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# AURORA HISTORICAL SOCIETY

**P.O. Box 472  
East Aurora, New York 14052**

## ***Guidelines for Museum Operations during the Coronavirus Pandemic***

*For the health and safety of our volunteers and visitors, the Aurora Historical Society has adopted the following guidelines for operations at the **Elbert Hubbard Roycroft Museum** and the **Millard Fillmore Presidential Site** during the Coronavirus pandemic. These protocols are based on recommendations issued by the Center for Disease Control and the New York State Department of Health, and based on resources provided by the Museum Association of New York:*

### **1. Volunteer and Visitor Screening**

- All volunteers and visitors must wear a face covering to enter museums. If anyone cites a 'medical reason' for not wearing a mask, we will kindly ask them to return when restrictions have eased.
- Visitors and volunteers will go through a verbal COVID-19 screening compiled of 'yes' or 'no' questions regarding symptoms and exposure. Volunteers will sign off on the screening in the volunteer hours logbook.
- Any volunteer or visitor showing signs of COVID-19 will not be permitted to enter our museums and will be sent home.

### **2. Physical Distancing Measures**

- Tours at both museums will be limited to a maximum of four visitors at one time in order to maintain proper social distancing requirements between visitors and volunteers.
- All tours must be reserved in advance for each museum.
- We can only offer one tour per hour based on the layout and spacing available throughout our museums.
- All individuals must maintain a distance of 6 feet when inside our museums.
- The main entrances may remain locked to prevent walk-ins.
- Volunteers at each museum will be limited to two persons per shift.

### **3. Disinfection Practices**

- Disinfect all common surfaces at the beginning and end of each operating day (bathrooms, staff areas, door handles, etc.).
- Avoid handling artifacts and displays - properly disinfect with effective but gentle cleaning solution to avoid damage to historical items.
- Disinfect any chairs or surfaces contacted by visitors after each tour.
- Encourage visitors to "look but don't touch" in gift shop areas unless they want to purchase something.
- Upkeep proper hand washing techniques among guides.

### **4. Protective Measures**

- All volunteers are required to wear a face covering when they cannot safely maintain six feet of distance between themselves and others. If they do not have one, a mask will be made available to them to wear.
- Vinyl gloves will be made available, but will not be required. Hand washing is recommended as the better safety practice versus vinyl gloves.
- Cleaning supplies and hygiene supplies will be easily accessible as availability allows.
- Reinforce the following key messages between visitors and volunteers - stay home if you feel sick, use cough and sneeze etiquette, avoid touching facial areas with your hands, and practice regular hygiene.

**MILLARD FILLMORE  
PRESIDENTIAL SITE**  
*A National Historic Landmark*  
24 Shearer Avenue

**HISTORY MUSEUM  
& TOWN ARCHIVES**  
Southside Municipal Center  
300 Gleed Avenue

**ELBERT HUBBARD  
ROYCROFT MUSEUM**  
*National Register of Historic Places*  
363 Oakwood Avenue