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APPROVED BY: Jessica Peña, Executive Director & FAA Board of Directors ON: June 27, 2020	REVIEW DATE: Weekly, until no longer necessary

Overview

Fairbanks Arts Association (FAA) staff has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic and is responsible for its implementation. Efforts to mitigate potential transmission of COVID-19 in our workplaces and community will require full cooperation among staff, volunteers, and customers/visitors. FAA is committed to providing a safe and healthy workplace for all staff, volunteers, and visitors; only through this cooperative effort can we maintain the safety and health of our organization and the community it serves.

FAA’s COVID-19 Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Alaska Department of Health guidelines, and federal OSHA standards related to COVID-19. **This plan is subject to change based on further information provided by these entities or based on the operational needs of Fairbanks Arts.** In the event of an amendment to this plan, staff and volunteers will be notified with a memo highlighting any changes.

As set forth, FAA has instituted best practices that address:

- hygiene, respiratory, and illness etiquette;
- social distancing and customer protections;
- precautions to take during various events;
- housekeeping (including cleaning, disinfecting, and decontamination) and;
- messaging and training that will be provided to staff.

Hygiene, Respiratory, and Illness etiquette:

The following policies and procedures are being implemented to assess staff and volunteer health status prior to entering the workplace. Staff and volunteers will self-monitor and report signs and symptoms of COVID-19, including but not limited to: a fever over 100.3; coughing; shortness of breath/difficulty breathing; chills; body aches; sore throat; headache; diarrhea; nausea/vomiting; and running nose.

While at Fairbanks Arts, staff and volunteers will:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are not available, an alcohol-based hand sanitizer with at least 60% alcohol can be used. Everyone will wash their hands at the beginning and end of a shift, prior to any mealtimes, and after using the toilet.
- Avoid close contact with anyone who is sick.

In the event that COVID-19 cases continue to rise, temperatures will be taken to ensure everyone is healthy. Staff will take their temperatures before they come into the office and report to Megan via text or call if their temperature is over 100.3. Anyone who comes to the office that is not a staff member (i.e. docents and family visitors), will need to call the office phone and someone will meet them outside with the thermometer to ensure their temperature is below 100.3.

If a staff or volunteer should become sick with any symptoms, they **will** follow the COVID-19 Exposure Return to Work Guidelines that can be found at the end of this Preparedness Plan.

We understand that these are stressful times. Fairbanks Arts will work with employees who need to stay home due to illness or quarantine and make sure their work is covered and they have the time off they need to be able to care for themselves. For more information about the FAA Employee Sick Policy, refer to the Fairbanks Arts Association Employee Handbook.

Social distancing:

Social distancing will be observed in the workplace through the following engineering and administrative controls:

- Until further notice, FAA will no longer accept walk-in visitors to the first floor office. If a visitor wants to meet with a staff member, they must make an appointment. Meetings will take place via phone or in the Bear Gallery at the round table where proper social distancing (6ft of space between) can be observed. As much as possible, meetings may also take place outside. Visitors will not be allowed in the office unless they are a member of a staff person's household.
- Employees have always been able to work flexible hours and stagger shifts. In the event that shifts cannot be staggered, staff will maintain at least 6 feet distance between each other.
- FAA has masks available for employees, docents, volunteers, and visitors to use. Masks will be mandatory to wear by employees, volunteers, and visitors while in the Bear Gallery. If someone does not have a mask, one will be provided for them to keep.
- The capacity of the Bear Gallery has been decreased to 50 people. In the Bear Gallery Gift Shop, there are X's on the floor where people should stand while waiting in line to check out. In the Bear Gallery proper, there are signs reminding people of the 6ft social distancing requirement.
- All visitors will be required to use hand sanitizer immediately upon entering the Bear Gallery.

Staff, volunteers, and visitors are prohibited from gathering in groups in confined areas, including elevators, and from using other staff's personal work equipment i.e. phones, computers, workstations, offices, masks or other personal work tools. If a member of the staff needs to use another person's computer or workspace, they will observe appropriate cleaning procedures before and after use. Cleaning procedures are outlined below.

Events:

First Friday Opening Receptions

- Opening Receptions will restart in August 2020. FAA staff will limit the number of people allowed in the gallery at one time to 50.
- There will be no food or beverages allowed at the reception, with the exception of water.
- Artists are *not* required to be in attendance at the First Friday opening reception. If they are in attendance, they will be provided with a mask to wear to ensure their safety.

