

# Hannibal Arts Council COVID-19 Safety Plan

The purpose of this plan is to reassure team members and the public that we care about their health and safety. We will communicate plans with board, staff, volunteers and program participants, post the plan to our website and post the plan within our facility and/or at off-site events.

## PHYSICAL DISTANCING

- Ensure that all persons, including employees, volunteers and program participants remain at least six feet apart to the greatest extent possible.
- Establish protocols to ensure that all can practice adequate physical distancing.
- Post signage for safe physical distancing at Sanitization Station and throughout the facility.
- Avoid the 3Cs: Spaces that are closed, crowded or involve close contact.

## HYGIENE PROTOCOLS

- Provide Sanitization Station with proper signage.
- Provide hand sanitizer at Sanitization Station.
- Provide masks at Sanitization Station.
- Encourage frequent hand washing and provide adequate supplies to do so.
- Avoid touching eyes, nose and mouth.
- Encourage proper covering of mouth and nose with bent elbow or tissue when coughing or sneezing.

## STAFFING & OPERATIONS

- Provide training regarding the physical distancing and hygiene protocols.
- Ensure employees and participants who are displaying COVID-19-like symptoms (through self-screening) do not enter the facility. See Self-Screen Questions.
- Discuss actions if an employee gets ill from COVID-19 (i.e. contact tracing, work from home options and return-to-work plan).
- Provide staff with adequate technology in order to work from home.
- Provide staff with adequate technology in order to conduct virtual meetings.
- Utilize Microsoft365 for file access, Microsoft Teams for meetings, Zoom, etc.

## CLEANING & DISINFECTING

- Establish and maintain cleaning protocols.
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout the facility.

- Ensure that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed.
- Prepare to disinfect all common surfaces at intervals appropriate to the facility.

## **PROGRAM SAFETY**

- Discontinue in-person programs if participant safety is an issue (i.e. fundraiser, exhibit openings, youth programming, etc.)
- Utilize virtual options when possible (i.e. Board meetings, committee meetings and any meeting or program).
- Convert programming to virtual, Take & Make and modify when possible.
- Encourage online/over phone paying for programs to reduce in-person interaction.
- Create online exhibit galleries and post to organization's website and Facebook page.
- Monitor capacity of the facility at all times.
- Ask facility visitors and program participants to utilize our Sanitization Station (hand sanitizer, face masks available), wear a face mask and practice physical distancing, especially when installing an Open Show, where several artists drop off work.
- Offer curbside drop-off and pick-up when possible.
- Post registration forms and label templates online to reduce in-person interaction when work is being dropped off for open shows.
- Move events online instead of canceling them when possible. Some types of in-person events can work just as well virtually. This is an opportunity to explore technologies.
- Communicate that our organization is committed to safety when cancelling, modifying or moving programs online.
- Keep in mind that scaling back non-essential programs help us focus resources on your most important activities.
- Ensure employees and participants who are displaying COVID-19-like symptoms (through self-screening) do not enter the facility. See Self-Screen Questions.

## **PLAN UPDATES**

This COVID-19 Safety Plan may be updated periodically based upon monitoring and reflecting the guidelines and recommendations issued by the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), state agencies, local government and county health officials.

## **CONTACT TRACING**

- Maintain a log of persons who have close contact with individuals at our facility, excluding deliveries that are performed with appropriate physical distancing/masks or through contactless means.

- Make best efforts to collect contact information from board, staff, volunteers and program participants.
- Cooperate with contact tracing efforts, including notification of potential contacts, such as workers or facility visitors who had close contact with the individual, while maintaining required privacy and confidentiality.
- If an employee tests positive for COVID-19, trace close contacts and inform them that they may have been exposed while maintaining privacy and confidentiality.

## **SELF-SCREEN QUESTIONS**

### **Are you experiencing any of the following:**

- Severe difficulty breathing (e.g. struggling to breathe or speaking in single words)
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness
- Mild to moderate shortness of breath
- Inability to lie down because of difficulty breathing
- Chronic health conditions that you are having difficulty managing because of difficulty breathing
- Are you experiencing cold, flu or COVID-19-like symptoms, **even mild ones?**

Symptoms include: Fever, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches. While less common, symptoms can also include: stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.

### **Have you taken part in any of the following activities:**

- Provided care or have close contact with a person with confirmed COVID-19 in the last 14 day?
- Traveled outside of a 100 miles radius of your home?
- Attended a gathering of more than 50 people?

**If you answered “Yes” to any of the above questions you should not attend meetings or programs at the Hannibal Arts Council facility. As a staff member, if you answered “Yes” to any of the above questions you should work from home until your return-to-work date.**