

# Linden Hill Historic Estate

## Stages of Operation

To maintain a safe workplace, we ask that all staff and volunteers cooperate with the guidelines put in place respective to the stage of operation as declared by the Board of Directors. These stages have been carefully crafted using guidelines from the CDC and in cooperation with state and local authorities:

**Stage 1) Essential on estate + at home work (stay at home directives).**

**Stage 2) Office re-opens (limited access), independent & small groups of socially distant work resumes WITH protective gear.**

- Masks worn when near (within 10 ft of) others and use of hand sanitizer/additional washing of hands when working with items that are touched by others.
- All persons working on estate should observe rules of not touching face, coughing/sneezing into elbows, frequent and careful hand washing and staying home if you have a fever of 100.4 or higher- \*Please take your temperature before coming in to Linden Hill\* or are not feeling well. **Please stay home if you have had a fever within the last 2 weeks.**
- Cleaning and sanitizing of frequently touched surfaces continues to be done daily.
- Disinfectant spray cleaner will be available to clean commonly touched surfaces/knobs/handles, etc.
- Kitchen/volunteer room closed for gathering and congregation. During this time no access to refrigerator, microwave, mugs, coffee pot, etc. Encouraged to bring personal thermos/water bottles and packed lunch or snack. We apologize for the inconvenience. Thank you for your understanding.
- Museum exhibits prepared for tour season, tour guide training takes place, regular lawn care and garden tending.

**Stage 3) Office re-opens in full, work continues with required protective gear.**

- Masks worn when near (within 10 ft of) others and use of hand sanitizer/additional washing of hands when working with items that are touched by others.
- All persons working on estate should observe rules of not touching face, coughing/sneezing into elbows, frequent and careful hand washing and staying home if you have a temperature- \*Please take your temperature before coming in to Linden Hill\* or are not feeling well. **Please stay home if you've had a fever within the last 2 weeks.**
- Cleaning and sanitizing of frequently touched surfaces continues to be done daily.
- Disinfectant spray cleaner will be available to clean commonly touched surfaces/knobs/handles, etc.
- Kitchen/volunteer room re-opens to gathering/congregating with social distancing.
- Tours begin, events and rentals resume (observing any guidelines for group gathering limitations and social distancing)

#### Stage 4) Protective gear no longer required.

- Some guests, volunteers and staff may choose to continue to wear protective gear though it is not required.
- All persons working on estate should observe rules of not touching face, coughing/sneezing into elbows, frequent and careful hand washing and staying home if you have a fever of 100.4 or higher or are not feeling well. **Please stay home if you've had a fever within the last 2 weeks.**
- Kitchen/volunteer room remains open to gathering/congregating with social distancing until lifted by state/local officials.
- Cleaning and sanitizing of frequently touched surfaces continues to be done several times a week.
- Disinfectant spray cleaner will be available to clean commonly touched surfaces/knobs/handles, etc.

#### Stage 5) New long-term normal for the foreseeable future.

- Some guests, volunteers and staff may choose to continue to wear protective gear though it is not required.
- All persons working on estate should observe rules of not touching face, coughing/sneezing into elbows, frequent and careful hand washing and staying home if you have a fever of 100.4 or higher or are not feeling well. **You must stay home if you've had a fever within the last 2 weeks.**
- Kitchen/volunteer room resumes regular availability.
- Cleaning and sanitizing of frequently touched surfaces continues to be done several times a week.
- Disinfectant spray cleaner will be available to clean commonly touched surfaces/knobs/handles, etc.

With stay at home directives in place until May 5th, we will remain in Stage 1 until then. We will announce the plan to move into Stage 2 once we have received updated direction from officials, so please stay tuned for that in the coming week.

Please also note that there is no specific timeline for when the board will approve moving into each of the stages. While we hope that we are able to progress positively through each stage, we also need to be aware that we may need to take steps in the opposite direction if necessary. *Thank you again for your cooperation and your commitment to Linden Hill as we all work together to get through this challenging time!*

Stay well,

Board of Directors & Staff  
Friends of Linden Hill, Inc.

**Friends of Linden Hill: Preserving and sharing the history and spirit of the Musser/Weyerhaeuser estate on the Mississippi River.**