



COVID-19 Reopening Safety Plan

Physical Distancing

Ensure 6' distance between personnel unless safety or core function of the work activity requires a shorter distance. **Any time personnel are less than 6' apart from one another, personnel must wear acceptable face coverings.**

Signage will be used to post social distancing requirements and safety guidelines for staff and visitors. Markers or tape will be used to denote 6' of spacing and directional flow in applicable areas on site.

Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.

- **Elevator** should be limited to 1 person at a time, or 50% capacity (6) with face masks.
- **Restrooms** limited to 1 person at a time. Face masks are required.
- **Coatroom** will remain closed.
- **Supply closets** limited to 1 person at a time.
- **Copy room** limited to 1 person at a time.
- **Offices** limited to 1 person at a time, or 2 people wearing face masks.
- **Entry Vestibule** limited to 2 people at a time, face masks required.
- **Small Galleries** are limited to 3 people at a time, face masks required.
- **Clay Studio** limited to 4 people, two in wheel room and two in wet studio. Masks required.
- **Stairwells, gift shop & Gallery Julius** will be marked to indicate directional flow. Social distancing to be observed and masks are required.

Point of Sale/Reception Areas

- **Sneeze guards to be installed at reception desk and shop counter.**
- **Contactless payment systems should be the priority form of payment.**
 - Online pre-payment for admissions, registrations, memberships, donations.
 - Accept credit card payments over phone.
 - Encourage use of Apple Pay and other smart phone payment apps.
 - Encourage use of contactless credit card payments through Square.
- **Minimize cash exchanges.**
 - Encourage exact change.
 - Have cash deposited on designated tray; do not receive cash directly from payee
 - Sanitize or wash hands after cash or credit card transactions.

- **Sanitize counter surfaces after transactions or contact**
- **Remove brochure displays** and provide information through signs and on our website.
- **Eliminate physical exhibit checklists** and make available on our website.
- Encourage **no touching in shop; offer curbside pickup.**

Occupancy

Public occupancy for exhibits, classes, and programs will be limited to ensure compliance with social distancing requirements. Reservations will be recommended for visitors to exhibitions. Advance registration will be required for classes or events.

- Galleries will be limited to 3 people in small galleries, 20 people in main gallery, and 6 people in Davis Gallery.
- Shop will be limited to 2 people.
- Basement Classroom limited to 12 students for workshop set-up
- Wet studio limited to 6 people.
- Clay Studio limited to 3 people.
- Sewing Studio limited to 16 people
- Offices will be limited to one staff person each.

Limit in-person gatherings as much as possible.

- Use tele- or video-conferencing whenever possible.
- Essential in-person gatherings (e.g. staff meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

Limit inside deliveries and establish designated areas for pickups and deliveries to the extent possible.

- Wear gloves and/or wash hands after handling mail or packages.
- If signature is required, use sanitized stylus or pen.
- Packages should remain unopened for 48 hours when possible. If needed sooner, wipe down package with approved sanitizer.
- Under no circumstances should antibacterial cleaner be used on any artwork
- Incoming and outgoing **Mail** will be deposited in the outside mail box.
- **Packages** are to be received outside when possible.
- Packages are to be taken immediately to designated holding areas.

Pickup and delivery of Artwork should be by appointment or during designated hours. Artwork should be received outdoors with limited contact.

- Wrapped artwork is to be taken directly to designated storage area.
- Receipts are to be emailed to artists to avoid contact required by signature.
- If it is necessary for artist to assist with inside delivery for any reason, both artist and staff are required to wear masks.
- Use hand sanitizer after handling artwork.

Protective Equipment & Supplies

The Schweinfurth Art Center will provide required equipment and supplies for personal protection and sanitation in compliance with CDC guidelines. See **Attachment A** for approved sanitizers. Supplies include disposable facemasks and gloves, hand sanitizer,

and anti-bacterial spray cleaner and wipes. Hand sanitizer will have at least 60% alcohol content.

- Face coverings must be cleaned or replaced after use or when damaged or soiled. They may not be shared and should be properly stored or be properly discarded at the end of each shift, or more frequently as needed.
- Hands-free hand sanitizer dispensers will be located on every floor for public use.
- Staff will be provided with hand sanitizer & anti-bacterial wipes for their personal workspace.
- Disposable utensils, plates, and cups will be provided in the kitchen.
- Hands free trash receptacles and soap dispensers will be provided in restrooms.

