

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.

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.
- Appointments required for any indoor work to manage flow of people.
- 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. **You must 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.
- Small rentals by family group and outdoor rentals only (observing any guidelines for group gathering limitations and social distancing).

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. **You must 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.
- Regular 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. **You must 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 no longer recommended by state/local officials.
- Cleaning and sanitizing of frequently touched surfaces continues to be done regularly.
- 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 regularly.
- Disinfectant spray cleaner will be available to clean commonly touched surfaces/knobs/handles, etc.

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