

# COVID-19 Preparedness Plan for Watermark Art Center

**Watermark Art Center** is committed to providing a safe and healthy workplace for all our workers (staff and volunteers), artists and visitors. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, artists and visitors. Only through this cooperative effort can we establish and maintain every ones safety and health.

Our staff and volunteers are our most important assets. We are serious about safety and health and keeping them safe while working at **Watermark**. Their involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. They are responsible for complying with all aspects of this COVID-19 Preparedness Plan and have our full support in enforcing the provisions of this policy.

Instructions for customers will be posted at entrances to inform customers:

- that they should not enter if they are experiencing symptoms;
- that they are encouraged to wear cloth face-coverings;
- about the WAC's occupancy limits;
- and to ask that everyone adhere to hygiene and social distancing instructions, signage and markings.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- 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.
- Communications to educate customers about the steps being taken for their protection to mitigate the spread of COVID-19 will be made available

#### **Additional details for SHOP 505 listed below:**

- protection and controls for pick-up, drop-off and delivery;
- protections and controls for in-store shopping;
- communications and instructions for customers.

## 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.

**Watermark** has asked that staff and volunteers stay 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 due to COVID-19. Workers will contact ED at the WAC at their earliest convenience regarding their situation and Staff will be encouraged to work from home. Workers will be asked to report symptoms before entering the work place if they suspect they have Covid -19 or may have been exposed to someone who has covid-19 via email, text or call.

Workers will be asked to report if they are sick or experiencing symptoms while at work. IF workers begin to experience symptoms while at work, they are expected to report this to the ED, report areas of contact for cleaning purposes and will be isolated in the workplace until they can be sent home. Once workers have been diagnosed, they will need to self-quarantine for minimum of 14 days.

**Watermark** will inform workers if they have been exposed to a person with COVID-19 at their workplace and require 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.

### Masks: Will be required

The use of simple cloth face coverings can be used to slow the spread of the virus and help people who may have the virus, and do not know it, from transmitting it to others.

All workers, visitors, and all others entering the building:

- Are required to wear a mask covering their mouths and noses, while in the WAC
- Are asked not to remove their masks to speak with someone
- WAC will have FREE disposable masks available for those who do not have their own.
- Signage will be in place to help workers and visitors understand how and when mask should be worn

Office staff may remove their masks at their desks if they have a 6 foot radius or more from any other person for an extended time. They should replace their masks when they leave their desks, or if another worker or visitor comes near them.

## **Handwashing: At least 20 seconds, frequently throughout the day**

Basic infection prevention measures are being implemented at our workplaces at all times. Hand sanitizing stations with we placed at both entrances to the facility to ensure that all workers and visitors have access immediately upon entering. Kleenex and a no-touch waste basket will also be at each location. Additional sanitizer will be available in the restroom and at workstations for workers and visitors.

- 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 customers and visitors to the workplace will be encouraged to wash or sanitize their hands prior to or immediately upon entering the facility.
- Hand-sanitizer dispensers will be at both entrances and other locations in the workplace so they can be used for hand hygiene in place of soap and water.
- Avoid touching your eyes, nose and mouth with unwashed or un-sanitized hands.

## **Respiratory etiquette: Cover your cough or sneeze**

Workers and visitors to the WAC will be encouraged 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 provided no-touch trash receptacles and wash or sanitize their hands immediately afterward.

Respiratory etiquette will be demonstrated on posters located at entrances and other key locations and supported by making tissues and trash receptacles available to all workers and visitors

## **Social distancing: Minimum of 6 Ft for each Family Unit**

Social distancing of six feet will be implemented and maintained between workers, visitors and others entering the WAC through the following engineering and administrative controls:

- WAC will provide signage, markings and instructions regarding social distancing guidelines
- To help maintain social distancing between workers at one time, all workers will be able to telework, have flexible work hours and have staggered shifts
- There will be limited workers on site and increased distance between workstations will help enable workers social distancing
- Staff will be encouraged to continue to work from home when working on tasks that do not require being physically in the building
- Committee meetings will be hosted via Zoom or, if on site, in the education studio where social distancing can be maintained with the limit of participants at 10 people or less
- Plexiglass partitions will be placed at reception and in SHOP 505 for worker and visitor safety

- WAC will limit building capacity to no more than 25% of current occupancy (40 ppl) *This does not include Region 2 Arts Council offices – staff or visitors.*
- Due to varying room size, no pattern flows will be indicated on gallery floors but signage and markings will be placed to remind visitors about 6 ft Social Distancing requirements and to prohibit gathering in confined spaces.
- Children should be accompanied by an adult in the galleries and retail store.
- BSU Gallery will have maximum occupancy numbers listed at entrance/exit.
- SHOP 505 will have a dedicated entrance and exit marked with maximum capacity listed for space
- Other worker common areas will also have maximum capacity and social distancing guidelines posted
- Staff will be instructed to not share personal work tools and equipment with others
- Workers will be instructed to clean and disinfect any tools or equipment that is used by more than one person, between each user.

## **Additional protections and protocols for SHOP 505**

- Workers and customers must maintain physical distancing of six feet and store occupancy shall not exceed 2 workers.
- Space between customers at checkout must be 6 ft apart
- Plexi partition will be in place between customer and worker at checkout
- Hand sanitizer will be prominently located for workers and customers to access
- Provision of adjacent areas where customers may be waiting for store access will be marked
- Space, configuration and flow of the store should be evaluated to allow for physical distancing of six feet.
- Merchandise return policies should accommodate cleaning and/or delay of product return to shelves.
- Customers will be required to wear cloth face coverings.

## **Cleaning, disinfection, and ventilation**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, meeting rooms, retail checkout, and drop-off and pick-up locations. 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, credit card readers, delivery equipment, etc

Workers on during hours of operation will help to implement scheduled cleaning protocols. They will be using pre-approved sanitizing products to clean communal areas and frequent touch surfaces. Cleaning times and frequency will be based on number of hours of operation per day, and will continue to evolve as needed.

- Staff will be responsible for their own offices.
- To limit touch, all doors that are not alarmed will remain open
- All lights will be left on the occupancy setting to limit touch

Along with a daily pre-opening cleaning and disinfecting schedule, some cleaning will also happen on an “as-used” basis, with additional areas will be disinfected throughout the day. These include the following but not limited to:

- All door handles,
- Front desk area including phone and reception/worker computer
- Bathrooms
- Shop counter/register/credit card

Drinking fountains will be turned off – with signage indicating that they are not functioning

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

In accordance with CDE recommended Engineering Controls, the maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained.

## **Communications and Training**

This COVID-19 Preparedness Plan was communicated in printed form to all workers **in advance of workers first shift** and necessary training was provided. Additional communication and training will be ongoing and provided to all workers as needed.

Instructions will be communicated to customers and visitors about: how in-store shopping will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors must use face masks when entering the art center.

Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are to monitor how effective the program has been implemented.

Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Watermark Art Center management and was posted throughout the workplace July 1st. It will be updated as necessary.

Questions and concerns regarding protocols and policy, by workers and visitors to the art center should be directed to the WAC Executive Director.

Certified by: **Lori Forshee-Donnay, Executive Director**

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

## General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

## Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://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](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

## Respiratory etiquette: Cover your cough or sneeze

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)