or over the phone; it will also be noted that conditions may change before the planned visitation date.

Clear and visible signage in regards to COVID-19 precautions will be placed throughout the village and on pathways directing traffic flow and maintaining social distancing. Staff will also verbally communicate any safety measures in effect to all patrons upon entry.

Notice of any closures of interpretive spaces or interactive elements due to COVID-19 restrictions will be communicated to patrons prior to the purchase of any admission or event ticket.

ENFORCEMENT

Museum staff will be responsible for communicating safety measures to patrons upon entry. Staff will rotate throughout the village ensuring proper social distancing and capacity restrictions are followed. Any patron who refuses to comply with the established plan and State Guidance while on site will be asked to leave.

FUTURE SHUTDOWNS

City of Greeley is working with the Colorado Department of Public Health and Environment to monitor new case levels, percent positivity, and the rate of hospitalizations to ensure appropriate restrictions are implemented. Museum management may recommend site closures and event cancellations if metrics indicate increased cases; however, the decision to close any museum facility is ultimately decided by the Director of Culture, Parks, and Recreation or the City Manager's Office. Museum staff will monitor the COVID-19 dial dashboard for indications of tightening or loosening restrictions and will adjust staffing, programming, and site access accordingly.

SUMMARY

The purpose of this Action Plan is to secure a responsible and safe environment in which the community may engage in the humanities. Facilitating access to living history spaces in a safe and responsibly planned approach improves the mental health of the community by providing access to stimulating and

educational opportunities and by providing a sense of normalcy in a growingly unpredictable world. This plan demonstrates that all necessary precautions are in place and that the maximum quantity of people allowed on site is identified to reduce exposure to COVID-19 and community spread. Authorities have examined possible risks and exposures and are confident this plan will provide a safe environment for all participants.

Appendix 1

Cleaning Duties at Centennial Village Museum

Private Groups and Rentals	
<u>After each Group Visit</u>	<ul style="list-style-type: none"> • Bathrooms - Sprayer backpack and vital oxide solution • Plexiglas in historic structures - Plexiglas cleaner • Door handles & hand rails (historical) - Mild soap solution • High touch hand rails, interpretive signage (non-historical) – Disinfectant/sanitizer
Regular Visitation	
<u>Daily</u>	<ul style="list-style-type: none"> • Bathrooms on rotation (2 open, 1 closed for cleaning/sanitizing) - Sprayer backpack and vital oxide solution
<u>Twice a Day</u> Mid-Day and Mid-Afternoon	<ul style="list-style-type: none"> • Door handles & hand rails (historical) - Mild soap solution • High touch hand rails, interpretive signage (non-historical) – Disinfectant/sanitizer • Plexiglas in historic structures - Plexiglas cleaner
<u>After every Transaction</u>	<ul style="list-style-type: none"> • Admissions desk area and equipment - Disinfectant/sanitizer
<u>Staff/Volunteer Responsibility</u>	<ul style="list-style-type: none"> • Individual Offices and workstations - Disinfectant/sanitizer • Hall House and Shaw House kitchen/staff room - Disinfectant/sanitizer
<u>Not Sanitized</u> Will create signs that say “this area not sanitized”	<ul style="list-style-type: none"> • Benches and other seating • Friends of the Greeley Museums Pavilion

*******Please remember to spray your cleaning cloth and not the area/item directly*******