

Colonial Pennsylvania Plantation

Policies and Procedures for Employees and Volunteers -Covid 19 Safety Plan

Each day the Plantation is open to the public, there will be a person in charge (PIC). This will be an employee who will responsible for seeing the policies below are carried out. That person reports to the Executive Director. A daily record will be kept of all personnel/volunteers present each day the site is open for possible contact tracing. The daily record will be emailed to the Executive Director daily for storage.

Personal monitoring, screening and potential exposure

Employees and volunteers should self monitor for Covid symptoms below and not report to the Plantation if such symptoms appear. If the symptoms appear within 5 days after working at the farm, they will report this to their supervisor. When an employee or volunteer enters the site for the day they will be screened for Covid symptoms or possible exposure via a written questionnaire given to the PIC. If any symptoms of fever , cough or shortness of breath are present they will be sent home and advised to call their physician for advice and then contact the Plantation about clearance to return.

Personnel should immediately seek medical attention if they develop emergency warning signs for COVID-19. These include:

Trouble breathing; Persistent pain or pressure in the chest; New onset confusion or inability to arouse; Bluish lips or face.

While required by law, all employees or volunteers will wear an acceptable mask to prevent viral transmission. If they do not have mask, one will be provided. PPE should be cleaned after using at the end of the day.

After returning home the employee should take off clothing worn while on site and launder as soon as possible, handling in such a way that avoids contaminating other objects or people. They should also shower with soap and water. They should avoid other family members or touching communal surfaces until doing the above.

While on site employee or volunteer will wear an approved mask-see addendum. They will practice appropriate distancing, remaining six feet apart. Meal breaks will be taken outside with social distancing, avoiding sitting at the same table.

Any surface of the historic buildings such as windows, doorknobs or railings will be disinfected (using approved materials for antiques or delicate objects) at the end of the day and as needed. During the weeks that the public is not permitted inside the house, **one person** will be responsible for opening house doors and windows, blocking entry to the house, and disinfecting touched surfaces after doing so. The same procedure will be observed when closing the house at the end of the day. Tools used by staff will be disinfected at end of day, and whenever tool is being used by a new person. Appropriate materials for the particular tool or surface will be available for cleaning.

It is recommended that staff members wash their hands frequently during the day. Hand sanitizer will be available at stations around the site including, but not limited to, the entry/exit, outside of the restrooms, and in highly trafficked areas.

Contact greetings with others should be avoided, including but not limited to handshakes and hugs.

All employees and volunteers will attend a training session before working on site, to be held remotely. Participation at this meeting is a requirement before any staff member or volunteer will be permitted on site.