

Fallbrook Historical Society COVID-19 prevention plan

6/16/2020 Board approved version

I. Facilities changes and daily cleaning

A. Main Entrance Heritage Center

1. Blue Circled items, lockbox and door latch shall be cleaned immediately after opening door.
2. Green square is where visitor COVID-19 restrictions shall be posted on door
3. Social distancing markers shall be placed on ramp 6' apart.



B. Welcome Desk

1. Hand sanitizer shall be available
2. Sanitized pens shall be present in a clearly marked container for visitor sign in.
3. A clearly marked container shall be present for used pens.
4. Disposable nitrile gloves shall be available.
5. Disposable facemasks shall be available.
6. Social distancing marks shall be placed on floor in front of desk.

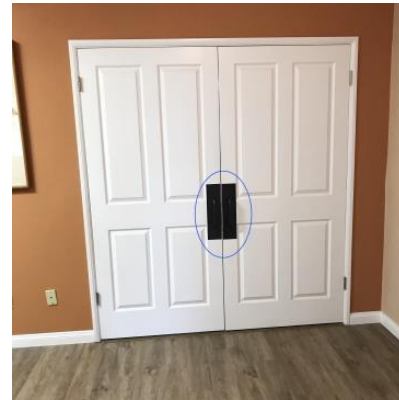


C. Water Fountain shall be rendered unusable



D. Interior Entry Doors Heritage Center

1. Door handles shall be cleaned at the beginning of each shift after propping open doors



E. Light switches, Thermostat Heritage Center

1. Thermostat shall be cleaned immediately after turning on AC or heat.
2. Light switches shall be cleaned immediately after turning on lights



F. Research Computers

1. The 2 computers in the center of the research space shall not be used. Only the 2 computers on the outer walls may be used to insure 6' social distancing. (Chairs shall be removed and signs placed indicating non-operation)
2. Clorox wipes shall be provided for computer workstations for cleaning.
3. Computer keyboards and mice shall be cleaned after each user has finished using the computer.
4. The printer/copier shall be cleaned after each use

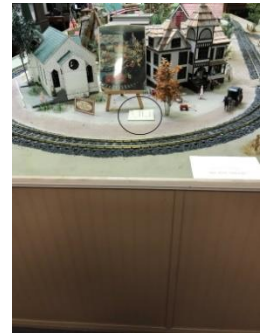
G. Research Tables

1. Seating shall be reduced to insure 6' social distancing. Two chairs only per table at far west end for west table and far east end for east table.
2. Easy chairs at west and east extremes of research room shall be removed.
3. Tables and chairs shall be cleaned after each visitor



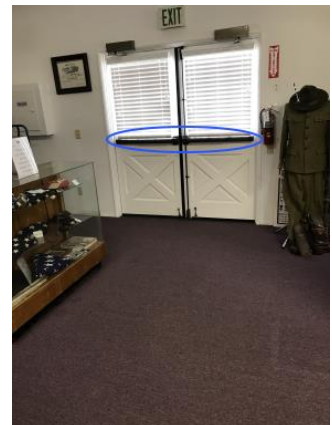
H. Train Switch

1. Switch shall be cleaned at the beginning of each shift
2. Only docents shall operate switch



I. Heritage Center Exit

1. Crash bars shall be cleaned at the beginning of each shift



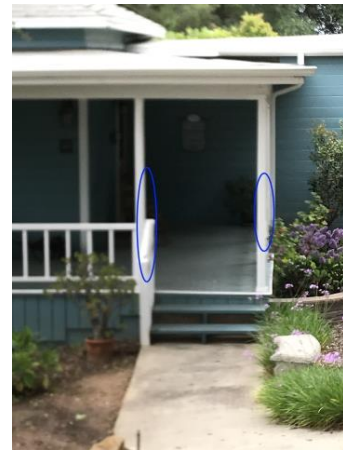
J. Heritage Center External Railings

1. Railings shall be cleaned at the beginning of each shift



K. Pittenger Railing

1. Railing shall be cleaned at the beginning of each shift



L. Pittenger Entrance

1. Visitor restrictions shall be posted next to the door. (green rectangle)
2. Lockbox and door handles (inside and out) shall be cleaned upon opening the Pittenger House.
3. Social distancing markers shall be placed on porch floor 6' apart.



M. Rock and Mineral Museum

1. Giveaway rocks shall be removed
2. Door handles shall be cleaned immediately after opening museum.



N. Ford Room

1. Shall remain closed to display until posters are restored to walls.
2. Shall not be rented until large gatherings are allowed to resume by the county.
3. Cleaning rules shall be established once reopened.

O. Barn

1. Shall remain closed to display until excess sale items removed and display committee deems it ready.
2. Cleaning rules shall be established once reopened.

P. Reche School

1. Shall only be open by appointment to single household tour groups.
2. Shall not be rented until large gatherings are allowed to resume by the county.

II. Volunteer Docent screening and PPE

A. All docents shall self screen for COVID-19 symptoms 1 hour prior to their shift according to CDC guidelines and report via email or phone to the docent coordinator their screening results.

B. Absence of all of the following symptoms are necessary to fulfill a docent shift (source <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

- Fever or chills (report actual temperature)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

C. Docents shall wear face coverings during their shift.

1. Note: Face coverings should either be discarded or washed after each shift.

D. Docents shall do one of the following:

1. Use hand sanitizer
2. Wear gloves
3. Frequently wash hands

III. Visitor restrictions

- A. All visitors 2 and over shall wear facemasks
- B. All visitors are encouraged to use hand sanitizer
- C. Only one household unit shall be allowed at the welcome desk, others must wait outside.
- D. Tours shall be given only to household units, no tours shall be given to groups from different households
- E. Heritage Center occupancy shall be limited to 5 household units maximum plus 3 docents.
 - 1. 2 household units under tour
 - 2. 1 household unit on computer workstation
 - 3. 1 household units at east research table
 - 4. 1 household units at west research table
 - 5. Four groups above are to maintain social distance.
- F. Pittenger House occupancy shall be limited to a single household unit tour plus 1 docent.
- G. Rock and Mineral occupancy shall be limited to a single household unit tour plus 1 docent.
- H. Ford Room is closed.
- I. Barn is closed.