

**Office of Historic Alexandria
COVID-19 Operational Guidelines
As of August 10, 2020**

OHA established the following guidelines to ensure consistent operations during the COVID-19 pandemic. Staff will regularly re-evaluate them through the remainder of 2020 based on available staffing levels and as the region moves through Phase 3 of the Forward Virginia plan.

Guided Tours

No in-person guided tours are being offered inside or on the grounds of Historic Alexandria properties. This minimizes the time people are within close proximity of one another. Self-guided information is available for many museums and outdoor historic sites and staff are working on pre-recorded videos and live virtual tours.

Volunteers

Currently, volunteers are not returning to work on site in OHA facilities. OHA maintains minimum staffing levels through paid staff and prioritizing telework due to the small size and shared spaces of offices. While volunteers cannot work on site, we continue to provide opportunities for volunteering from home and offer virtual opportunities for volunteers to gather. In general, OHA is not accepting applications for new volunteers unless they can provide skills or expertise in an area that is currently not filled by our existing volunteers.

Rentals

Facility rentals will take place at The Lyceum or Lloyd House, with a preference for streaming events from the lecture hall of The Lyceum and outdoor events like micro-weddings at Lloyd House. Both facilities have multiple restrooms and space for social distancing.

Public Programs & Events

No indoor public programs or events will be held at OHA facilities through the end of 2020, however limited outdoor opportunities will be scheduled with increased safety protocols. Virtual options are being made available for educational programs, lectures, workshops, school programs, scout programs, and more.

On-site research and collections use by the public

Selected OHA library and artifact collections are available to consulting archaeologists and outside researchers. They may contact specific sites to determine availability and make appointments to use resources or to deliver artifacts. City guidelines and protocols including self-health checks, wearing masks, social distancing, and cleaning spaces after use will be followed. Contact information for visitors will be logged. The same protocols will be applied to outside contractors working with ship material at the City bus barn.