

## **El Rancho de las Golondrinas COVID-Safe Practices**

The following safe practices have been developed by Las Golondrinas staff using New Mexico State Government recommendations and are designed to protect staff, volunteers, guests and participants. The philosophy behind this document is that we have an obligation to protect one another and by doing so we protect ourselves. It is up to each employee to take these safe-practices seriously and to help ensure they are adhered to by all. Staff will serve as an example to others of safe practices. These practices are subject to change based on Government recommendations.

### **Staff and Office:**

1. Employees will submit an emailed screening survey each day before they enter the workplace and their temperature will be taken via temporal thermometer. If you feel unwell in any way **DO NOT COME TO WORK**. Special accommodations will be made. Staff displaying any symptoms will be sent home.
  - Questions are: Fever, cough, shortness of breath, sore throat, headache, muscle pain, chills, Repeated shaking with chills, loss of taste or smell, known close contact with person who is lab confirmed COVID-19 positive, traveled out of state or country in the last 14 days.
2. Staff will be required to abide by all COVID Safe Practices and will be held to the highest standards while in the office including wearing masks, washing and sanitizing hands and sanitizing communal work stations. Staff will take special precautions to not only protect themselves but their fellow coworkers. This includes:
  - Wash your hands frequently.
  - Avoid touching your eyes, nose and mouth.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Clean and disinfect frequently touched objects and surfaces.
  - Watch for symptoms of COVID-19.
  - Wearing a mask when in public spaces and/or in the presence of others.
  - Maintain 6 foot distance from others.
  - Avoid gathering in groups.
3. Staff will maintain a safe distance from others of 6 ft., and will use masks when in approved office communal use spaces (copy room, bathroom, foyer, hallway) and when in the presence of others including guests. Masks are not required when in your own office.
4. Staff will respect the privacy of other offices by not entering them, especially when another staff member is in their office. Conversations will take place from the door, outside or by phone. Please refrain from shouting from your office to another.

5. The office will be disinfected daily (a schedule will be created and staff will take turns disinfecting (door knobs, light switches, bathrooms, entry foyer, water cooler, copy machine).
  - Supplies will be available in various locations.
  - Hand sanitizer will be available at front desk, copy room and watercooler.
6. Staff is required to sanitize their workstations and office doors, light switches upon arrival, throughout the day and before departing.
  - Supplies will be provided.
7. Staff and other meetings will continue to be held via phone or video conference.
8. Initially we will stagger the work week for those currently working from home
  - A and B group, 2 days in office 3 days from home.
9. Only staff are allowed in the office. Absolutely no visitors, volunteers, delivery people. The office door is to remain locked at all times and unexpected guests will be addressed outside while staff wears the appropriate PPE.
10. Staff using the restroom will wipe down door handles, sink handles, flush handle and light switch. Employees are required to wash their hands with soap and water. Hands-free trashcans will be made available.
11. Absolutely no use of communal spaces including kitchen and conference room. Meals should be kept and eaten in offices. Staff will need to utilize cooler bags and bring their own utensils. No use of kitchen plates or utensils or washing of dishes. No use of refrigerator. No open or shared food in kitchen or office. Once restrictions are lessened, we will have a no dirty dishes in the sink policy...period.
12. Any violation of these safe-practices or general concern should be reported to the Director or Assistant Director and the violation will be addressed.

**Volunteers:**

1. Volunteers will submit an emailed screening survey each day before they enter the workplace and their temperature will be taken via temporal thermometer. If you feel unwell in any way DO NOT COME TO WORK. Volunteers displaying any symptoms will be sent home.
  - Questions are: Fever, cough, shortness of breath, sore throat, headache, muscle pain, chills, Repeated shaking with chills, loss of taste or smell, known close contact with person who is lab confirmed COVID-19 positive, traveled out of state or country in the last 14 days.

2. Volunteers will be required to abide by all COVID Safe Practices and will be held to the highest standards while at the museum including wearing masks, washing and sanitizing hands. Volunteers will take special precautions to not only protect themselves but their fellow volunteers and museum guests. This includes:
  - Wash your hands frequently.
  - Avoid touching your eyes, nose and mouth.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Clean and disinfect frequently touched objects and surfaces.
  - Watch for symptoms of COVID-19.
  - Wearing a mask when in public spaces and/or in the presence of others.
  - Maintain 6 foot distance from others.
  - Avoid gathering in groups.
3. Volunteers will maintain a safe distance from others of 6 ft., and will use masks when in public spaces and when in the presence of others.
4. Volunteer casita closed until Phase 3, bathroom only, until an appropriate lessening of restrictions. When it is reopened it will be cleaned several times a day. We ask that Volunteers only utilize the casita for bathroom breaks. Meal breaks should be taken outside.
5. Snacks will not be provided; volunteers will need to bring their own snacks and water. However, lunch will be provided during festivals.

