



## **Toe River Arts** REOPENING DURING COVID-19

### **External Procedures**

Our first priority is protecting our staff while also creating a safe environment for our visitors. These guidelines are meant to promote a healthy and safe arts and crafts shopping and visitor experience for our community.

### **Social Distancing & Space Requirements**

- Guests will use a separate entrance and exit to create a one-way traffic pattern in the gallery and gift shop.
- Public health guidance stresses that whenever possible everyone should stay at least six feet from the person closest to them. Floor markers will be used to designate a safe distance traffic pattern in the gallery and gift shop.
- No person from the lower gallery will be allowed upstairs to the administrative area without a prescheduled appointment. This includes both Toe River Arts staff and visitors to the gallery.
- No more than 10 people will be allowed in the gallery and/or gift shop area at once. Staff members and visitors will be required to wear a face covering while in the gallery and/or gift shop. If the visitor arrives without a face covering, a temporary cloth mask will be provided, or guests can purchase a paper mask for \$1.00.
- All guests MUST sanitize their hands upon entering the building, either with their own personal hand sanitizer or by using ours located at the main entrance.
- Guests should not touch gift shop items unless they are acquiring the item.
- A plexiglass screen will be installed at the checkout counter.
- Only credit card, Apple Pay, or cashless transactions will be available.

### **Cleaning & Disinfecting**

- Toe River Arts will have a "Designated Point Person." This person will oversee the response to COVID-19. The point person will lead a process to develop and implement the agency's safety strategies, including appropriate training for staff and workers.
- Each floor will have a cleaning schedule with a designated staff member responsible for the day's cleaning practices. A cleaning log will be signed by each responsible staff member.
- Toe River Arts will sanitize "high touch" public areas twice daily. These include:

- Door handles, handrails, push plates, checkout counters and reception, telephones and other keypads, point of sale (POS) terminals, tables and chairs, trash receptacle touchpoints, restrooms (front and back of house as well as portable units), sink faucets and counters, toilet handles, soap dispensers and towel dispenser handles
- High-touch areas will be disinfected using materials effective against COVID-19. Gloves and other disposable items used for cleaning and disinfecting will be disposed of in a bag that can be tied up before disposing of them with other waste.

### **Internal Procedures**

The purpose of Toe River Arts' internal Covid-19 procedure is to create a safe work environment for employees. Our position is informed by complying with federal, state, and local regulations and recommendations and a national council of public health officials, doctors, scientists, infectious disease experts, and local health officials.

### **Social Distancing & Space Requirements**

- Employees who are sick or feeling sick will stay home.
- If an employee is confirmed to be infected with COVID-19, their supervisor should notify the designated point person, who will immediately take the following actions:
  - Determine and document the circumstances and what areas of the venue were visited, used, or impacted by the infected worker (the "impacted areas").
  - Assess whether the worker's role put them in close contact (less than six feet/two meters) with other workers or patrons, and whether their duties created any specific transmission risks, such as handling currency or checking tickets.
  - Work with the local health department to determine which other workers had close contact with the infected worker (the "impacted workers").
  - Notify the impacted workers that they may have had contact with an infected worker and encourage them to monitor their health and report any concerns to their healthcare provider.
  - **Legal warning:** It may be illegal to provide the infected worker's name or other identifying information that could be used to determine their identity. Consult your local health department regarding reporting protocols.
  - Any worker who tests positive for COVID-19 should remain in home isolation for 10 days after symptoms begin or 72 hours after the fever is gone without fever-reducing medication, whichever is longer. These guidelines are from the CDC
- Each Toe River Arts employee will be educated on how to keep the space clean.
- Administrative staff will use the upper entrance and exit only. Guests will use a separate entrance and exit to create a one-way traffic pattern in the gallery and gift shop.

- Toe River Arts will provide personal protection equipment for employees, like masks and gloves.
- Employees will be expected to wear a face covering at all times.
- Employees will practice recommended social distancing to the greatest extent possible.
- Where a task cannot be accomplished by someone working alone, workers will limit their exposure by forming work pairings in which groups of people work together but keep their distance from everyone else. Toe River Arts administrative staff will establish work pairings and alternate days in the office. Employees will utilize working from home whenever possible.
- Toe River Arts staff will wash hands more frequently and practice good respiratory etiquette by coughing or sneezing into his or her elbow.

### **Cleaning & Disinfecting**

- Toe River Arts will have a "Designated Point Person." This person will oversee the response to COVID-19. The point person will lead a process to develop and implement the agency's safety strategies, including appropriate training for staff and workers.
- A hand sanitizing station will be located at the administrative entrance. Employees will clean his or her hands upon entering the building.
- Each floor will have a cleaning schedule with a designated staff member responsible for the day's cleaning practices. A cleaning log will be signed by each responsible staff member.
- Toe River Arts will sanitize administrative areas daily. These include:
  - Administrative offices, break rooms, individual office and other room furniture, door handles, push plates, doorways, railings, light switches, cabinet handles, telephones, computers, other keypads, mouse, trash receptacles, sink faucets and counters, toilet handles, soap dispensers and towel dispenser handles
- No person from the lower gallery will be allowed upstairs to the administrative area without a prescheduled appointment. This includes both Toe River Arts staff and visitors to the gallery.
- The administrative office external doors will remain locked at all times. Administrative guests can use the upper entrance doorbell to gain entrance.