

## Guidelines for Field Trips

Updated May 2021

The Castle's Current Procedures and Protocols Approved by Marietta-Belpre Health Department on March 30, 2021

Guidelines for your visit:

- Masks are required for all visitors, staff, and volunteers in accordance with state mandates.
- Touchless temperature checks are required for all visitors when arriving on site. Those who test 100.0 degrees or above will be retested. If a second reading of 100.0 degrees or above is found, the individual will be asked to leave the group.
- Group tours of The Castle are limited to a maximum of 36 individuals (students, chaperones, and/or teachers.) Prior to your visit, this group will need to be divided into three groups not exceeding 6 individuals per group. [Tours last approximately 1 hour.]
- Group tours of The Castle *and* Mound Cemetery are limited to a maximum of 72 individuals. Prior to your visit, this group will need to be divided into two groups not exceeding 36 individuals per group. (For example, Group A and Group B.) Each group will need to be subdivided into three sections. (For example, Group A: Section 1, Section 2, Section 3; Group B: Section 1, Section 2, Section 3.) [Tours last approximately 2hrs 15mins]
- Groups will need to adhere to social distancing between their group and tour guides. In The Castle, floor signs have been added to maintain 6-foot social distances between our guides and all visitors.
- Our museum is a touchless museum. However, we strongly request that everyone make use of the railing on the main stairs leading the second floor for safety purposes. We have hand sanitizer stations placed at the top and bottom of those stairs and all are encouraged to use them. The railing is cleaned following the descent of each group back to the first floor.

- Groups are limited to use only the Visitor Center/Gift Shop restroom.
- The Gift Shop will be closed during field trip visits.

Awareness of Castle procedures and protocols:

- Touchless temperature checks will be administered to all staff and volunteers working with each field trip group. Those who test 100.0 degrees or above will be retested. If a second reading of 100.0 degrees or above is found, the person will not be permitted to stay on site.
- Guided tours of the museum will be exclusive for the field trip group. No other individuals or groups will join your group. No other visitors will be on site at The Castle at the time of your visit.
- The Gift Shop and Castle contact surfaces (doorknobs, railings, etc.) are cleaned between visiting individuals or groups.
- Enhanced cleaning of the museum is done once per week.
- Volunteers will change to a new set of white cotton gloves after each tour and they will be washed before being used again.