



## Gettysburg Battlefield Bus Tours Reopening Procedures

To reopen our business during the Green Phase of the governor's reopening plan Gettysburg Tours, Inc has put several new procedures in place to assure the safety of its employees and visitors.

### Cleaning and Sanitary Practices:

1. All employees and customers are required to wear masks while inside the building.
2. Plexiglass barriers have been installed between the customer and employee at the registers.
3. Latex gloves will be worn by employees working at the register.
  - a. Gloves shall be changed at every break.
4. Employees will practice social distancing as much as practical while in the store at the same time.
5. Hand sanitizer or hand washing is required after touching any surfaces and before returning from any breaks.
6. A touchless hand sanitizer dispenser is available for use by visitors inside the store.
7. Counters/doorknobs/handles/push plates (entry/exit) will be sanitized a minimum of every hour.
8. The credit card machine is equipped with Apple Pay and Tap technology to prevent the need for contact with the machine.

### Social Distancing:

1. Signage promoting the practice of 6-foot social distancing has been placed strategically to remind visitors and employees.
2. A marker has been placed on the floor in front of the checkout counter demonstrating a 6 foot separation.
3. Registers have been spaced out to have at least 6 feet between lines as well as a fixture barrier put in place between lines.

### **Health Screening:**

Prior to an employee clocking in they will be asked a series of questions to confirm that they are fit for work.

1. Have you, or anyone you have been in contact with in the last 14 days been diagnosed with Covid-19 Virus?
  - a. If yes, they must go home immediately and consult their health care provider and contact management with their status.
  - b. Any surfaces employee touched will be sanitized immediately.
2. Have you or anyone in your household experienced symptoms such as fever, cough, or shortness of breath?
  - a. If so, they should go home immediately and consult their health care provider and contact management with their status.
3. If employee is returning from self-quarantine after potential exposure or after recovering from Covid-19 they will be subject to daily temperature checks for one week after returning.
  - a. If temperature is 100.4 degrees or higher, they must go home immediately and contact their health care provider. All surfaces the employee came in contact with will be sanitized immediately.

### **Bus Tours**

#### **Cleaning:**

1. Buses will be cleaned and sanitized every morning before the first tour with special attention to all handrails, seats, seat backs and audio control modules.
2. High touch areas will be sanitized between each tour prior to the next group of passengers boarding.
3. Enclosed Buses will be sanitized with an electrostatic fogger prior to departing for the day's services.

#### **Spacing:**

**Double Deckers:** The capacity for the double decker bus has been reduced from 80 to 43 people in order to accommodate separation between parties. This arrangement allows for approximately 25 on the top deck and 18 on the bottom deck.

**Enclosed Bus:** The capacity for the enclosed bus has been reduced from 45 to 23 people to accommodate separation between parties.

#### **Loading Procedures:**

1. Passengers and guides must wear masks while inside the bus.

2. Drivers must wear masks during loading/unloading and anytime they address the passengers from 6 feet or less.
3. Passengers will be boarded by group to avoid unnecessary contact.
4. Non sanctioned seats have been x'ed out with tape to discourage visitors from breaking protocol.

**Ticket Collection:**

1. Ticket collection has been eliminated to reduce unnecessary contact between visitors and employees.

Procedure shall be to:

- a. Check in with the driver/hosts who will have a clipboard with the name, confirmation #, Quantity of seats/tickets purchased to check off.
- b. At the end of the tour the driver will bring the roster sheet back to counter staff for audit.

Any questions or concerns should be directed by e-mail to [info@gburgours.com](mailto:info@gburgours.com)

## **Upon discovery of an exposure to a person who is a probable or confirmed case of COVID-19**

Upon discovery of an exposure to a person who is a probable or confirmed case of COVID-19, businesses are also ordered to implement temperature screenings before employees enter the business prior to the start of work and send any employee home who has an elevated temperature of 100.4 degrees Fahrenheit or higher. Sick employees should follow CDC-recommended steps. Employees should not return to work until the CDC criteria to discontinue home isolation are met, in consultation with the health care providers and state and local health departments. Employers are encouraged to implement liberal paid time off for employees who are on home isolation.

Upon an exposure, businesses are also ordered to do the following:

- Close off and ventilate areas visited by that individual;
- Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection;
- Clean and disinfect all spaces, especially commonly used rooms and shared electronic equipment;
- Identify and notify employees who were in close contact with that individual (within about 6 feet for about 10 minutes); and
- Ensure that the business has a sufficient number of employees to perform these protocols effectively and immediately.