

# Museum Geelvinck

## Protocol Covid-19 for the Catacombs of the Posthoornkerk Haarlemmer Houttuinen 47-D, Amsterdam version May 31st 2020

### Introduction

This protocol concerns the venue of Museum Geelvinck in the catacombs of the multifunctional, listed monumental building of the Posthoornkerk, entrance on Haarlemmer Houttuinen 47-D in Amsterdam.

***This protocol applies from June 1<sup>st</sup> 2020 for everyone, who makes use of the venue.***

The protocol complies with the Noodverordening veiligheidsregio Amsterdam and the guidelines of the RIVM. Its format is based on the Covid-19 Protocol for Museums (Dutch Museum Association) and the Protocol Monumenten (FIM and Kunsten'92).

Please note, that the entrance to the catacombs, including the toilet, are not part of the venue rented by the museum in the multifunctional building Posthoornkerk. Museum Geelvinck does not accept any responsibility outside its venue. *We urge to avoid using the toilet situated near the entrance.*

**In general: please, use your common sense to avoid situations in which you could spread or attract the Covid-19 virus yourself! Take care for yourself and for others who use our venue!**

The following regulations concern everyone who visits the venue, including tuners, suppliers etc.

### 1. Keeping track of persons who visit our venue

We have to keep a record of anyone who visits our venue, because in the unlikely case (if everyone keeps to the rules) that someone, who carries the virus, has visited the venue, we can track and warn everyone else who was in our venue in the same period of time. Therefore, it is very important, that everyone who comes to our venue first notifies us in advance by recording your intended visit and separately the names of all persons you bring along in our webagenda.

We have a list of all people who have a code for the webagenda. Without a code (and the personal e-mail address, which is the user name connected with the code), you cannot use the webagenda. In case you have not a code for the webagenda, you are not allowed in our venue, except with explicit permission of the director of the museum, Jurn Buisman, or the conservator, Gijs Wilderom. Please ask for permission in advance at: [info@geelvinck.nl](mailto:info@geelvinck.nl) However, in addition, people who are listed (i.c. who have a code for the webagenda), are automatically allowed to take along each time a maximum of three individuals on the strict conditions as stipulated in this protocol.

Please note, that in case you bring people along with you, you are required to record their names plus their e-mail address(es) or phone number(s) in the webagenda in advance of coming to our venue. Note also, that **you are responsible** for their behavior and that they are only allowed in at the same time that you are actually staying in our venue during the period of time, which you have indicated in the webagenda. Only fortepianists, who are listed (i.c. those who have a code for the webagenda), are allowed to play and practice on our specified historic pianos in our venue (a list describing the pianos specified for use by students and professional fortepianists is publicized on our website). In case, you bring a visitor, who also wishes to try-out one of our pianos, please ask for authorization in advance at: [info@geelvinck.nl](mailto:info@geelvinck.nl) **Never give your code or the door-keys of the venue to a third person.**

Please also indicate in the webagenda on which instrument(s) you intend to practice. This is important for us, both as an indicator of the use of the instruments, and, in addition, in case someone would have come in with a virus, we can warn those who performed on this piano in the next timeslots.

Booking a timeslot means that you guarantee to take care of the hygienic measures (see art. 5 below). We shall respect your privacy in accordance with the privacy laws (AVG).

## 2. Maximum amount of people allowed in the venue

If you are inside our venue, avoid having less distance than 1,5 meters from others. Therefore the Covid-19 protocols for monuments and museums utilize maximum amounts for people in one room.

For the main part of the venue ('Grote Kamer', including the pantry) the maximum amount of persons allowed in together is: 10 individuals

For the (depot) part behind the door ('Midden Kamer') the maximum is: 5 individuals

For the 'Kleine kamer' the maximum is: 2 individuals

Exception: in case you are there together with someone with whom you normally are together as one household (for instance your husband, fiancé, live-partner, buddy, family members or children), then you may count the two of you (or the total of your family) as one individual.

Note: this also goes for performing together. You always should keep a distance of at least 1,5 meters, except if you are playing together with your husband, fiancé, live-partner, buddy or child(ren). This means, that you can play quatre-mains only with your husband, fiancé, live-partner, buddy or child.

A buddy is someone with whom you are (living) very close, for instance your lover or your roommate.

Young children have a higher risk of being carriers of the Covid-19 virus. Therefore, we kindly ask, when such is possible, to avoid taking young children to our venue.

