

# CWCM Pandemic Policy Update

## December 9th, 2021

### **1. Reservations Strongly Recommended**

- a. CWCM currently offers four time slots to choose from.
  - i. 9-11, 1130-130, 2-4
  - ii. 5-7 (Thursdays only)
- b. Check-in, and leave, at any time during the time-slot.
- c. A credit card is required to make a reservation, but is **NOT** charged.
  - i. A \$10 fee is collected if the reservation is not attended or canceled.
- d. Cancel a reservation online or by calling CWCM anytime before the time slot begins.

### **2. Walk-ins accepted if space is available.**

- a. Walk-in visits are usually accommodated, but CWCM cannot guarantee space without a reservation.
- b. CWCM updates the website when at full capacity.
- c. Capacity increased to 45.

### **3. Admission Fees and Time Slots**

- a. Paying a daily admission fee grants full-day access across time-slots if space is available. (Note: see “cleaning” below.)

### **4. Cleaning**

- a. Three times a day (between time-slots), CWCM cleans the museum. All patrons vacate the museum until cleaning is complete. Cleaning usually takes 20-30 min. Cafes, shops, and the Portage County Library are all less than a block from CWCM, and make great places to relax until CWCM reopens.

### **5. General Mask Policy**

- a. At this time, CWCM requires masks for everyone 5 or older. All staff wear masks.
- b. Accommodations are made for anyone with medical conditions that prevent them from wearing a mask. Patrons are **NOT** required to show proof for medical exemptions.
- c. Private parties may choose to go maskless.