

COVID-19 Reopening Safety Plan

Name of Business: Salmon River Fine Arts Center

Industry: 501c3 non profit/ Art Gallery

Address: 4848 N Jefferson Street, Pulaski, NY 13142

Contact Information: (315) 298-7007 sr.fine.arts.ctr@gmail.com

Owner/Manager of Business: Ann Buchau, Board President

Reopening status:

As of June 2020:

- Gallery open by appointment only, masks are mandatory.
- Classes – virtual and outdoor only

As of August 28th, 2020

Gallery Hours:

- Thursday & Friday: Noon – 6 pm
- Saturday: 10 am – 2 pm
- or by appointment
- **In-center classes** will be scheduled per safety guidelines below

The following are health and safety guidelines and procedures for the reopening of gallery and classes for the Salmon River Fine Arts Center (SRFAC). Our programs, policies, and procedures will closely follow the phased guidelines as outlined by the State of New York and Oswego County.

I. PEOPLE

A. Physical Distancing.

- Ensure 6 ft. distance between volunteers, visitors, instructors and students, as much as practicable.
- Social distancing markers (tape) will be used on floor near kitchen and pottery studio sinks. Students will be encouraged to use additional sink in alternate studios if not in use.
- We will limit in-person gatherings as much as possible through the use of video-conferencing, facebook live, and other means for show openings, awards ceremonies, and meetings and classes where social distancing may be a concern.
- We will offer curbside pick up for art purchases, art drop off and class supplies pick up for virtual classes limiting contact to the extent possible:
 - Supplies/art will be packaged ahead of time, when possible, with customer's name, and placed in a designated area for pick-up. SRFAC volunteer will validated the customer's name from a list at pick-up.
 - Curbside pick-up will be available by appointment or within gallery hours.

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- Customers have the option to wait outside and SRFAC representative, wearing a mask, can deliver art or supplies to the bench in front of building OR customer may enter building with a mask and pick up from designated area.
- If a hand off is required that does not allow for 6 ft distancing, SRFAC volunteer must wear mask.
- The SRFAC volunteer should disinfect any tools/objects (door handles) that were touched by the visitor(s) after the transaction is completed.
- Chairs within the gallery will be 6+ feet apart or moved to the back gallery. Benches will have tape every 6 ft.
- Limit people in the center at any one time to 15.

II. PLACES

A. Protective Equipment.

- Face coverings are mandatory for volunteers and anyone who enters the gallery. SRFAC representatives have the right to deny visitors, without proper face covering, entry to the gallery.
- Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose.
- Volunteers must wear face coverings whenever there are other people in the gallery. Volunteers must be ready to don a face covering if another person unexpectedly comes within six feet.
- Volunteers will be provided gloves for use in handling money (thrown away after each use). Credit Cards and checks are preferred over cash.
- We will limit the sharing of objects and discourage touching of shared surfaces, as much as possible. Pens and sign-in sheets will not be kept in the front of the gallery and volunteers are encouraged to sign in guests. When in contact with shared objects or frequently touched areas, volunteers and students should wear appropriate gloves or, sanitize or wash hands before and after contact.
- Gloves will be available for visitors and volunteers.
- Use of disinfecting wipes (on the hand rail) will be encouraged when going to or from the ceramics studio.

B. Hygiene and Cleaning:

- Hand sanitizer (with 60% or more alcohol) will be located near front of gallery.
- Hand sanitizer (with 60% or more alcohol) will be near the POS system.
- Disinfectant wipes will be available near the stairs to/from the ceramics studio
- A hygiene and sanitization station will be set up next to the sink in kitchen area, complete with soap, paper towels, disinfectant, an alcohol-based hand sanitizer and gloves.
- Soap, paper towels and trash receptacle will be available in the bathroom.
- Soap, paper towels and trash receptacle will be located by the pottery studio sink.

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- Cloth towels will no longer be available in the bathroom or by the kitchen sink for hand drying. They can be used for cleaning purposes only and then placed in “to be washed” container (taken home and machine washed 1 x per week by designated volunteer).
- There will be regular cleaning and disinfection (at a minimum, after every class (when they resume) and volunteer shift). Before leaving, the volunteer or responsible SRFAC representative must clean and disinfect:
 - Shared objects such as phone, answering machine and POS system
 - Door knobs & hand rail to the basement (if used)
 - Common areas that were used: tables, kitchen area, bathroom
 - Empty small trash receptacles into large covered garbage can in back room.
- A cleaning log that documents date, time, and scope of cleaning shall be clearly posted near the sanitation station in the kitchen, and maintained regularly by a designated SRFAC Representative.