When you book a timeslot in the webagenda, please keep a minimum of at least a quarter of an hour in between the timeslots previous and next to your timeslot, as 'free time'. This way, you will avoid to meet people, who have booked the timeslot previous or next to the timeslot, which you have booked.

Please note, that the above numbers are the maxima allowed. Normally, the amount of people, who are together in our venue should be much less. Please, use your common sense and do not try to find the loopholes in these regulations. In short, there should never be a crowd standing together.

The 'Middenkamer' and the 'Kleine Kamer' are mainly being used as a depot for special instruments (the museum is keeper of the most significant collection of historic pianos in the Netherlands; some of these instruments are listed by the Dutch Council for Culture as irreplaceable Dutch cultural heritage). A few of these instruments are playable, but these may be used only with special authorization by the museum. For permission, please contact Jurn Buisman. The 'Middenkamer' and the 'Kleine Kamer' are closed-off from the main (public) area ('Grote Kamer') of the venue. If you do not have a good reason to come into the 'Middenkamer' or the 'Kleine Kamer', please keep out and do not enter this area.

## 3. On entering the venue

To enter our venue, you have to pass a rather small entrance hall and a narrow corridor. You can keep 1,5 meters distance in this area (which is not part of the museum venue), when all of the visitors shall keep to the following rules:

- You have booked your timeslot already well in advance. Before you come to our venue, check again with the webagenda, if no changes have been made by the museum's management.

- When you are near the entrance of the catacombs, look through the windows, if anyone is in. If the people, who booked the previous timeslot, are still in our venue, knock on the window to indicate that you have arrived. Wait outside, till they have passed into the open. When they are out of the building, you can go in.

- When you are entering the building and you find someone on the way out in the entrance hall or the corridor, please turn around immediately, keep 1,5 meters distance, back-out of the building and first let the person(s) go out, before you re-enter the building to go to our venue.

- In case you are entering the building with more people, please go in one-by-one with a distance of 1,5 meters in between. Again, this is with the exception in case you come in with people with whom you normally are together as one household (for instance your husband, fiancé, live-partner, buddy, family members or children).

After you have entered our venue, please immediately wash your hands carefully. Please use the provided disinfectant gel or use the sink and soap in the pantry.

#### 4. Using the instruments

Please note, that the instruments in our venue have historic value. These are not merely performance instruments on which you can practice, but they represent our musical history. Please, take care that generations of musicians after you also will still be able to perform on these instruments and this way the tangible and intangible cultural heritage of our musical past is kept alive and will keep inspiring.

Please, never leave your bag or attire, your laptop, a cup or glass, or either a flask of disinfectant gel, or a damp or wet cloth on one of the instruments. If you have to write down something, please place something thick in between (so it will not leave a mark in the wood), or, even better, never use an instrument as its underground. Never (try to) move an instrument yourself.

A stable humidity is of significant importance for the wellbeing and preservation of the instruments. Please, always keep the doors closed and the central heating down. This maybe a bit cold in winter; in that case, take along another sweater to keep yourself warm. Never(!) put the radiators of the central heating on a higher level (higher heating in winter is detrimental to the level of humidity). The level of humidity is regularly checked by the conservator, Gijs Wilderom.

Before using an instrument, please wash your hands in the pantry. Dry your hands with a clean tissue and dispose the used tissue in the pantry bin. In case you have to cough, while in our venue, please (try to) use a tissue to cough into and immediately dispose of this used tissue in the pantry bin, after which you, please, wash your hands (again) before you continue.

Washing your hands for (at least) 20 seconds kills Covid-19. It is fine to use water and a little regular soap, both for the wellbeing of your skin, as well as for the ivory keys of the historic pianos. Try to avoid touching metal or plastic after you have washed your hands, because the virus stays alive on these surfaces for a longer period. Also try to avoid touching your mouth and nose. In case you have used disinfectant gel or skin cream: before touching the ivory keys, please check that your finger tops do not contain any residual of gel or cream, which can stick on the keys (beware that the ivory maybe negatively affected by – especially – the disinfectant gel, the same way as it does with your skin).

