

## Community Arts Center COVID-19 Safety Guidelines

The Community Arts Center (CAC) values the health and safety of its employees, students, and visitors as COVID-19 impacts our community. CAC continues to monitor Federal (CDC), State and Local health advisories and to adjust our practices to best accommodate those guidelines. The following procedures will be put in place as CAC and the community navigates the pandemic.

### Administration:

- Take steps to minimize physical contact between office staff and the public.
- Use offices in a way that allows physical distancing for staff. Staff are encouraged not to share telephones, computers and other office tools. If tools or equipment must be shared appropriate sanitizing will take place.
- “COVID-19 Safety Procedures for Businesses” flyers available at <https://www.pa.gov/wp-content/uploads/2020/04/COVID-19-Reopening-Businesses-Flyer-8-5x11-1.pdf> are posted. CAC has identified the Executive Director as the “Pandemic Safety Officer” as required by Commonwealth guidelines. The Office Manager will serve in this capacity in the absence of the Executive Director.
- Strive to minimize personal contact among employees and allow those staff that can do so to continue working remotely when feasible.
- Instruct staff who have or live with someone who has symptoms commonly associated with COVID-19, have been diagnosed with the disease in the last 14 days, or have been exposed to others diagnosed with the disease in the last 14 days to stay home. Persons with temperatures 100.4° or above should also stay home.
- Require staff to wear masks when in contact with the public or when in close contact with other employees for longer than 10 minutes.
- Make adjustments to staffing as necessary to follow these protocols and conduct business effectively and safely;
- Communicate these procedures to all employees so that they know how to be safe.
- Provide training for staff around COVID-19 procedures

### Health Practices:

- Prominently post signs about handwashing and social distancing, etc.
- Masks that cover the mouth and nose are required by all visitors to the facility over the age of two. For the safety of all staff and visitors, we recommend that those that cannot wear a mask due to health reasons do not visit the Arts Center at this time.
- Provide opportunities for staff to wash hands every hour.
- Instruct individuals (students/visitors to gallery or events, and employees) who have or live with someone who has symptoms commonly associated with COVID-19, have been diagnosed with the disease in the last 14 days, or have been exposed to others diagnosed with the disease in the last 14 days not to enter the facility. Persons with temperatures 100.4° or above must also stay home.
- Limit the number of people in common areas, like the kitchen and lobby.
- Make sure employees, students, and visitors have access to soap and water to wash their hands, hand sanitizer and appropriate disinfecting supplies.

- Provide non-medical masks for staff as needed. Staff may also wear masks or face coverings they obtain or make themselves.

**In the event that an employee or student has a confirmed or probable case of COVID-19.** The following steps will be taken:

- Take the person to a designated area on site that is away from others until that person is able to leave the facility safely.
- Secure and decontaminate the affected areas by:
  - Closing off areas visited by the person who is a probable or confirmed case of COVID-19;
  - Opening outside doors and windows and using ventilation fans to circulate air in the area;
  - Waiting at least 24 hours, or as long as practical, before cleaning and disinfecting the affected area;
- Cleaning and disinfecting all shared areas such as offices, bathrooms, break rooms, shared electronic equipment (tablets, touch screens, keyboards, remote controls) and other equipment or tools used by the sick person; communicate and coordinate with affected individuals and public health officials by doing the following:
  - Identify employees/students who were in close contact (within about 6 feet for 10 minutes or more) with a person with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated.
  - If any employee who was in close contact remains asymptomatic, the employee should adhere to the practices set out by the CDC in its [April 8, 2020 Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19;](#)
  - If the affected employee/student becomes sick during the workday, the person should be sent home immediately. If an employee, surfaces in the employee's workspace should be cleaned and disinfected. Information on other employees who had contact with the ill employee during the time the employee had symptoms and 48 hours prior to symptoms should be compiled. Others at the workplace with close contact within 6 feet of the employee during this time are considered exposed;
  - Promptly notify employees/students who were close contacts of any known exposure to COVID-19 at the business premises, consistent with applicable confidentiality laws.
  - Notify the local (Chester County serving Delaware County) health department of the confirmed or probable case.

#### **Routine Cleaning:**

- Clean and disinfect high-touch areas routinely in accordance with CDC guidelines, in spaces that are accessible to employees, students, and visitors.
- Maintain pre-existing cleaning protocols established in the facility for all other areas of the building.
- Establish cleaning protocols for shared art tools and materials (see Classes and Workshops for additional details) and distribute these protocols to students, staff, and instructors.

#### **Classes and Workshops:**

- Adjust the size of In-person class and workshop so students can maintain appropriate physical distancing in the classroom.

- Students are required to wear masks at all times when inside the facility or participating in programming outdoors. For the safety of all staff and students, we recommend that those that cannot wear a mask due to health reasons do not attend in-person programming at the Arts Center at this time.
- Students are expected to sanitize hands upon entering the facility.
- CAC may continue to offer remote classes as an option for those who are in vulnerable populations or otherwise prefer not to return to in-person programming.
- Adult students are expected to use personal tools and supplies as much as possible. Faculty instruct students in two dimensional classes such as painting and drawing to disinfect shared equipment they use before the end of class. Students in ceramics classes are instructed to leave workspaces free of clay debris. Staff periodically disinfect equipment and surfaces in ceramics studios each day classes are held with a focus on high touch areas on shared equipment, such as a potter's wheels, slab rollers, etc.
- For children and youth classes, individual supplies are provided. Any supplies or tools that are shared are cleaned by the instructor after use before being used by another student.
- No visitors (individuals other than the students and instructor) are permitted in classes and workshops unless approved by CAC administrative staff.
- When necessary, class start and stop times may be adjusted to minimize contact with others and adhere to physical distancing guidelines.
- CAC will consider each request for off-site art programming individually from organizations which are following appropriate COVID-19 guidelines.

### **Gift Shop**

- The gift shop will be closed for normal business until all COVID-19 restrictions are lifted.
- The gift shop may open as part of the holiday sale or other special event. In such cases, procedures will be developed to limit the number of customers in the space at a given time and minimize contact with merchandise.

### **Gallery:**

- Visitors to the gallery and exhibition spaces are limited to provide space for appropriate physical distancing.
- Directional arrows and signage are used to help visitors minimize contact.

### **Events:**

- Until COVID-19 restrictions are lifted, CAC limits the number of individuals gathering for each discrete event, to under 250 individuals.
- CAC determines the appropriate number of individuals for each event based on venue size and purpose and will maximize the opportunity to physically distance.
- Procedures are developed for each event.

- The serving of food and beverages at CAC events is suspended until COVID-19 restrictions are lifted, except food served by a caterer, food truck, or other outside food vendor.
- Participants/attendees may be expected to sign a “Participant Liability Release.”
- The CAC exclusive caterer and other organizations that host events or gatherings in the facility are required to present CAC with a written protocol outlining practices and procedures they are using to keep their events safe.