Sample log:

Cleaning and Disinfecting Protocols				Week Starting							Cleaning Log	
Area	Surfaces	Action	Min Freq	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Resp Ind	Comments
Gallery	Tables & Chair	clean & disinfect	Daily									
Gallery	Door Handles Front & Basement	clean & disinfect	Daily									
Gallery	Phones (2) & Answering Machine	clean & disinfect	Daily									
Gallery	Jewelry Cabinet Top	clean & disinfect	Daily									
Gallery	Front Gallery Table	clean & disinfect	Daily									
Gallery	Light Switches (2)	clean & disinfect	Daily									
Back Room	Kitchen Sink Area & Faucets	clean & disinfect	Daily									
	Bathroom (toilet handle, lid &											

- Process for disinfecting supplies/tools from indoor classes (when scheduled):
 - Tools, such as brushes, scissors, paint and other supplies are washed with soap and water by students and placed in area designated by instructor.
 - Instructor or a designated SRFAC representative should disinfect, by wiping with a disinfectant wipe or paper towel sprayed with disinfectant solution, before returning supplies and tools to the shelves
- Process for disinfecting supplies/tools from outdoor classes:
 - Tools, such as brushes, scissors, paint and other supplies used by the class will be collected together and returned to the art center.
 - Instructor or a designated SRFAC representative will wash with soap and water, or disinfect, by wiping with a disinfectant wipe or paper towel sprayed with disinfectant solution, before returning supplies and tools to the shelves
- Process for cleaning and disinfecting of the Art Center if someone is suspected or confirmed to have COVID-19 are as follows within the prior 7 days:
 - Reference: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - Open outside doors and windows to increase air circulation in the area
 - Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, bathrooms, common areas, and shared equipment.

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- Once the area has been appropriately cleaned and disinfected, it can be re-opened for use.
- Volunteers without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to Art Center immediately after cleaning and disinfection.
 - The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.
 - See https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf for guidance on when a volunteer who has had close or proximate contact, can safely return to the art center.

C. Communication.

- Updated information protocols and hygiene practices will be included in newsletters and/or emailed to members and volunteers by an officer of the board or designated representative selected by the board.
- Gallery volunteers will maintain a continuous log of every person, including volunteers and visitors entering the gallery. Log will be kept near the POS system. Volunteers must be logged in. Visitors will be asked to provide name and contact info (but can not be mandated to do so).
 - Log should be monitored by the volunteer coordinator and filed in the visitor binder when full.
- Signage:
 - A sign will be posted next the kitchen hygiene station to remind volunteers and visitors to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols (protect yourself).
 - A sign will be posted at the door mandating that masks must be worn and self-screening guidelines (prevent the spread).
 - A sign will be posted in the front of the gallery reminding visitors to maintain 6 feet distance, wear their face coverings and to sanitize their hands before touching common surfaces or artwork.
 - A sign will be posted at the bathroom sink to remind good hand hygiene.

III. PROCESS

A. Screening.

It is expected that all volunteers and visitors do a self-assessment before entering the gallery. Visitors or volunteers should not enter if they:

- Have a temperature

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- Have had COVID-19 symptoms in past 14 days
- Have tested positive for COVID-19 in past 14 days
- Have had close contact with confirmed or suspected COVID-19 case in past 14 days.

Volunteers will complete the self-assessment form, date and sign it. Any “No’s” and the volunteer should refrain from coming into the art center.

Sample:

Name	Date	Have you experienced COVID-19 symptoms in past 14 days (see below) (Yes/No)	Have you tested positive COVID19 test in past 14 days (Yes/No)	Have you had close or proximate contact with confirmed or suspected COVID-19 case in past 14 days (Yes/No)	If any of the prior answers change, will you notify the Art Center Point of Contact? (Yes/No)	Initials

B. Contact tracing and disinfection of contaminated areas.

- If a volunteer, contractor, vendor, or patron/visitor testing positive tests positive for COVID-19, the President or a designated officer of the board must immediately notify state and local health departments and cooperate with contact tracing efforts. Confidentiality must be maintained as required by federal and state law and regulations.
- In the case of an individual showing symptoms while in the institution, the President or a designated officer must notify employees in the surrounding areas or who may have been affected immediately with information on where the individual has been throughout the building and notify them if the symptomatic person tests positive.
- Plan for cleaning, disinfection, and contact tracing in the event of a positive case.
 - In the case of a gallery sitter/volunteer/instructor/visitor testing positive for COVID-19, a designated volunteer will clean and disinfect all common areas and surfaces thoroughly before opening to any other visitor or volunteer.
 - In the case of a volunteer testing positive for COVID-19, the volunteer coordinator (working in conjunction with the local & state health departments) shall notify close contacts that they may have been exposed to COVID-19 (info available from sign-in sheets)

Source Docs:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Lowriskindoorartsandentertainment-MasterGuidance.pdf>

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/LowRiskIndoorArtsEntertainmentSummary.pdf>

IV. Responsibilities

1. Diane Melnik, volunteer coordinator is the Art Center’s Point of Contact responsible for

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- a. receiving and attesting to having reviewed all employees' self assessment, visitor logs & cleaning logs (and filing when complete)
2. Ann Buchau, Board President is the Art Center's Point of Contact for volunteers and visitors to inform if they later experience COVID-19 symptoms.
3. Daily volunteers must ensures:
 - a. Cleaning Log is being maintained and filed
 - b. Visitor Log is being maintained and filed
 - c. Ensures chairs are kept 6+ feet apart.
 - d. Sanitizer, paper towels, soap and gloves are in their designated places
 - e. Sanitizer:
 - i. By front of gallery
 - ii. By POS system
 - iii. By Kitchen Sink
 - iv. By Ceramics Studio Sink
 - f. Soap
 - i. By Kitchen Sink
 - ii. By Ceramics Studio Sink
 - iii. In Bathroom
 - g. Paper Towels
 - i. By front of gallery
 - ii. By POS system
 - iii. By Kitchen Sink
 - iv. By Ceramics Studio Sink
 - v. In Bathroom
 - h. Gloves
 - i. By POS System
 - ii. By Kitchen Sink

NYS Disinfectant List:

http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf