

# COVID-19 Preparedness Plan for RumRiver Art Center

RumRiver Art Center (RRAC) is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this Preparedness Plan. RRAC managers and staff have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at RRAC. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by requesting staff to email suggestions and feedback, prior to implementing our plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. We will request all workers to self-screen at home and to stay home if they are experiencing any symptoms and if symptoms develop while at work, they will be sent home. RRAC has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

RRAC has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. All health information will remain confidential unless consent has been given by the individual.

## Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

At the entrance of every door we have hand sanitizer. We also have sinks available in every work area to allow for hand washing as needed.

## Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Signs and trash receptacles will be placed in all public and private work areas.

**All RRAC employees are required to wear a face mask. All visitors (ages 6 and older) who enter the art center facility must wear a face mask/covering as well.** RumRiver Art Center has a limited number of disposable (not medical) face masks available for staff and visitors to wear while at the art center. We ask that you please provide your own mask due to the limited number we have on hand.

## Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: RRAC is making the following available: use telework, flexible work hours to reduce the number of employees in the workplace at one time; maintain six feet of distance between workers; provide signage or instructions for employees and visitors; support communications plans to address employee concerns; etc. RRAC will provide recommended protective supplies, such as masks, gloves, disinfectant, and sanitizer, etc. Workers and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

**Wheel Throwing Pottery Studio:** Wheels in the pottery studio are spaced 6ft apart. A maximum of 8 wheels (including the instructor's wheel) are allowed to be in-use at one time by participants in order to

comply with the following guidelines: gatherings must be 10 people or less and people must maintain a distance of 6ft at all times.

**Classes and Camps:** All classes and camps held at the art center (in the North and South Studios) will contain 10 individuals or less (including the instructor) and students will be required to stay 6ft apart at all times. Tables and chairs will be spaced in adherence to these guidelines.

## Mask Requirements

As of July 25, 2020, per the Governor's Executive Order 20-81, people in Minnesota (ages 6 and older) are required to wear a face covering in all public indoor spaces and businesses. In order to be in compliance with this executive order, **Rumriver Art Center is requiring all people (ages 6 and older) to wear a face covering when in the art center.** While Minnesota expects that businesses and individuals will voluntarily comply with the requirements of this guidance and Executive Order 20-81 to keep their fellow Minnesotans safe, there are consequences for violation of these requirements. These consequences can include criminal, civil, and regulatory sanctions for businesses (and their owners and managers). **We need your cooperation in order to keep our doors open.** [Click here](#) to find more information on the [Face Covering Requirements and Recommendations under Executive Order 20-81](#). Please contact us with any questions.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. RRAC has hired personnel to clean and disinfect all areas using recommended products to clean the workplace. If a worker is diagnosed with COVID-19, RRAC will close and have the facility cleaned and disinfected.

**Rumriver Art Center has hired a cleaning service to deep clean and disinfect the art center facility on a weekly basis.**

## Communications and training

This Preparedness Plan was communicated by RRAC to all workers on May 4 and necessary training was provided. Additional communication and training will be ongoing via email updates and provided to all workers who did not receive the initial training. Managers and staff are to monitor how effective the program has been implemented by informing of any changes that may be needed to insure safety of all. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by RRAC management and was posted throughout the workplace on May 4. It will be updated as necessary.

## Reopening to the Public Procedure

1. **Temperature** - We will use a Forehead Non-Contact Infrared Digital Thermometer to check each

individual for fever before entrance into the art center facility. Anyone with a temperature of **100.4 degrees or higher** (per Centers for Disease Control and Prevention guidelines) will not be admitted into the art center. They will politely be asked to leave the facility.

## **2. Questions that will be asked to individuals at the door before entering the art center facility.**

In the last 7 days, have you had:

A fever of more than 100.4 - Yes/No

Shortness of breath - Yes/No

Muscle aches - Yes/No

A new cough - Yes/No

## **3. Other Requirements to Enter the Art Center Facility:**

**Hygiene:** Wash hands and sanitize upon entering the art center.

**Wear a mask (required)**- we have a limited number of disposable masks if needed.

**Social Distance** – stay at least 6ft away from other people

## **Summer Camp**

Based on the current information we have from Governor Walz, we will be running summer camps beginning June 15 as scheduled. We have made a number of changes to ensure the health and safety of all who participate in the summer camp program this year.

### **Here are a few of the important changes:**

- All camps held at the art center (in the North and South Studios) will contain 10 individuals or less (including the instructor).
- Students and staff will be required to stay 6ft apart at all times. Tables and chairs will be spaced in adherence to these guidelines.
- We will use a Forehead Non-Contact Infrared Digital Thermometer to check each individual for fever before entrance into the art center facility. Anyone with a temperature of 100.4 degrees or higher (per Center for Disease Control and Prevention guidelines) will not be admitted into the art center.
- In addition to temperature reading, we will be asking the following questions to every individual before they are admitted into the art center: *In the last 7 days, have you had: A fever of more than 100.4 - Yes/No; Shortness of breath - Yes/No; Muscle aches - Yes/No; A new cough - Yes/No*
- Everyone who enters the art center facility will be required to wash their hands or sanitize upon entering the art center.
- Students will have designated seat assignments, their own bag of supplies, and storage cubbies for their use during camp.
- All staff are required to wear a mask. All individuals (ages 6 and older) entering the art center facility must wear a face mask per the Governor's Executive Order. We are concerned for the health and safety of all our participants, especially our older adult participants who are the most vulnerable.
- Please make sure to provide your student with a mask each day they are at camp (we have a limited supply of masks).
- All studio spaces have face masks, gloves, hand sanitizer and hand washing stations.

- At the end of each day, the art center facility will be cleaned and sanitized. The studios will also be cleaned and sanitized between the AM and PM camp sessions each day.
- Each parent will be required to check in their child(ren) - their temperature will be checked (with a Forehead Non-Contact Infrared Digital Thermometer) at check-in and any child with a temperature of 100.4 degrees or higher will not be permitted into camp.
- We will not be providing students with a snack this summer. Students can either purchase a pre-packaged snack from our snack cart or bring their own.
- Students may still bring their own lunch and eat at the art center in their assigned space in the studio if they are taking both AM and PM camps (we have a refrigerator).

Certified by:

**Lawrence Weinberg**

Larry Weinberg, RRAC Executive Director