Hygiene and Cleaning.

The Schweinfurth Art Center will ensure employees **comply with hygiene and cleaning requirements of the Centers for Disease Control and Prevention (CDC) and NYS Dept. of Health (DOH)**

- The Schweinfurth Art Center will provide and **maintain hand hygiene stations** for personnel and visitors, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Sinks are located on each floor and will be supplied with soap and paper towels for handwashing. They are located in the restrooms, the basement wet studio, and the second floor sewing studio. Signage will be posted promoting proper hand washing procedure.
- Hand sanitizer with at least 60% or more alcohol content will be available near the front entrance on the main floor, in the basement classroom, and near the elevator and stairwell on the second floor.

The Schweinfurth Art Center will conduct regular **cleaning and disinfection** at least after every shift, daily, or more frequently as needed.

- An approved CDC cleaning agent will be used on all common surfaces.
- Entry door handles and glass, stair rails, elevator controls, and other common surfaces will be sanitized multiple times throughout the day, based on occupancy.
- Reception and sales countertops will be sanitized after each transaction.
- Pens, pencils, and styluses will be sanitized for reuse.
- The water fountain will be disabled.
- Toilet room fixtures will be sanitized 2 times per shift.
- Staff is responsible for sanitizing their own offices.
- There will be no sharing of common materials in art classes. Students will be assigned their own supplies, to be used for the duration of the class.
- Tables, chairs, and equipment used in classrooms will be sanitized once a day, after use.

Staff shall limit the sharing of objects and **discourage touching** or, when in contact with shared objects or frequently touched areas, wear gloves; or sanitize or wash hands

before and after contact. Shared objects and equipment should be sanitized after each use.

Commonly shared objects/equipment:

- **Copier**
- **Postage Meter**
- **Cash register**
- **iPad**
- **CC Terminal**
- **Personal computers** are not to be shared. Employees are responsible for sanitizing their own desks and related objects at least daily. Employees are not to touch anything in the offices of other colleagues without permission. Employees may not leave personal belongings in common areas. The shared Reception desk, computer, phone and related objects are to be sanitized after each user. Users are to wash hands before and after each shift at the front desk or shop counter.
- **Refrigerator** use is restricted to staff only. Items should have employees name or initials. Wear gloves or wash hands before and after using.
- **Kitchen Supplies** will be limited. Staff will be assigned their own space for essential items. Staff is to wash hands before and after kitchen use. Staff is responsible for washing their own dishes and utensils and putting them away after each use. Use of the kitchen will be limited to one person at a time. After use of the kitchen, staff will sanitize the table, counter tops, and any equipment used such as coffee maker, teapot, stove, etc. Use of kitchen is restricted to staff only.
- Unnecessary handling of stock **Office Supplies** is to be avoided. Once items are removed from storage or original packing, they should not be returned unless sanitized. Employees should maintain their own supply of basic needs including letterhead and envelopes, pens, pencils, tape etc.
- Reusable items including **pens, pencils, clipboards, stylus** etc. should be sanitized and re-used. A container for “clean” and “used” pens/pencils/stylus should be available at the front reception desk, with “used” items being sanitized daily, and returned to “clean” container.
- Staff will be responsible for sanitizing their own **telephones** routinely. If using the common phones at the kitchen, front desk, or shop, wash hands first and sanitize after use

The **Schweinfurth Art center will maintain cleaning logs** noting the date, time and areas/equipment cleaned. (Attachment B)

- The Custodian will be responsible for maintaining the cleaning log.
- **The Staff is responsible for cleaning their personal workspace** including desk, phone, computer, file cabinets and any other personal equipment or property.
- **Staff is responsible for sanitizing communal equipment, supplies, and other equipment after use.**

Communications

The following procedures will be in place to ensure communications with staff and public.

- Signage will be posted throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Signage will be posted at the entrance and in other public areas throughout the facility to convey requirements for social distancing, facemasks, and good hygiene for visitors.
- The Schweinfurth Art Center Reopening Safety Plan will be available on the Schweinfurth website.
- Safety requirements for visitors will be posted on the same website and at the entrance of the Art Center.
- The website will be updated as needed. Updates will be communicated through social media.

