



The Moravian Archives Bethlehem (MAB) for the safety of our staff and visitors has implemented new policies and procedures which are expected to be followed by all visitors to MAB.

***Personal safety for Staff and Visitors:***

- All Staff will be wearing masks while at MAB.
- Social distancing guidelines will be implemented as much as possible. This will result in limited working stations in the reading room.
- The front door of the Archives building will remain locked at all times to limit traffic into the archives building.
- All archival material which are used will be placed in quarantine for 72 Hours (3 days) from their date of last use. This will limit the availability of our collection and its use.

***Requirements of Visitors to the archives:***

- Mask must be worn by all visitors to the archives for the duration of their visit to the archives. Please bring a mask with you. The archives WILL NOT be providing masks to individuals. Failure to wear a mask will result in you being unable to enter the archives building.
- Upon arrival to the archives building all visitors are asked to sanitize their hands.
- Temperatures will be taken by an infrared thermometer upon arrival to ensure that no one who is entering the archives, has a fever above 100.4 degrees Fahrenheit or shows any signs of illness; this also includes our staff.
- We ask that limited items are brought to your appointment. We understand that some items are essential to conducting research but, MAB is trying to limit the amount of outside items in the building. Pencils, paper and magnifying glasses are available for use.
- All visitors must answer health screening questions prior to their visit to the archives.

***Hours and Visitation***

- Visitation to MAB will be by appointment only. This includes all outside visitors such as, researchers, volunteers, business appointments, and donations or drop off of materials.
- Research appointments can be submitted online through our website. As always,

submission of a research appointment does not confirm availability. Please wait for a member of our staff to confirm your appointment date and that the items which you have requested are able to be used.\*

\*Please note as mention above, Archival materials which are used by the public will be quarantined for 72 hours (3 days) from their last date of use. This will limit access to our collection and potentially impede researchers from having access to research materials they wish to view.

- The number of visitors to the archives will be heavily limited. We will do our best to accommodate schedules and availability.
- The archives will be open to researchers Monday-Friday 9:00 am- 4:00 pm to allow time for staff to prepare for visits.