



Presbyterian Historical Society
425 Lombard Street, Philadelphia, PA 19147
www.history.pcusa.org

COVID-19 Information for Researchers

Please review the following information carefully. Approximately 72 hours before your requested visit we will send you a pre-visit questionnaire which you must complete and return before we can confirm your appointment.

These measures are in effect until further notice to protect the health of everyone who enters and leaves our building. If you have any concerns or questions about these policies, please email us at refdesk@history.pcusa.org. Thank you for working with us to make your research visit as safe and productive as possible given the circumstances.

How We are Protecting Researchers

- We are limiting the number of people who enter our building every day. Only one person at a time will be allowed to conduct research in the reading room (exceptions will be made for patrons who require physical assistance for research). Our exhibition areas are currently closed.
- Staff members are wearing masks and physically distancing from other staff and visitors.
- Staff members are disinfecting common surfaces, such as door handles and stair rails, daily.
- Each staff member is disinfecting their own office space and practicing frequent hand washing.
- Staff members are required to stay home if they are sick or have been exposed to someone with COVID-19.
- We are quarantining archival materials for at least 72 hours after use and before another researcher uses the materials.

Requesting Materials In Advance

We will conduct pre-visit reference interviews via phone or Zoom to help identify relevant holdings. You must send us a list of the materials you know you wish to use at least 72 hours before your scheduled appointment.

When You Arrive

Please ring the doorbell when you arrive to be admitted into the building.

Your temperature will be checked and you will need to complete a brief health questionnaire before you begin your research.

Should you need to contact us on the day of your visit, please call the Reference Desk at 215-627-1701.

Personal Belongings

Instead of lockers, we will make a table in our reading room available for holding your personal belongings (briefcases, computer cases, book bags, purses, etc.).

Coats and jackets must be hung on the coat racks near the entrance.

Please bring your own pencil(s) and paper for note-taking.

Masks

Masks must be worn by researchers over their mouth and nose at all times, no exceptions. This includes:

- when entering or leaving the building
- when walking in common areas or hallways
- when in the restrooms
- when conducting research in the reading room

You are welcome to wear a face shield over a mask that covers your mouth and nose.

Distancing

Please follow all markings and signs relating to physical distancing throughout the building.

Researchers will be assigned a table to sit at in the reading room.

Please be mindful of other people around you and maintain at least 6 feet of space at all times.

General Health Reminders

Please wear your mask at all times.

Please use the available hand sanitizer, especially after touching common surfaces (but make sure your hands are dry before handling archival materials).

Please wash your hands after using the restroom.

Important Notes

If you show any of the common symptoms of COVID-19 on the day of your visit or if you have had contact with someone with COVID-19 within 14 days prior to your visit, you must reschedule your visit. PHS reserves the right to refuse entry into our building if we deem your visit unsafe based on your answers to our questionnaire or if you do not comply with our policies.

While we will do our best to accommodate researchers, PHS reserves the right to reschedule your appointment due to staffing shortages, unexpected closure, and/or advisories from the City of Philadelphia and the Commonwealth of Pennsylvania. We will communicate any changes to our policies and research availability with as much advance notice as possible, noting that circumstances may change suddenly. We appreciate your understanding.