Contact Tracing

The Schweinfurth Art Center will maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the Art Center; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

- The Administrative Coordinator will be responsible for maintaining the log, with support from other staff.
- The log will be kept at the front desk.

Health Monitoring

- Employees are required to do a health self-check every morning that is emailed to the Administrative Coordinator. (Attachment C)
- Staff are encouraged to have the COVID-19 test before returning to work.
- Staff are required to have the COVID-19 test before returning to work if they have been exposed to the virus or if they have any symptoms of the virus.

If a worker tests positive for COVID-19, Schweinfurth Art Center will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- The Art Center will comply with requirements for quarantine and isolation.
- Employees are required to stay home if they experience any of the common symptoms of COVID-19 or otherwise feel unwell.
- Employees are required to notify the Executive Director if they have tested positive or if they have been exposed to someone who has tested positive.
- The Executive Director will be responsible for notifying state and local health departments of any worker that tests positive.

APPENDIX A

Cleaning and Disinfecting Your Facility

Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

Updated July 28, 2020

How to clean and disinfect

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Disinfect with a household disinfectant on [List N: Disinfectants for use against SARs-CoV-2](#) , the virus that causes COVID 19.

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

See [EPA's 6 steps for Safe and Effective Disinfectant Use](#) [↗](#)

Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. Learn more about [reducing asthma triggers](#).

- If products on [List N](#) [↗](#) are not available, **diluted household bleach solutions** can be used if appropriate for the surface. Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Use bleach containing 5.25%–8.25% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified.
 - Follow the manufacturer's application instructions for the surface, ensuring a contact time of at least 1 minute.
 - Ensure proper ventilation during and after application.
 - Check to ensure the product is not past its expiration date.
 - Never mix household bleach with ammonia or any other cleanser. This can cause fumes that may be very dangerous to breathe in.
- **Prepare a bleach solution by mixing:**
 - 5 tablespoons (1/3rd cup) of 5.25%–8.25% bleach per gallon of room temperature water OR
 - 4 teaspoons of 5.25%–8.25% bleach per quart of room temperature water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with a household disinfectant on [List N: Disinfectants for use against SARs-CoV-2](#) [↗](#) .
- [Vacuum as usual](#).

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines


- Consider putting a **wipeable cover** on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- **Vacuum the space if needed.** Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2](#) . Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
 - Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it can be opened for use.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and disinfecting outdoor areas

- Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

When cleaning

- Regular cleaning staff can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets

See [FDA's Tips for Safe Sanitizer Use](#) and [CDC's Hand Sanitizer Use Considerations](#)

- Additional key times to wash hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional considerations for employers

- Educate workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop [symptoms](#) within 14 days after their last possible exposure to the virus.
- Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#) [↗](#)).
- Comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#) [↗](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#) [↗](#)).

Alternative disinfection methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
 - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the [surface disinfectants identified on List N](#) [↗](#) against the virus that causes COVID-19.

For facilities that house people overnight

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).

More details: [Detailed Disinfection Guidance for Community Facilities](#)

More information

[Transport Vehicles](#)

APPENDIX B

CLEANING LOG: SCHWEINFURTH ART CENTER

DATE: _____ TO _____

<u>AREA</u>	<u>WEEKDAY</u>
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Common Areas	SUN	MON	TUES	WED	THURS	FRI	SAT	Mid/End of Day Sanitation
Sinks								
Counters								
Fridge								
Cabinets								
Microwave								
Drawer Handles								
Bathrooms								
Sinks								
Toilets								
Paper Towel Dispensers								
Soap Dispensers								
Point of Sale								
Keyboards								
Counters								
Common Use Items								
Door Knobs and Handles								
Entry and Exit Locations								
Deliveries and Outgoing (Packages, etc...)								

APPENDIX C

Date in the building					
Fever over 100 degrees					
Coughing					
Shortness of breath					
Sore throat					
Runny nose					
Loss of sense of smell or taste					
Within 6' of someone diagnosed with COVID 19					
Within 6' of anyone quarantined within last 14 day					
No to all of the above					
Please answer every question with yes or no.					
If yes to any question, contact Donna Lamb to arrange for allowed time off or authorization to work from home.					