



Presbyterian Historical Society  
425 Lombard Street, Philadelphia, PA 19147  
[www.history.pcusa.org](http://www.history.pcusa.org)

## ***COVID-19 Information for Researchers***

Please review the following information carefully.

These measures are in effect until further notice to protect the health of our staff and 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](mailto:refdesk@history.pcusa.org). Thank you for working with us to make your research visit as safe and productive as possible given the circumstances.

### **Vaccination Mandate**

The Presbyterian Historical Society has instituted a vaccination mandate for all researchers, visitors, and vendors entering the building effective January 18, 2022. **There is no testing option for unvaccinated individuals.**

- **Qualification**

To qualify as vaccinated, you must have had the first course of vaccination (1 J&J/Janssen, 2 Pfizer-BioNTech, or 2 Moderna shots) plus a booster shot when eligible. [According to the CDC, you are eligible for a booster based on the following schedule:](#)

- **J&J/Janssen:** individuals 18 years and older should receive a booster after 2 months
- **Pfizer-BioNTech:** individuals 12 years and older should receive a booster after 5 months
- **Moderna:** individuals 18 years and older should receive a booster after 6 months

- **Proof of vaccination**

You will be required to show a staff member your **official vaccination card** issued by the CDC upon entering the building. The original card or a scanned copy (paper or digital) will be accepted. You will also need to show an ID (driver's license, state ID, or passport) for comparison. No information will be copied or recorded by staff.

### **Health questionnaire**

You will also be asked to answer a short health questionnaire upon entering the building. We will not share your responses with any outside parties and completed questionnaires will be destroyed after 21 days.

## **Mask Mandate**

A mask must be worn by researchers over their mouth and nose at all times, no exceptions. If you need to remove your mask for any reason, you must go outside the building. If you do not have a mask, one will be provided for you.

## **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.

## **How We are Protecting Researchers**

The PHS staff are taking the following measures to ensure the health and safety of everyone in our building:

- We are limiting the number of people who enter our building every day. A maximum of 2 people at a time will be allowed to conduct research in the reading room. Our indoor 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.

## **Requesting Materials in Advance**

While not required, it is appreciated if you could send us a list of the materials you know you wish to use prior to your scheduled appointment. If you need assistance identifying relevant holdings, please contact us.

## **When You Arrive**

Please ring the doorbell on the right-hand side of the blue front door when you arrive to be admitted into the building.

You will need to show a staff member your vaccination card, ID (driver's license, state ID, or passport) and 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**

We will assign a locker for holding your personal belongings (briefcases, computer cases, book bags, purses, etc.).

Coats and jackets must be hung on the coat racks in the lobby.

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

## **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 10 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 cancel or 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.