**Museum General Admission, Tours and Guests:**

1. High traffic areas on site will be disinfected by staff several times daily (8am, 10am, 12pm, 2pm, 4pm).
  - Gift shop, bathrooms, water stations.
  - Staff will maintain a public view "cleaning log" (doorknobs, toilets, sinks, water stations etc.).
2. Sanitation stations will be available at various locations throughout the site
  - Entrance Gate, Gift Shop, School House.
3. Guests are required to wear masks on site.
4. Guests are encouraged to bring their own water (water stations will be available based on Government recommendations for communal drinking sources).
5. Hours will be provided for vulnerable populations such as elderly and immunocompromised guests with very limited numbers allowed on site.
6. Phased reopening of Museum;

-Phase 1: Museum grounds opened for general self-guided walks around the property, no buildings opened. Tickets will be sold online (HoldMyTicket) for a morning or afternoon session: Wednesday-Friday 10am-12pm and 1pm-3pm. 12pm-1pm will be for cleaning. Limited number of tickets TBD based on Governors recommendations. Tickets will be scanned at the front gate. Gift shop closed.

-Phase 2: Buildings will be opened but gated for guest to peer inside of buildings but not enter.

- Designated thoroughfares will be established with ample signage leading guests through the site maintaining one-way direction and flow with certain areas roped off.

- Reevaluation of being open on weekends.

- Only 5 guests in Gift Shop at a time.

- Reopening of food service at YW.

-Phase 3: Volunteers return in limited capacity, stationed alone and only certain strategic areas will be open (Golondrinas Chapel, Baca House, School House and Mora House). No hands-on activities or food samples like horno bread, demos only.

-Phase 4: Full reopening.

7. There will be signage regarding COVID safe practices and social distancing. Those who are not complying with the rules will be asked to leave immediately, no exceptions.

#### **Admissions Operations:**

1. Personal protective equipment for all employees and volunteers (masks, shields, gloves, plexi barrier).
2. Limited number of admissions per day based on government recommendations.
3. Social distancing for all employees and guests. Mark 6ft distances when entering museum for guests, staff, and volunteers.
4. Hand sanitizing station for guests, staff and volunteers at entrance/exit of museum.
5. Temperature checks for guests at entry of museum.
6. Sanitizing admissions equipment every 2 hours. iPads, credit card swipers, receipt printers. **Utilize plastic wrap on screen to facilitate cleaning.**
7. Clean admissions equipment and area between shifts and at the end of every workday.
8. Have signs specific to COVID safe practices of the museum upon entry.

### **Exhibits: (delay allowing guests into buildings to phase 2)**

1. Make one-way entrances and exits in all exhibits. With signage along the way explaining one direction entering and exiting.
2. Keep amount of guests, staff and volunteers to a minimum in exhibit buildings.
3. Limit seating in gathering areas, such as picnic tables, benches, areas where people may be tempted to gather. (Make seating 6 feet apart and signs that say no more than 4 at each table, all tables should be limited to one party only).
4. Social distancing maintained by guests, staff and volunteers when in exhibit buildings and along pathways to exhibits.
5. Exhibit hall will be kept closed as this area is not conducive to social distancing.
6. Sanitation stations will be available at various locations throughout the site  
-Entrance Gate, Gift Shop, School House.

### **Larger Events and Festivals:**

1. Online Ticketing – Limit number of tickets sold, based on Government recommendations, taking into account number of vendors, participants, volunteers and staff onsite.
2. Follow general admissions guidelines above to meet standards of health and government regulations.

### **Gift Shop (Open after staff is comfortable with general admissions Covid safe practices phase 2):**

1. Personal protective equipment for all employees and volunteers, masks, shields, gloves, plexi.
2. Limited number of people allowed in the gift shop to 5 at a time. Changes will be based on Government recommendations.
3. There will be a sanitizing station upon entry/exit of the gift shop.
4. Social distancing for all employees and guests. Mark 6ft distances at cash register and around shop floor for guests, staff, and volunteers.
5. Staff will inform guests to maintain social distancing while in the gift shop. **(something on the floor to distinguish distance) Staff and volunteers will be trained in correct language to use when asking people to maintain distance throughout museum.**

6. Sanitizing admissions equipment every 2 hours. computer, credit card swiper, stylus, receipt printer. **Utilize plastic wrap on credit card swiper to facilitate cleaning.**
7. Close back sale/book area of gift shop as it is too small to efficiently maintain social distance.
8. Deep clean gift shop, including merchandise each evening at close. (close 30 minutes early to allow for this).

#### **Collections Storage:**

1. Only one person in collections and textile storage at a time.
2. Clean surfaces after working in storage areas.

#### **Vendors:**

1. Appropriate distancing will be required between vendors. This will require new layout maps for festivals. (Example: every other portal space will be available, reducing 27 spaces to 14; 7 spaces in each portal).
2. Encourage vendor tents which can be easily spaced on property for smaller festivals; Renaissance Fair may require that we reduce the number of vendors overall.
3. Vendors need to be notified of guest capacity limits it will affect their total sales.
4. Safety suggestions sent to all confirmed vendors regarding booth/tent set up:
  - Hand sanitizer must be available at all vendors.
  - 'Look don't touch 'display of products.
  - Mask Required.
  - No sampling of food or body product.
  - Report any threatening guests (sick or disrespectful of others space etc.).
5. Keep gate open for set up of smaller festivals and have security to open and monitor gate at larger festivals.