

Troy Historic Villages Best Practices through 2020

The Troy Historic Village (THV) best practices are based on current information about the coronavirus and guidelines for public safety. We will continue to review new scientific information and reserve the right to adjust our policy and procedure based on:

1. Executive Orders issued by Governor Whitmer
2. CDC Guidelines
3. City of Troy guidelines and directives
4. Recommendations by the American Association for State and Local History (AASLH) and the Michigan Museums Association (MMA)
5. Troy Historical Society (THS) Board resolutions and budgetary decisions

Our number one priority is the safety of our guests and staff. Our level of openness will be dictated by the [Michigan Safe Start Plan](#) and our ability to follow safety procedures. For example, if the state says we *can* be open, but we are not comfortable with our ability to keep staff and the public safe, we will restrict access and/or cancel programs. Should our region return to Phase 3 of the Safe Start Plan, we will close to the public and cancel programs.

Safety Steps and Procedure

The THV staff are committed to the following safety measures:

- Staff and Visitors will have ready access to facemasks
- Staff and Visitors are required to wear facemasks indoors
- Facemasks are highly encouraged for outdoor activities
- Staff and Visitors are encouraged to wash or sanitize hands frequently
- All open buildings will have hand sanitizer stations
- A sneeze shield has been installed at the front desk
- Only one visitor at a time will be allowed in the Village Store
- All programs have touchless signup and payment options (online or by phone)
- Restrooms have been upgraded with touchless features
- Restrooms will be cleaned throughout the day
- Touchable surfaces in all buildings will be cleaned throughout the day
- Items that cannot be cleaned will be quarantined for 3 days (school books, etc.)
- Staff will complete daily health check-ins
- Program visitors and rental groups are encouraged to complete a health check-in
- **Anyone feeling sick should STAY HOME**
- If you must cancel due to illness, all program fees will be refunded; Blacksmithing students will be offered a makeup class option
- Staff are encouraged to work from home as much as possible
- At least 2 staff members will be onsite for all programs or public openings

Modified Programs

All programs have been re-evaluated and modified for your safety. While we pride ourselves on hands-on experiences, some of those activities will be paused until we can ensure the safety of our guests. Large indoor gatherings have also been put on pause for the time being. Here is an outline of our programming updates:

School Field Trips: While traditional field trips are currently on hold, we are working with some summer groups on small programs. These programs will focus on outdoor activities, have small group sizes, and will use only items we can ensure are free of germs and viruses. For the upcoming school year, we will offer workbooks and other resources that teachers can use in their classrooms and for distance learning. When safety procedures permit, we will be ready to offer in-classroom field trips (our History 2 You program). We will welcome regular field trips back to the Village when Michigan reaches Stage 6 (post-pandemic).

Visiting the Village: During Phase 4 we will make the Village Green available to the public for free! Indoor spaces will remain closed, but a public restroom in the church, picnic tables, and our beautiful grounds will be available for use during regular hours. A staff member will monitor the entrance of the Village to limit the overall number to 100 guests. Sanitizing buckets of soapy water will be available to keep picnic tables clean. Masks are encouraged and hand sanitizer will be available. We encourage volunteers to help from home through Phase 4.

Village-Wide Exhibits: During Phase 5 we will offer Village wide exhibits for visitors. Kicking off with *Resilience on the Homefront*, these exhibits will be by timed entry only with an online, touchless purchase/reservation system. Guests will move through the Village following our one-way directional signage, safety procedures will be posted at the entrance and on a printed map, sanitizing stations will be in every building, and groups will be masked and maintain a distance of 6 feet or more from each other. Staff will regularly clean and sanitize the public restroom and touchable surfaces around the Village. Some smaller buildings will remain closed to the public. Check-in for the exhibit will be outdoors as weather permits. *Resilience on the Homefront* will run from July through the end of September. In October, we will offer *Scarecrowtopia*—an outdoor exhibit that walks through the history of scarecrows (special Halloween activities will be available!). In November and December we will go back indoors and into the evenings with *Celebrations of Light*.

Teas and Hearth & Soul: Our *Teas at Two* program will shrink in size to *Teas for a Few* during Phase 5. Limited to 20 persons, these smaller, more frequent talks will take place in the Church with safe, marked spaces. Instead of sharing in tea and a treat during the program, those in attendance will receive a treat to take home with them instead. Our Hearth & Soul program will also limit the total number of attendees and presentations will take place outdoors or in our larger indoor spaces. Visitors must register ahead of time online or by calling the Village. Masks are required.

New Workshops and Field Trip Makeups: We have brand new Mini-Workshops scheduled throughout the summer. You and your family can come build a birdhouse, wooden toys, a crate, or dip candles! Spaces in each workshop are limited to ensure safe distancing, and all but candle dipping will be held outdoors. If you missed your Field Trip this spring, you can sign up for one this summer! Again, spaces are limited to ensure proper distancing. Visitors must register ahead online or by calling the Village.