- Visitors are required to bring and wear their own masks. In the event a visitor does not have a mask, Fairbanks Arts has a limited quantity on hand to give to community members, as wearing a mask in the Bear Gallery is mandatory.

T.I.P.S.: Totally Impromptu Performance Series (busking in the park)

- T.I.P.S. performers are approved to perform in specific locations within Pioneer Park throughout the summer. In compliance with COVID-19 mitigation efforts, T.I.P.S. performers must maintain no less than a 6ft distance from patrons and park guests.

Readings

- Readings will resume in September at the earliest. FAA staff will monitor and limit the number of people in the gallery, which should not exceed (including themselves and volunteers) 50 people.
- There will be no food or beverages allowed at the reception, with the exception of water.
- Seating will be spread throughout the gallery to ensure proper social distancing is observed.
- Visitors are required to bring and wear their own masks. In the event that a visitor does not have a mask, Fairbanks Arts has a limited quantity on hand to give to community members, as wearing a mask in the Bear Gallery is mandatory.
- The reading podium will be at least 6ft away from the closest audience member. Guest readers are permitted to remove their mask while reading.
- At the end of the reading, visitors and readers will be invited to mingle outside while observing proper social distancing.

Committee Meetings

- In-person committee meetings are on hold until further notice.

Cleaning and Disinfecting

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, the kitchen area, office, and meeting areas. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, credit card readers, etc.

Each member of the staff or docent team will be responsible for cleaning and disinfecting their work spaces at the beginning and end of their shift. Electronics, not limited to phones and computers, should be disinfected by using a Clorox or Lysol wipe.

To clean:

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant; cleaning with soap and water reduces the 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 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, etc.

To disinfect with bleach or Clorox/Lysol Wipes:

- Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping the surface wet for a period of time (see product label) this includes Clorox and Lysol wipes.

- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted. Leave solution on the surface for at least 1 minute. To make a bleach solution, mix: 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Cleaning and disinfecting our space if someone is sick:

- Close off the areas used by the person who is sick.
- Open door to increase air circulation.
- 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 desk, chair, common area, phone, keyboard, etc.
- Vacuum only if needed. Do not vacuum a room or space that has people in it. Wear a mask while vacuuming.
- Once the area has been disinfected, it can be opened back up for use.
- Continue routine cleaning and disinfecting.

Inventory of the cleaning supplies will be completed weekly by the Associate Director and will be reported at the staff meeting. Cleaning materials will be purchased by the Executive Director. When it seems like we are running low (only have about a week's supply left) email the directors and let them know. Subject line should read [URGENT: Cleaning supplies needed].

Communications and training

This Preparedness Plan was communicated via email and in person to all staff and necessary training was provided. Additional communication and training will be ongoing as needed and provided to all staff who did not receive the initial training. Signage will be posted on the Bear Gallery doors indicating FAA's COVID-19 Preparedness Plan and clearly state that any person with symptoms consistent with COVID-19 may not enter the premises. Signage will also notify visitors that wearing a mask and socially distancing are mandatory in the gallery.

Fairbanks Arts Association will update this policy, communications, and staff/volunteer training as necessary in relation to COVID-19 mitigation efforts. This COVID-19 Preparedness Plan has been certified by Fairbanks Arts management and is posted in the workplace and available upon request.

COVID-19 Exposure Return to Work Guidelines

Symptoms include:
 -Fever >100.3 F
 -Respiratory Symptoms

Confirmed COVID-19 Exposure
 1. Quarantine AND
 2. Monitor symptoms for 14 days from exposure

Each day on surveillance: any symptoms?

Symptomatic
 1. Isolation for AT LEAST 14 days from symptom onset AND
 2. Obtain COVID-19 testing

Asymptomatic

COVID-19 Positive

COVID-19 Negative

Have 7 days passed from symptom onset?

NO → **Isolation**

YES

Has fever resolved for AT LEAST 72 hours?
 (No fever without fever-reducing medications)

NO → **Isolation**

YES

Return to Work
 IF: (1) 14+ days past illness onset AND
 (2) Fever resolved for 72+ hours AND
 (3) All symptoms resolved

Have symptoms resolved for AT LEAST 24 hours
 (No fever without fever-reducing medications)
If NEW symptoms arise during 14 day monitoring, return to isolation AND re-test for COVID-19

NO → **Isolation**

YES

Return to Work
 IF: (1) 14+ days past exposure AND
 (2) 24+ hours symptom free

Have 14 days passed since exposure?

