

REOPENING PLAN

Fauquier History Museum at the Old Jail

Updated June 4th, 2020

Purpose of the Reopening Plan

The Fauquier History Museum at the Old Jail established a reopening plan to ensure the health and safety of the public and staff. It contains recommendations applicable to FHM operations in accordance with the latest guidance from the local, state and federal health authorities, which include infection preventive measures, workplace controls, housekeeping as well as communicating policies and guidelines to employees and the public. Key prevention practices include: physical distancing to the maximum extent possible, use of face coverings by employees (where respiratory protection is not required (and visitors, frequent handwashing and regular cleaning and disinfection. The FHM Reopening plan uses OSHA's planning guidance to help identify risk levels in workplace settings and to determine any appropriate control measures and procedures.

Decision to Reopen

The reopening date was determined based on several factors: requirements set by the Governor's office of the State of Virginia, guidelines by health organizations and staff preparedness. Under Executive Orders issued in March and May by the Governor, the museum remained closed. This changed when the Governor moved Virginia into Phase II. Under the new order, museums were allowed to reopen but with a 10 person max capacity and following CDC guidelines for health and safety.

Reopening plan for the Fauquier History Museum

The Fauquier History Museum will ensure the safety and health of employees by implementing the following five policies:

1. Personal sanitization

- All employees must practice safe hygiene by:
 - Wearing a mask and gloves at all times
 - Using frequent hand sanitizer

- Washing hands immediately upon starting a shift and every two hours during the shift.
- All visitors will be asked to maintain safe hygiene through the wearing of protective masks, washing or sanitizing during their visit, and the use of credit will be suggested over cash.
- The Fauquier history museum will further encourage safe hygiene by providing hand sanitation areas, signs promoting hand washing and (if supplies allow) offering face masks.

2. Sanitization of the space

- Employees will run a cleaning process at the beginning of every day that will cover all touchable surfaces. Another cleaning schedule will be conducted in the middle of a shift and a final thorough cleaning will run at the end of the shift.

3. Limited operating days and operating hours

- When the museum does reopen, it will open for four days: Fridays, Saturdays, Sundays, and Mondays at more limited hours: 11-4. These hours will give the director and the visitor service coordinator time to conduct the beginning and end of day cleanings as well as limit the number of people entering the building over a period of time.

4. Re-working the space to protect visitors and employees

- A plexiglass sneeze guard will be built around the gift shop register desk to protect employees from infection during transactions
- Visitor entry into the museum will be staggered and will follow a specifically laid out path through the museum. The path will be marked clearly using colored tape and signage.
 - Visitors will purchase admission in the gift shop and will follow a path through the Gookin room, the kitchen, the hallway and then upstairs.
 - Visitors will come downstairs and then out the door to the 1823 jail
 - As soon as one group has left for the 1823 jail, another group will be allowed into the 1808 jail.
 - Either the Director or the Visitor Service Coordinator will be stationed at the stairs (or library) during opening times and when a group is ready to go downstairs and into the next jail, they will be ushered into the court-yard and a bell will be rung to signal the group still inside that it is time to come out. Once they have exited the 1823 jail, they will be ushered to the gift shop while the group in the courtyard will go into the 1823 jail.
 - All interactive exhibits and materials will be removed
 - This process will be communicated clearly at the beginning when admission is paid, and visitors will be informed through signs outside and inside the museum that there will be staggered visitation.
- No more than 10 people will be allowed in the jail at a time

5. Clearly communicating to staff and the public

- Every part of the museums online presence will reflect the new standards, policies and rules outlined above.
- Clear and readable signage will be placed outside and inside the museum
- Museum staff will clearly communicate expectations and policies to the visitor when they arrive

A Final Message

The mission of the Fauquier History Museum at the Old Jail is to serve the community. In the past we have served through education, outreach, preserving our historical artifacts and documents and using objects to tell stories from the past. Now we have an additional opportunity and a duty to protect the community from the transmission of Covid-19. We believe that with patience, foresight and a positive attitude, we can achieve all these goals and come out of this crisis a stronger institution.