



Kent-Valentine House Pandemic Protocols

As the Garden Club of Virginia has reopened the Kent-Valentine House for meetings and workshops, new protocols for building use and personal safety are being implemented. The GCV will follow the Governor's executive orders for the phased reopening of state government and businesses.

Phase II and Phase III have similar basic guidelines except for the specifics on how many people can gather together both indoors and out of doors. The KVH will be limited to accommodate larger gatherings and also adhere to social distancing requirements.

Attendance may be capped based on the planned activity, the assumed level of interaction and the setup requirements needed to adhere to the phased guidelines. Face coverings and distancing will be the norm. Staff will coordinate meeting logistics with the meeting organizer.

Scheduling meetings at KVH:

*To coordinate your meeting needs with Quan McGough, call the office: 804-643-4137.

- Zoom calls and phone conference options are available.
- Committee Chairmen are encouraged to become familiar with Zoom meetings. Zoom tutorials are available online and on You Tube.
- Participants will be seated at tables or auditorium style at an appropriate distance. Reopening capacity: 15 at tables for workshops; 24 seated auditorium style on third floor.
- Committee chairmen are encouraged to have a greeter in the foyer to welcome committee members and direct them to their meeting space.
- Clubs visits are encouraged during the exhibition at the Virginia Museum of History and Culture. We will help clubs plan their visit to the KVH on a case-by-case basis.

Attending meetings at KVH – Masks are required

*Bring your own drink container, gloves, sanitizer/sanitizing wipes, and face covering.

- Upon entering the house, use the elevator or Tower stairs to get to the third floor meeting space. Use the main staircase when leaving your meeting.
- Bathrooms are available on the first and third floors. The second floor bathroom is reserved for staff. Sanitize the bathroom before leaving with the wipes and Lysol spray provided.
- Wash hands for 20 seconds with soap and water.

We are discouraging all food and snacks not individually wrapped.

If the numbers infected/hospitalized due to COVID-19 across the state increase, the guidelines will be revised.