Blacksmithing and Coppersmithing: Upper level Blacksmithing and Anvil Time will continue, but introductory classes are on hold for now. We will also hold a summer Coppersmithing class outdoors (under a tent) with limited numbers and ample space allowance. Face shields will be provided.

Cheddar: Cheddar has decided to visit with his friends online through Phase 5 to make sure everyone stays safe! Meet up with Cheddar through Zoom by registering online or emailing Miss Laura. Those who register will

receive a password protected invitation to Cheddar's story time. Cheddar's story time can continue online regardless of what phase we are in, and he will welcome his friends back to the Village when we reach Phase 6. Online Cheddar programs are approximately 30 minutes long.

Yoga and Walking Group: These outdoor activities can happen during both Phase 4 and Phase 5. Safe yoga spaces will be marked on the grass and attendance will be limited to ensure everyone can see and hear the instructor. Walking group does not have a group limit, but attendees will be notified of safety procedures while out walking. Also, look for our new Fitness Challenge! You and your family can work on the challenge at your own pace and in spaces you feel comfortable being active.

Constitution Café: We will continue our Constitution Café Series, but guests MUST pre-register and space is limited to 20 people. Please check online or call for more details and to get signed up. Masks are required for this indoor program.

New Family History Concierge Service: Are you having trouble doing your own family research or want to know if our archives hold some information about your relatives? You can book our History Concierge to get you started. Initial booking and information gathering can be done online or over the phone. You can set up a safely distanced and masked in-person meeting to go over what is found, or we can do a digital drop and phone call to keep it completely contactless!

Village Rentals: As we enter Phase 5, the Village is reopened to private rentals for weddings and other family gatherings. Indoor rentals are limited to 20 people and require masks. Outdoor gatherings will follow the State Guidelines and are currently limited to 100 people (masks encouraged). Facilities and touchable surfaces will be cleaned prior to your event and staff will be on hand to assist with guest check-in.

Annual Events

Troy Garden Club's Garden Walk: For everyone's safety, the annual garden walk has been postponed to 2021.

Troy Traffic Jam: Unfortunately, the Troy Traffic Jam has been postponed to 2021. Large scale gatherings continue to be "super-spreaders" of the coronavirus and your safety comes first! We look forward to seeing you in 2021 and have already put in an order for perfect weather and no construction!

Halloween and Christmas Events: We are working on revising our Halloween and Christmas events from large, single day gatherings to timed visits with fun treats for the kids. Check back for more information as we get closer to the fall!

Communication

We are committed to communicating new information and programming changes to our visitors and staff members. Please check social media (Facebook and Twitter) for updates to programs and safety procedures. We will keep our website updated and send out regular emails to our volunteers and distribution lists. As long as we are in Phase 4 or Phase 5, a staff member will be available from Monday-Friday 10am to 3pm to answer all phone calls.

Safe Steps to Visiting the Village

Safe Steps to Visiting the Village Phase 4 (Village Green only; outdoor programs only)

1. If you are feeling sick, please return home and visit another day.
2. Because you are outdoors, masks are recommended but not required.
3. While walking around the Village, please keep at least a 6-foot distance from other groups and stay with your family group (persons living together).
4. No buildings are open.
5. A public restroom with touchless fixtures is available in the Church.
6. You may use a picnic table, please pick up a sanitizing bucket and follow the posted directions.
7. One person may visit the Village Store (a mask must be worn indoors) or you can call 248-524-3570 and arrange a contactless purchase and pickup of items in the store.

Safe Steps to Visiting the Village Phase 5 (Village-wide exhibit in buildings; programming)

1. **Postpone if you are sick.** If you feel unwell, please call us at 248-524-3570 and we will refund your ticket or program fees.
2. **Pre-book your visit or program.** Our Village Exhibit visits are limited to one family unit per 15-minute time slot. Village programs are limited in size to maintain safe distancing and CANNOT accommodate walk-ins (cutoff will be 24 hours before the program). Please visit www.troyhistoricvillage.org for more information!
3. **You must wear a mask.** Your visit will take you inside buildings, wearing a mask prevents the spread of viruses in these spaces.
4. **Please maintain a 6-foot distance.** Timed visits are 15 minutes apart to allow one family unit in a building at a time. Programs will allow for ample space between participants. Please be aware of potentially shared spaces like the Church.
5. **Help us with contact tracing.** If you develop Covid-19 symptoms within 14 days of your visit, please notify us immediately.
6. **Tip: designate a door opener!** If you designate one person to open all doors it will limit the amount of surface contact your group encounters during their visit.
7. **Do not touch the objects.** All hands-on items have been removed from exhibits for your safety; historic items should never be touched or handled.
8. **Sanitize!** Utilize the hand sanitizing stations in each building during your visit.
9. **Stay for a Picnic.** You may use a picnic table at the end of your visit, please pick up a sanitizing bucket and follow the posted directions.
10. **One person may visit the Village Store.** A mask must be worn indoors or you can call 248-524-3570 and arrange a contactless purchase and pickup of items in the store.