



Orange County Regional History Center Key Procedures for Reopening after COVID-19 Closure

In the weeks following the History Center's closure on March 16 due to the COVID-19 pandemic, staff reviewed best practices for cleanliness and sanitation, according to federal, state, and local guidelines, including those of the Center for Disease Control & Prevention (CDC) and Department of Children & Families (DCF). The building has been thoroughly cleaned and disinfected. Here are key elements of our safety plan for reopening with phased services.

Preparations before Reopening

- Tape spacers on the museum floor create one-way wayfinding guides throughout exhibition galleries and highlight six-foot separation in common areas (entrance, elevator lobbies).
- A plexiglass shield at the front desk separates staff members and patrons. (Another shield at the back entrance will be used for checking in vendors and participants in Summer Camp.)
- Staff have access to History Center-provided PPE (personal protective equipment) and are trained in the proper use, handling, and cleaning or disposal of this equipment.
- Sanitation stations with hand sanitizer are in place in the elevator lobby of each floor.
- Signage outside elevators presents CDC guidance regarding elevator usage.

Phase 1 Reopening (Target date: first week of June)

- The museum will open at reduced capacity (front-desk staff will monitor the visitor count).
- Except for Summer Camp, all programs and events will take place online.
- Front-desk staff will wear masks at all times. All visitor interaction will be through the plexiglass barrier. Additional masks are available at the front desk for visitors who request one.
- All museum staff members will wear masks, as directed by Orange County guidelines.
- Our cleaning crew will continuously clean restrooms and public areas with contact, such as stairwell railings, elevator buttons, and drinking fountains.
- Exhibition galleries are cleaned twice daily (once on Sunday, which has shortened hours).
- Guests are asked to follow the directional tape markers throughout the building.
- Limits on group size follow CDC protocols, with a limit of 10 people in any group or meeting.



- Summer Camp students will be separated from museum guests.
- Third-floor restrooms are reserved for Summer Camp and are closed to the public.
- The Courtroom on the third floor will be closed to the public during Summer Camp use.
- Paper visitor guides are available for single use by guests.
- Audio-tour devices will be thoroughly sanitized after each use.

See the guidelines below for more specific procedures about Summer Camp, Exhibitions, and Collections. We welcome you back to the museum and wish you a fun and informative visit. Please call 407-836-8594 for questions.

SUMMER CAMP 2020

If a parent has questions or would like to discuss special needs, please call the Education Department at 407-836-8580. Note: In the following guidelines, the term “staff” applies to Education Department employees, Summer Camp teachers, morning- and after-care facilitators, and adult volunteers and interns.

Social-Distancing at Camp

- We use a 9:1 ratio – 9 students and 1 teacher per classroom
- Each age group will be assigned a specific classroom. Classes will remain separate and will not interact with other classes or groups. (This includes morning- and after-care periods.)
- Students will be spread out in the classrooms, with two students per table for independent work and no more than three students per table/space for activities.
- Campers use the third-floor restrooms, which are closed to the public.
- Campers visit museum galleries before the museum opens, 9 to 10 a.m.
- This year camp will not include field trips or guest speakers.

Outside Time and Recess

- Teachers are encouraged to provide abundant outside time during camp to provide students fresh air and open space to play. (Classes may use Heritage Square Park for recess.)
- Camp classes will not be outside at the same time.
- Teachers and staff will be vigilant while in the park and ensure students are not interacting with individuals outside their group. They will bring students inside if the park becomes overcrowded.



No-Contact Curbside Drop-Off and Pickup

- Morning drop-off hours are 7:30 to 9:30 a.m. Afternoon pickup hours are 3:30 to 6 p.m.
- No paperwork is required at drop-off or check-in, except if a student has allergies or special needs. Paperwork will be emailed to parents the week before the start of camp.
- Check-in staff use a plexiglass partition; hand-sanitizer stations at the entrance serve students and staff.
- Staff will wear gloves and protective masks and use infrared thermometers.
- Anyone with a fever of 100.4 F or higher will not be admitted to the museum.
- Full drop-off and pickup procedures will be provided to parents at registration.

Camp Cleaning and Hygiene Measures

- Staff clean classrooms and camp spaces daily, following CDC guidelines.
- All surfaces, toys, and objects handled by students and staff are cleaned and disinfected daily. (Some toys and games may not be available due to the difficulty of disinfecting.)
- Each student will be assigned a cubby and a set of supplies (i.e., crayons, markers, scissors, etc.) that will not be handled by other students.
- Camp policies include frequent handwashing with soap and water, frequent use of hand sanitizer, and frequent reminders to cover coughs and sneezes.
- Teachers and staff will wear a face mask while interacting with students, parents, and staff.
- Students and staff who are sick in any way must stay home. The Education Department has thorough procedures in place about how to proceed should students or staff exhibit symptoms of COVID-19.

Cancellation and Refund Policies: The administrative fee will be waived until further notice. Refunds will be issued for cancellations requested before the start of the week of camp. A week of camp may be rescheduled to another week, space permitting. If space is not available, a refund will be issued. There are no partial refunds for missed days.

COLLECTIONS AND EXHIBITIONS

Like the rest of the museum staff, Collections and Exhibitions staff adhere to institutional guidelines for wearing PPE, parking, social distancing at work, and general safety procedures.

We're now implementing phase-one reopening procedures, with subsequent phases to be informed by the future impacts of the pandemic, as well as by the adapting guidelines as set forth by the CDC, Orange County Government, and the Historical Society of Central Florida.



TheHistoryCenter.Org

Collections

Like the rest of the museum staff, Collections and Exhibitions staff members adhere to institutional guidelines for wearing PPE, parking, social distancing at work, and general safety procedures.

- **Answering research requests remotely.** We are not currently scheduling in-person research appointments but will continue to answer research requests remotely. We are developing new policies and procedures that take into account the safety of our patrons and staff, and we expect to begin implementing them this summer. Contact Melissa Procko at Melissa.procko@ocfl.net.
- **No-contact donations.** Opportunities for no-contact donation drop-offs are available if scheduled in advance. For full procedures about donations, contact Curator of Collections Lesleyanne Drake at lesleyanne.drake@ocfl.net.
- **In-person donations or pickups.** These are evaluated on a case-by-case basis. For the safety of our donors and staff, we adhere to CDC social-distancing guidelines in all interactions with the public and with one another.
- **Oral-history interviews** will continue to be conducted remotely for the foreseeable future.

Upcoming Limited-Run Exhibitions

The Stories They Could Tell

On April 29, 2020, given the current state of the pandemic, CDC guidelines, and the need for proper planning and staff safety, a decision was made to present this fourth-year Pulse remembrance exhibition online.

Yesterday This Was Home: The Ocoee Massacre of 1920

Currently, the Exhibition Department is still approaching this as a physical exhibition slated to open as planned on August 29. As we learn more about the state of pandemic and response guidelines, we will continue the necessary conversation about the future of this exhibit.