



ANDY BESHEAR
GOVERNOR

MIKE BERRY
SECRETARY

**TOURISM, ARTS AND HERITAGE CABINET
KENTUCKY HERITAGE COUNCIL
THE STATE HISTORIC PRESERVATION OFFICE**

410 HIGH STREET
FRANKFORT, KENTUCKY 40601
PHONE (502) 564-7005
FAX (502) 564-5820
www.heritage.ky.gov

CRAIG A. POTTS
EXECUTIVE DIRECTOR
& STATE HISTORIC
PRESERVATION OFFICER

MEMORANDUM

To: Consultants utilizing the KHC Library for Historic Resource Site Checks

From: Craig Potts, Executive Director and State Historic Preservation Officer, KHC

Date: May 18, 2020

The Kentucky Heritage Council is dedicated to ensuring the health and wellbeing of the public and our staff as we implement the Governor's Healthy at Work protocols for reopening in May 2020. As we comply with these protocols, the Kentucky Heritage Council will host no in-person meetings and staff will be prohibited from attending in-person meetings. However, in order to reopen our Historic Resource Library to consultants wishing to complete background research we are adopting modified guidelines as detailed in this memo. Specific guidelines for the Commonwealth's Healthy at Work protocols can be found at: <http://govstatus.egov.com/ky-healthy-at-work>. Please follow these protocols along with all notices that have been conspicuously posted at our facility.

Beginning May 20th, consultants can make appointments to visit our office to conduct research. Appointments will be available in two time slots a day on Mondays, Wednesdays, and Fridays: 9am to 12pm and 1:30pm to 4:30pm. The first appointment available will begin 9am on Friday, May 22nd. To schedule an appointment please email Craig Potts at craig.potts@ky.gov and I will confirm your appointment. When scheduling please also stipulate what survey files you need to examine so KHC staff can collect the materials and make them available to you during your visit. Due to Healthy at Work protocols limiting the buildings capacity, KHC cannot permit access to visitors without confirmed appointments, and only one visitor is allowed per appointment time.

During the appointment, visitors are strongly encouraged to wear masks (a mask can be provided upon request) and should self-monitor their temperature and general health prior to arrival. Infrared thermometers are available on site for visitors who are not able to test themselves prior to entering the KHC office. Visitors will be permitted to access the conference room and the first floor restroom (located at the base of the stairwell just past the door to the conference room) as needed. The research materials you request at the time of your appointment will be placed on the conference room table and the conference room door can be closed to provide a socially distant space to review the materials. A hand sanitizing station can be found in the front entry hall and disposable gloves will be provided. Researchers are requested to wear these gloves when handling documents.

page 2
May 18, 2020

Current Healthy at Work protocols prohibit gathering (i.e. more than two people) in common areas and the reception area as the layout of those areas do not accommodate proper social distancing. As such visitors are not allowed to utilize the office copier for scanning documents. Visitors are encouraged to take photos of the documents with their devices (i.e. smart phones, tablets) or are welcome to bring a laptop and scanner as there is space to set these up in the conference room. At the end of the appointment, KHC staff will remove the reference materials for refiling and the conference room and touchable surfaces on the first floor will be disinfected before the afternoon appointment begins.

End