

COVID-19 Preparedness Plan for New York Mills Regional Cultural Center

The New York Mills Regional Cultural Center (NYMRCC) is committed to providing a safe and healthy workplace for all our workers and customers. 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. All employees are all responsible for implementing this plan. 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 customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers, workplaces, and communities.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. All NYMRCC board and staff are fully supportive of 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 NYMRCC. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by communicating regularly throughout the closure, asking about comfort levels, and inviting input into the reopening decisions and process. 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 provided to managers and workers;
- management and supervision necessary to ensure effective implementation of the plan;
- 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. First and foremost, if workers are sick or experiencing symptoms while at home, they should not come to

work. If workers are sick or experiencing symptoms while at work, they should lock up and leave immediately. Workers should report any symptoms or inability to work to the Executive Director and/or Programs Director as soon as they are able. If workers experience symptoms, they should stay home and away from other people. They can be with others after (1) 3 days with no fever **and** (2) symptoms improved **and** (3) 10 days since symptoms first appeared (per CDC guidelines).

Because all NYMRCC workers are part-time, we do not have a sick leave policy. However, our workers are allowed and expected to 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. Working from home is an option if the employee is able. Workers are to contact the Executive Director as soon as possible if any of these situations arise. Accommodations will be made for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented; again, discuss this with the Executive Director if applicable.

NYMRCC has also implemented the following 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: we will follow the CDC Recommendations for Community-Related Exposure. Workers will be informed of possible exposure immediately while maintaining confidentiality (see next paragraph), with potentially exposed workers being instructed to stay home for 14 days, telework if possible, and self-monitor for symptoms.

In addition, the following policy has been implemented to protect the privacy of workers' health status and health information: we will maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Face Coverings

Following Executive Order 20-81, Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19, all workers must wear masks. The Executive Order states: Beginning on Friday, July 24, 2020 at 11:59 p.m., Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in EO 20-81 and the related industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), as well as any other guidance referenced in EO 20-81. Workers must also wear face coverings outdoors when it is not possible to maintain social distancing.

There are some circumstances where mandatory face coverings may be temporarily removed. Relevant examples include: during practices or performances in an indoor business or indoor public space when a face covering cannot be used while playing a musical instrument, provided that social distancing is always maintained; when eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party; and when an individual is alone, including when alone in an office, a room, a cubicle with walls that are higher than face level when social distancing is maintained.

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 customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrance and other locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Sanitizer, wipes, masks and gloves will be provided at the entrance to the building for all visitors, along with guidelines and instructions for use. Workers will have access to these supplies as well, with each worker being provided their own bottle of hand-sanitizer to use throughout their shift. Handwashing should take place in the restrooms if possible, with hand sanitizer to be used otherwise.

Respiratory etiquette: Cover your cough or sneeze

Workers, customers 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 provided trash receptacles 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, customers and visitors. These instructions and reminders will be communicated via posters inside our building.

Social distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following engineering and administrative controls: workers are utilizing teleworking, flexible work hours, and staggered shifts to reduce the number of employees in the workplace at one time. We have also provided signage, markings and instructions for employees, visitors and customers about social distancing.

We have added a plexiglass screen and folding screen barrier at the front desk, arrows on the floor to identify one-way traffic in gift shop, and during events will encourage entrance only through the front door and exit only through the back door. The exception to this is for individuals who need to use our ramp at our back door; employee on duty will ensure required physical distancing is maintained in such instances. Each worker has been provided their own separate work area available in the case that multiple workers are in the building at the same time. Our physical workspace has been re-arranged to allow for required physical distancing and simpler flow of traffic; we have moved tables at least 6 feet apart and have added sanitizing supplies throughout the building.

We are limiting the number of people in the building in order to comply with Workers will keep track of the number of visitors and will instruct additional people to wait outside until other visitors leave the space. Curbside pick-up is also available with shoppers instructed to call with their orders and staff instructed to deliver to the purchasers vehicle utilizing safety equipment (sanitizer, mask, gloves).

Workers have been instructed to sanitize all surfaces after each visitor throughout the day, and conduct a thorough sanitation of the full workspace at the end of their shift, including wiping down phones, pens, computer equipment, desks, offices, door handles, light switches, and other personal work tools. Additionally, computer equipment will not be shared unless necessary and if necessary, will be cleaned and disinfected between users.

The riding in or sharing of vehicles will be strongly discouraged among staff and with anyone other than family members. If it is necessary, safety equipment and sanitization must be utilized.

The communications plan to address employee, visitor and customer questions and concerns is for all comments to be sent immediately to the Executive Director and Programs Director.

NYMRCC will provide recommended protective supplies, including re-usable/washable masks and disposable nonmedical face coverings, gloves, and disinfectant for all workers and visitors, along with instructions and recommendations encouraging all to utilize these supplies while in our space.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, offices, front desk/checkout area, and entrance and exit. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machine, printer, credit card readers, etc. Workers have been instructed to clean following each visitor and at the end of their shift.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels. Sanitizing wipes, liquid alcohol-based sanitizer, and bleach spray is available. Instructions have been given on how to mix fresh bleach spray every 24 hours to maximize effectiveness. Weekly, our facilities worker will conduct a deep clean using EDA and CDC approved cleaning products.

If a worker, customer or visitor is symptomatic or diagnosed with COVID-19, we will wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. During this waiting period, we will open outside doors and windows as able to increase air circulation. If a diagnosis is confirmed, and if at all possible, we will wait 7 days or more to re-enter our workspace and then continue routine cleaning and disinfecting of all high-touch surfaces in the facility.

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. Steps are also being taken to minimize

air flow blowing across people. As the weather allows, doors and windows will be opened to introduce fresh air and improve air circulation inside our facility. We have purchased portable air purification units which will be kept on during open hours and adapted in-person events. Our ceiling fan will also remain on to increase circulation. Finally, we will offer outdoor and virtual programming options as often as we are able.

Communications and training

This COVID-19 Preparedness Plan was communicated to board members in our May virtual board meeting conducted via GoToMeeting on 5/19/20 and shared in the Google Drive folder that we utilize for board/organizational documents. It was communicated to all workers on 5/20/20 with necessary training provided and an electronic version being sent via email as well.

Additional communication and training will be ongoing as regulations change and as we learn how visitors interact with our new policies and safety measures. Clear communication will also be provided to any new workers who did not receive the initial training. This Plan and related instructions will be communicated to customers and visitors via our website and e-newsletter, including how drop-off, pick-up, delivery and in-store shopping will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, accepting delivery or in-store shopping. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 via our website, e-newsletter, social media, and signage in our space.

The Executive Director and Programs Director will monitor how effective the program has been implemented through regular staff meetings and interactions with all workers. Management and workers are to work through this new program together and update the training and protocols as necessary. This COVID-19 Preparedness Plan has been certified by NYMRCC management and board on 5/19/20, shared with all workers on 5/20/20, and posted throughout the workplace. It will be updated as necessary.

Certified by:

Betsy Roder, Executive Director

Updated 7-22-20 following the release of Executive Order 20-81.