NO →

Critical Infrastructure Exception?

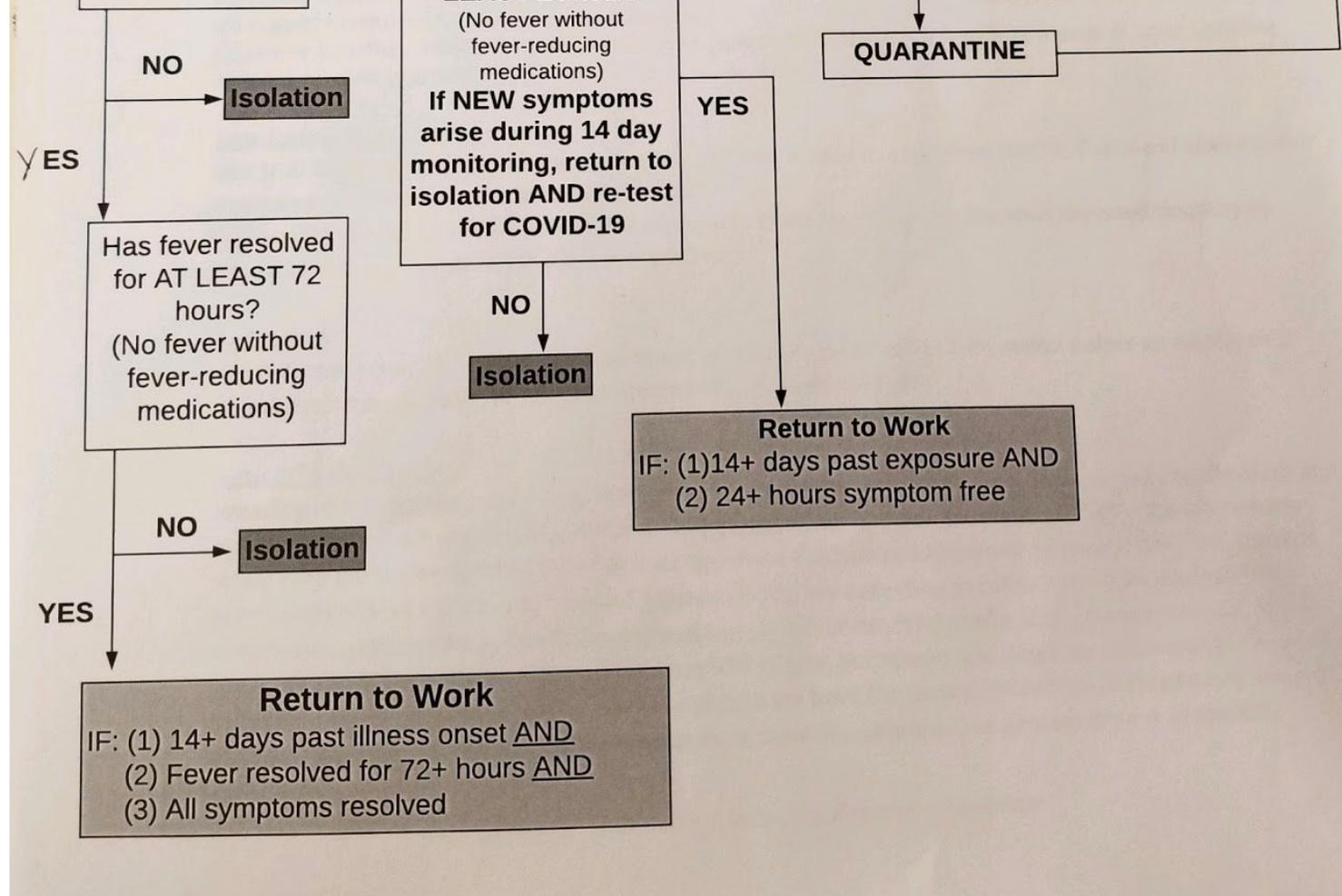
NO →

YES →

Return to Work

QUARANTINE

YES →



Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV
<https://covid19.alaska.gov/health-mandates/>

Businesses

CDC Resources for businesses and employers –
www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html
CDC General business frequently asked questions –
www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html
Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
www.osha.gov/Publications/OSHA3990.pdf