



Adams County Arts Council COVID-19 Health and Safety Plan

2020 Fall Classes, Youth Programs, and Events

ACAC has developed strategies that promote behaviors which reduce spread, help maintain a healthy environment and healthy operations, and that ensure preparedness for when someone gets sick with COVID-19.

Section 1. ACAC Promotes Behaviors that Reduce Spread

Staying Home when Appropriate

ACAC actively encourages staff, instructors, students, and parents who have tested positive for or are showing COVID-19 symptoms like fever, chills, shortness of breath or difficulty breathing, new loss of taste or smell, who are sick, or have recently had a close contact with a person with COVID-19 to stay home. For a complete list of COVID-19 symptoms, visit CDC website. Prior to first class, a signature is required on the COVID-19 health and safety form stating that there has been no known exposure.

ACAC will conduct a daily temperature screening in a safe and respectful manner of staff, instructors, students, and parents who enter the building.

ACAC has added a policy in its employee manual that encourages sick employees to stay at home without fear of reprisal and has ensured employees are aware of these policies.

Wearing a Face Covering or Shield is required in the center by staff, instructors, students, parents, and guests.

This requirement is posted on the main entrance, website, in electronic and print media, and on the COVID-19 health and safety form. Students are asked to bring their own mask. If not possible, a mask will be provided. Cloth face coverings should **not** be worn by babies or children younger than 2 years old, anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the cover without help.

ACAC encourages Hand Hygiene and Respiratory Etiquette

ACAC instructors will reinforce handwashing with soap and water for at least 20 seconds and monitor to ensure adherence. Hand sanitizer containing at least 60% alcohol is available in three wall-mounted units throughout the center, in classrooms and at the front desk.

ACAC instructors will encourage students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the no-touch pedal trash cans in classrooms and hands washed immediately with soap and water for at least 20 seconds.

Signage about hand hygiene, respiratory etiquette, and other measures to stop the spread of COVID-19 will be posted in high traffic areas of the center.

Section 2. Measures to maintaining a healthy environment

- **Cleaning and Disinfection Policy**

Frequently touched surfaces (e.g., tabletops, door handles, sink handles) will be cleaned before and after each class.

ACAC has instituted routine cleaning and disinfection and will ensure safe and correct use and storage of cleaning and disinfecting products.

- **Shared Objects**

ACAC will customize supplies for each individual student so that is there little or no sharing. In some cases, supplies and equipment may be used by one group at a time and cleaned and disinfected between use.

Instructors will discourage students from sharing of personal items that are difficult to clean, sanitize, or disinfect like electronic devices, toys, books, and other games or learning aids.

A student's belongings such as a backpack will be stored separately from another student's belongings in the hallway.

- **Ventilation**

ACAC will ensure ventilation systems operate properly.

- **Water Systems**

To minimize the risk of diseases associated with water, ACAC has checked water systems and features (e.g., sink faucets, dishwasher) determining them to be safe and functional after a prolonged facility shutdown. The use of the drinking fountain has been discontinued.

- **Modified Layouts**

ACAC will space seating at least 6 feet apart.

Only two persons at one time will be allowed in the restrooms.

- **Physical Barriers and Guides**

ACAC has installed a sneeze guard at its front reception desk.

ACAC has installed 6' distancing "footprints" or tape marks on the floor at reception desk and on pavement leading to and into carport area and has displayed signs on walls, to ensure that students remain at least 6 feet apart in lines and at other times.

- **Food Service**

For culinary classes, disposable food service items (utensils, dishes) will be used, if at all possible. When not possible or desirable, instructor will wear gloves when handling all non-disposable food service items, which will be washed in the dishwasher. No food will be served buffet or family-style. Students will be instructed to wash their hands after directly handling used food service items.

Section 3. Maintaining Healthy Operations

- **Protections for Staff and Campers who are at Higher Risk of Severe Illness from COVID-19**

ACAC offers, as possible, telework options for staff at higher risk for severe illness, including older adults and people of all ages with certain underlying medical conditions that limit exposure risk.

ACAC offers virtual learning opportunities options via Zoom.

ACAC observes and respects the privacy of its program participants and will disclose student's medical information only as per written instructions from parent or guardian on the Emergency Contact form. ACAC will not disclose medical information about instructors or staff.

- **Regulatory Awareness**

ACAC follows CDC and Pennsylvania Dept. of Health policies and keeps abreast of new policy modifications related to group gatherings to determine if events can be held.

- **Gatherings and Visitors**

Current mandates on capacity limits from Governor Wolf and PA Department of Health will be strictly followed. Group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained will be avoided in the center.

Any activities with external groups or organizations from a geographic area with high COVID-19 rates will be avoided.

- **Designated COVID-19 Point of Contact**

ACAC has designated Safety Team co-officers to be responsible for responding to COVID-19 concerns. Staff, instructors, and families will be notified who team members are and how to contact them.

- **Communication Systems**

In compliance with applicable law and privacy concerns, ACAC has put a system in place for staff and families to self-report to the Safety Team if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days. ACAC will notify staff,

instructors, and families of resulting closures and restrictions in place to limit COVID-19 exposure.

- **Leave (Time Off) Policies**

ACAC has implemented flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.

- **Back-Up Staffing Plan**

ACAC will monitor absenteeism of campers and staff, cross-train staff, and create a roster of trained back-up staff.

- **Staff Training**

ACAC Staff has received training on all safety protocols.

- **Recognize Signs and Symptoms**

Daily touchless temperature screenings will be conducted respectfully following CDC guidance for procedure on staff, students, parents, instructors, studio renters, and anyone who will be in the center for any purpose.

- **Sharing Facilities**

Artists who rent studio space on the center's second floor have read and have acknowledged in writing their intent to follow ACAC's Health and Safety Plan and its policies and procedures when in the center.

- **Support Coping and Resilience**

ACAC promotes the healing power of the arts through its camps and classes and encourages staff and campers to talk with people they trust about their concerns and how they are feeling.

Section 4. Preparing for When Someone Gets Sick

- **Advise Sick Individuals of Home Isolation Criteria**

Sick staff members or students should not return to the center until they have met CDC's criteria to discontinue home isolation.

- **Isolate Those Who are Sick**

Parents and staff should notify the Safety Team immediately if someone becomes sick with COVID-19 symptoms, tests positive for COVID-19, or has been exposed to someone with symptoms or a confirmed or suspected case. Safety Team shall inform staff and families that they or their children should not come to the center and advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

If notification occurs during a class, Safety Team will immediately separate staff and students with COVID-19 symptoms (such as fever, cough, or shortness of breath.) An isolation area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms has been designated.

Parents will be notified by phone at the number given on the Emergency Contact form and asked to pick up their child using the main entrance. Staff will be sent home or directed to a healthcare facility depending on the severity of symptoms.

- **Clean and Disinfect**

ACAC will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting them. If feasible, ACAC will wait at least 24 hours before cleaning and disinfecting.

- **Notify Health Officials and Close Contacts**

In accordance with state and local laws and regulations, the Safety Team will notify the PA Department of Health, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.

