



Phased Reopening Plan

approved May 2020

Phase 0: Closed to public. No volunteers.

Phase 1: June 16, 2020 (tentative based on state/local regulations.)

- Open by appointment only for genealogical research (1 person at a time, 2 hours maximum). Admission fees are being waived at this time. Schedule online (use Eventbrite*). Appointment times are 1-2:30 and 3-4:30, Tuesday through Friday.
- Open by appointment only for tours (4 adult maximum, no children). Admission fees are being waived at this time. Schedule online (use Eventbrite*, see times above).
- Volunteers will be scheduled based on tour/research appointments.
- Tours will be with 2 docents, one to lead tour and one to ensure sanitation.
- Signage added for social distancing reminders and "don't touch" policy.
- Face masks are strongly encouraged. Hand sanitizer available throughout museum, library, and restrooms.
- Upper floor closed.
- If guests visit, all surfaces to be sanitized, including but not limited to doors, desks, restrooms, etc.
- Group meetings of 20 or less with \$25 fee paid in advance. If state/local regulations change and meeting must be canceled, fee will be refunded.

Phase 2: September 1, 2020 (tentative based on state/local regulations.)

- Open by appointment only for genealogical research (see Phase 1).
- Open by appointment only for tours (see Phase 1).
- Volunteers will be scheduled based on tour/research appointments.
- Face masks optional. Hand sanitizer available throughout museum, library, and restrooms.
- Upper floor closed.
- If guests visit, all surfaces to be sanitized, including but not limited to doors, desks, restrooms, etc.
- Group meetings of 20 or less with \$25 fee paid in advance. If state/local regulations change and meeting must be canceled, fee will be refunded.

Phase 3: November 3, 2020 (tentative based on state/local regulations.)

- Open for research and tours to adults and children during regular business hours. Admission fees of \$3 per adult and \$2 per student reinstated.
- School tours of 16 students or less (divided into groups of 4).
- Continued signage. Hand sanitizer available throughout museum, library, and restrooms.
- Holiday events (large group gatherings) possible.
- If guests visit, all surfaces to be sanitized, including but not limited to doors, desks, restrooms, etc.

Phase 4: March 2, 2021 (tentative based on state/local regulations.)

Open for business as usual.

Reminder: For the safety of staff, volunteers, and other guests, if you feel ill or have a fever, please reschedule your visit.

*Eventbrite Information: <https://hchstoursandresearch.eventbrite.com>

Please use this platform to plan your visit. Plan your visit more than 24 hours in advance so volunteers can be arranged. You may also call the Museum at 765-529-4028 during business hours, and we will schedule your visit for you. We do need at least 24 hours' notice, please. Hours for tours and research are noted in Phase 1.

At any time, due to disease resurgence, governmental guidelines and federal/state/local regulations could be reinstated. We reserve the right to resume **Phase 0** at any time deemed necessary.