



**GALVESTON HISTORICAL FOUNDATION'S COVID-19 RESPONSE
FOR DICKENS ON THE STRAND
DECEMBER 5-6, 2020**

The following systematic plan is designed to protect the participants (employees, volunteers, vendors, performers, and visitors) of Dickens on The Strand by combining best-recommended practices from federal, state, and local authorities to continue daily operations in the safest way possible. These measures are not intended to be comprehensive, and it is up to the individual to follow safe environmental health practices.

Basic Rules for Pandemic Response

1. Good hygienic practices. All participants will remain extra vigilant in following acceptable hygienic practices as outlined by the CDC, including frequent, thorough handwashing and the use of hand sanitizers when handwashing stations are unavailable.
2. All participants must have a mask covering the nose and mouth at all times. N95 masks, or their equivalent, will be provided for each employee and volunteer for each day of their work.
3. Social distancing of 6ft or more of all employees, volunteers, vendors, performers, and visitors will be mandatory. The maximum occupancy of all squares is based on the museum occupancy load, which gives each individual a 6ft radius when factoring total capacity.
4. Surface sanitation. All surfaces will be sanitized using an appropriate cleaner as recommended by CDC guidelines. The cleaner will be clearly labeled and used per the written instructions for any chemical. Proper PPE will be available, if necessary, for the use of cleaners. This should be done frequently in any area where the general public will interact with equipment, including credit card readers, tables and chairs, pub surfaces, etc.
5. Employees or volunteers who have symptoms, including but not limited to fever, new or worsening cough, shortness of breath, the recent loss of taste or smell (refer to CDC website for a comprehensive list of COVID19 symptoms) should notify senior staff and stay home.
6. Sick employees or volunteers should follow CDC-recommended steps. Employees and volunteers should not return to work until the criteria to discontinue home isolation are met in consultation with healthcare providers or state and local health departments.
7. Employees and volunteers who are well but who have a sick household member with possible COVID-19 should notify their supervisor/senior staff or volunteer coordinator and follow CDC recommended precautions. These include getting tested for COVID19, continuous mask usage when in public, and, if possible, self-isolating.

8. Plexiglass barriers will be installed for all pubs and are required for all vendors and other locations that direct contact occurs with visitors.

Daily Procedures for Festival and Special Events

1. Cleaning all doorknobs, interior, and exterior handrails.
2. Ensure restrooms and locations are fully stocked with handwashing equipment.
3. Staff review of daily procedures. Assign stations and break schedule for the day.
4. Periodic cleaning using approved cleaners.
5. Review of procedures with all employees and volunteers before shift.
6. Ensure all vendors (craft and food) and performers have available sanitation equipment, PPE for all staff, and social distancing signage.

Do not host or participate in any in-person festivities if you or anyone in your household has been diagnosed or exposed to COVID-19.

- Has been diagnosed with COVID-19 and has not met the criteria for when it is safe to be around others
- Has symptoms of COVID-19
- Is waiting for COVID-19 viral test results
- May have been exposed to someone with COVID-19 in the last 14 days
- Is at increased risk of severe illness from COVID-19

If you are at increased risk of severe illness from COVID-19 or live or work with someone at increased risk of severe illness, you should

- Avoid in-person gatherings with people who do not live in your household.
- Avoid larger gatherings and consider attending activities that pose a lower risk (as described throughout this page) if you decide to attend an in-person gathering with people who do not live in your household.

Follow these tips to reduce your risk of being exposed to, getting, or spreading COVID-19 during the festival:

- Social distance and limit close contact
- Maintain a distance of at least 6 feet or more from people you don't live with. Be particularly mindful in areas where it may be harder to keep this distance, such as restrooms and eating areas.
- Avoid using restroom facilities at high traffic times, such as at the end of a public event.
- Avoid busy eating areas, such as restaurants during high volume mealtimes, if you plan to eat out at a restaurant.

- Minimize gestures that promote close contact. For example, do not shake hands, elbow bump, or give hugs. Instead, wave and verbally greet others.
 - Masks are required at all times when not seated inside festival squares. Failure to not wear a mask when not sitting, eating, or drinking will result in removal from the event.
 - Avoid singing, chanting, or shouting, especially when not wearing a mask and within 6 feet of others.
 - Do not use a costume mask (such as for Halloween) as a substitute for a cloth mask unless it is made of two or more layers of breathable fabric that covers your mouth and nose and doesn't leave gaps around your face.
 - Do not wear a costume mask over a cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.
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Working Guidelines for Staff, Vendors, and Volunteers

1. Volunteer activities and employees on-site will be managed by the Executive Director and Volunteer Coordinator. The Executive Director will determine the number of volunteers and employees on-site following state and federal guidelines as appropriate. A sign-up sheet will be made available to the volunteers so that the GHF staff can coordinate volunteer attendance accordingly.
 2. No more than three volunteers will work in a pub at any one time, and those working in close capacity must live in the same house or family. All recommendations in this document will be followed.
 3. The use of personal water bottles and coffee mugs is *required*.
 4. The use of the bathrooms will be limited to one person at a time. Each individual is responsible for proper handwashing procedures and cleanliness.
 5. A maintenance coordinator will be designated for each day of the festival and special events. The maintenance coordinator will be responsible for ensuring sanitary conditions and will address any issues as they occur. Each square will have a dedicated coordinator at all times of the event.
 6. In all other maintenance activities where two or more people are involved, social distancing guidelines must be followed wherever possible.
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References

- <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- <https://www.osha.gov/Publications/OSHA3990.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html>