After you have used an instrument, you have to clean and disinfect it for the next user. First wash your hands, please; then take a tissue and make it a bit damp with just a tiny bit of 99% alcohol (not peroxide), which is provided for this purpose in a pump bottle in the pantry. Please, do not wet the tissue with too much alcohol, because this may affect badly the ivory and the lacquer of the historic piano: just spray a tiny bit of alcohol on the tissue. Then clean the keys and the front of the piano. Watch the YouTube with instructions to understand which parts of the piano should be treated (sorry, Dutch spoken, but watch how the lady treats the piano with a tissue). Please, do it very gently. It is very important, that after the treatment neither the keys, nor the wooden parts of the piano feel damp: these should be dry. In case, you used a bit too much alcohol, quickly take another clean tissue and make it really dry. Never spray alcohol, or any disinfectant, directly on the ivory keys! After you have finalized this procedure to clean and disinfect the piano, please do not touch the piano again. When you have used a tissue, please always dispose of it in the bin of the pantry (do not reuse). We are thankful to Maene Piano for this video: <https://www.youtube.com/watch?v=2KLxMrxqby4>

In case you are the only one using a specific piano, there is no need to clean and disinfect the piano. Please check beforehand, if you are the only one who plays on this instrument. If you are in doubt, then follow the procedure to clean and disinfect the piano. The virus can stay alive on the wooden

and ivory parts of the piano for about four days. If the piano will not be used by anyone for over four days, please abstain from the procedure to clean and disinfect the piano, because in the longer term the regular use of peroxide will affect negatively the preservation of the historic ivory and lacquer.

## 5. Hygienic measures

**Stay home** and notify us as soon as possible at [info@geelvinck.nl](mailto:info@geelvinck.nl) :

- if you have any of the following symptoms:

sniffles, a runny nose, sneezing, sore throat, slight cough, a fever (from 38°C), or

- if someone in your house (husband, fiancé, live-partner, buddy, parents or children) has a fever (from 38°C) and/or shortness of breath, and/or is tested positively on Covid-19.

Also, if you are not fully certain, but the above maybe the case: stay home!

In case, you have been in our venue in the past three weeks and you are tested to have Covid-19, or there is a realistic possibility, that you attracted the virus (because, for instance, someone in your house has attracted Covid-19), please let us know as soon as possible, so we can track who are in danger of having caught your virus when having been in our venue. This request applies too in case you brought along someone with you; in that case you, as the responsible person for the visitor, are responsible for notifying us as soon as possible.

Try to avoid touching anything that you not necessarily need to touch. We also much appreciate, if you avoid using public transport, when traveling to our venue (for instance: take your bike or car). Please, abstain from taking food and drinks to consume in our venue.

We strongly suggest that you do not make use of the toilet, which is situated just outside our venue. However, if you do use that toilet (which will be on your own risk), please wash your hands carefully on re-entering our venue.

By singing the singer has a much wider spread of particles, which potentially may carry the Covid-19 virus, and therefore singing is not any longer allowed at our venue, except with our authorization and with specific additional hygienic measures being observed. In case you wish to practice together with a singer, please contact us in advance at [info@geelvinck.nl](mailto:info@geelvinck.nl) and we will consider the possibilities. Note that for playing on wind-instruments a distance of 2 meters (instead of 1,5 meters) is required.

Before leaving our venue, please check if all is clean and tidy in the rooms, where you have dwelled. If this is not the case, please tidy the place, clean the sink in the pantry – and please, wash-up, if any of cups or glasses has been used – and/or clean the floor by vacuuming (a vacuum cleaner is available in the pantry). Please, do this also, in case someone, who previously visited our venue, apparently forgot to do this cleaning. We have to take care of keeping the place clean and tidy together, as a shared civil responsibility of all who make regularly use of our venue!

When you leave our venue, please take a tissue and wet it with a bit of disinfectant gel. Please clean and disinfect with this tissue the plastic light switches and the door-handles, which you have touched when entering the place and inside. Please do this modest cleaning and disinfecting procedure, while you are in the process of leaving. Because, you finalize this procedure only by the time when you have closed the doors and you are already outside the building, please dispose of the used tissue in a public garbage can or at home.

## 6. Responsibility

**Please beware that taking these measures seriously is your own social responsibility.**

In case you do not keep to the rules, we can ban you from entering our venue. However, much worse is, that you, by your neglect, endanger your fellow musicians and other civilians, including yourself.

In case of a calamity, or anything which needs our urgent attention, please immediately call:

Gijs Wilderom at 0634402706, or Dunya Verwey at 0654794606 or Jurn Buisman at 0578-691621.

In case you need any further information, please do not hesitate to contact us at: [info@geelvinck.nl](mailto:info@geelvinck.nl)