

Point Cabrillo Lightkeepers Association
Museum and Gift Shop
45300 Point Cabrillo Drive
Mendocino CA 95460

Prepared by:

Jen Lewis
Outreach & Fundraising Manager
Office: 707-937-6123
Cell: 541-771-8794
Email: outreach@pointcabrillo.org

Point Cabrillo Lightkeepers Association, Plan for Re-Opening the Visitor Center and Gift Shop in the Point Cabrillo Lighthouse

1. Describe the type of signage you will have and locations.
 - Signs at the top of trails in the parking areas, reminding people to bring their masks if they want to come into the museum.
 - Sign at the door, saying only people with masks may enter.
 - Sign at the door, saying to please only enter if you are feeling well, and have no symptoms related to COVID-19.
2. Describe the PPE you will provide to your employees and patrons.
 - We will have disposable gloves and masks available at all times to our staff and volunteers.
 - We will have reusable masks available for purchase for patrons.
 - We will have a disposable masks available for patrons.
3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.
 - Every staff member and volunteer will go through an orientation explaining the requirements of the masks for themselves and patrons.
 - Frequently touched surfaces will be wiped down in the middle of each day.
 - The entire visitor center will be disinfected every evening.
4. Describe your plans for protecting your employees' health
 - Staff members and volunteers will always either be:
 - Behind the counter with a mask on, separated from patrons and guests by a plexiglass barrier, or
 - Outside the front door, in the fresh air, with a mask on.

5. Describe your plans for protecting the health of visitors
 - We will have a second volunteer or staff member at every shift, who will be stationed outside the Museum and Gift Shop doors, encouraging guests and patrons to don their mask before entering.
 - That staff member or volunteer will also be handing out hand sanitizer to all patrons and guests.
 - That staff member or volunteer will also be keeping an eye on how many people are inside the museum at any moment, and will keep it limited to 15 people.
 - We will have stickers on the ground, showing how far six feet distance is, and will encourage people to keep an eye on those as they move around the visitor center.
6. Describe how you will prevent crowds gathering at your facility.
 - There will be a staff member or volunteer monitoring the number of people inside the museum at all times.
7. Describe how you will enforce physical distancing at your facility.
 - We will have stickers on the floor, showing people how far apart six feet is at the different exhibits within our museum.
8. Describe the payment methods you will use (contactless is preferred).
 - We will encourage credit card payments through our terminal, and wipe down the terminal after every purchase.
 - For people who only have cash, we will ask them to provide exact change, or donate the rest of the change for their purchase, so we don't have to touch bills and hand out coins.
 - After every credit card or cash purchase, the counter, terminal, and staff member/volunteer hands will all be disinfected.
9. Describe how you will ensure that shared items such as audio headsets or other shared items are disinfected.
 - We will have no shared items, but frequently touched surfaces will be disinfected throughout the day.
10. Describe your reservation system and how you plan to stagger individual visitors and those from different household units.
 - There will be no reservation system for the lighthouse museum, but we will monitor the number of people inside, and make sure there are no more than fifteen at one time.
11. Describe how you will reconfigure seating to maintain six feet of physical distancing between visitors.
 - N/A – there is no seating within the lighthouse museum.

12. Describe methods for the use of items such as touchscreens, grab handles, buttons, telephone and other listening devices, handheld props, flip doors, etc.
 - The front door to the lighthouse museum will be open (with a volunteer standing out there), so no need to touch handles.
 - For the touch screen signup computer, there will be hand sanitizer, with signage encouraging people to sanitize both before and after they've signed up.
13. If applicable, describe how you will indicate separate entry and exits to/from your facility.
 - N/A – only one entrance.
14. If your facility uses a shuttle service, describe how you will limit usage.
 - N/A – no shuttle service.
15. Describe your methods for reconfiguring parking areas to avoid congregation.
 - This is under State Parks jurisdiction, but there is plenty of parking available for people to space out parking.
16. Describe how you will ensure physical distancing in restrooms.
 - This is under State Parks jurisdiction, but all of our bathrooms are one person at a time, so if lines form (rare), they will be outside, and it will be easy to create six feet of distance between people.
17. If your facility has a retail area, describe the health and safety guidelines you have taken to protect employees and visitors.
 - These items are listed above.
18. If your facility has a food service area, describe the health and safety guidelines you have taken to protect employees and visitors.
 - N/A – no food available.