



Ghostly Images of Gettysburg Reopening Procedures

To reopen our business during the Green Phase of the governor's reopening plan Ghostly Images of Gettysburg 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. A plexiglass barrier has been installed between the customer and employee at the register.
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 at a minimum 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. An employee will check in as many visitors as possible outside of the store and direct them to their starting point.
3. A marker has been placed on the floor in front of the checkout counter demonstrating a 6 foot separation.

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.

Guided Walking Tour Procedures

1. Group sizes have been reduced to 20 to allow for additional space between unrelated parties and the guide.
2. Ticket collection shall be eliminated to prevent unnecessary contact between the visitor and employees.
 - a. A roster of names for each tour will be printed out by staff and names checked off as they arrive and are handed their stickers and directed to starting points.
3. Visitors will be directed to their starting point to gather rather than congregating at the front of the store.
4. We encourage the wearing of masks all visitors during their tour.
5. Guides shall only lower their masks during the tour when they are standing outside of 6 feet and addressing the group for storytelling.

Any questions or concerns should be directed by e-mail to 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.