

Arts + Literature Laboratory Coronavirus Action Plan

Effective September 17, 2020

To help slow the spread of COVID-19 and safeguard Arts + Literature Laboratory (“ALL”) staff, volunteers, and visitors, ALL has created this action plan for responding to COVID-19. This plan, which is based on Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of ALL staff members and volunteers and outlines the steps ALL is taking to address COVID-19.

RESPONSIBILITIES

When it comes to ensuring a safe workplace during the COVID-19 outbreak, ALL’s leadership, staff members and volunteers each have their role to play. The following is a breakdown of the responsibilities for leadership, staff and volunteers.

Leadership

ALL’s leadership, including its directors and executive staff, should familiarize themselves with the details of this action plan. Above all, leadership must be prepared to answer questions from staff, volunteers and the general public, as well as set a good example by adhering to the guidance prescribed in the plan. This involves practicing social distancing and good personal hygiene.

Staff and Volunteers

ALL’s staff and volunteers play a critical role in ’s COVID-19 prevention efforts. To protect everyone in ALL’s facility, staff and volunteers should follow these best practices:

- **Understand the signs and symptoms of COVID-19, and stay home if you are feeling sick** — Any staff member or volunteer who is experiencing symptoms of COVID-19 (e.g., fever, cough, shortness of breath, sore throat, runny nose, body aches, chills or fatigue) should stay home. Individuals experiencing such symptoms should also be instructed to consult guidance from the CDC on seeking medical care.
- **Practice good hygiene** — Staff members and volunteers should clean their hands often, either with an alcohol-based hand sanitizer or soap and water. Hand sanitizers should contain at least 60%-95% alcohol, and staff members and volunteers should wash their hands with soap for at least 20 seconds. In addition, staff members and volunteers should avoid touching their face and cough into their arm.
- **Practice social distancing** — Social distancing is the practice of deliberately increasing the physical space between people to avoid spreading illness.

OPERATING PROTOCOLS

In order to keep staff safe and prevent the spread of COVID-19, requires the following workplace protective measures:

General Safety Policies

- Staff members, volunteers and members of the public who exhibit signs or symptoms of COVID-19 will be asked to leave ALL’s facility.
- Alcohol-based hand sanitizers will be provided to staff members and volunteers.

- Staff members and volunteers can voice COVID-19-related concerns by contacting ALL's Executive Director.
- ALL will place posters that encourage hand hygiene to help stop the spread of the coronavirus at the entrance to your workplace and in other work areas where they are likely to be seen.
- ALL will limit the number of people allowed into ALL's facility at any one time based on applicable state and local ordinances and guidelines.
- ALL will ensure there is a minimum of 6 feet of space between all desks and workspaces.
- ALL will modify the flow of traffic to minimize potential close contact with others.
- ALL will encourage the use of digital files so that leadership, staff and volunteers will not have to exchange frequently touched paper documents.

Protocols for Staff and Volunteers

To ensure safety at ALL's facilities, staff members and volunteers will be asked to:

- Notify their supervisor and stay home if they are experiencing COVID-19 symptoms (e.g., fever, cough or shortness of breath). Sick staff members and volunteers should follow CDC-recommended steps. Staff members and volunteers should not return to work until the criteria to discontinue home isolation are met, in consultation with health care providers and state and local health departments. When self-quarantining, staff members and volunteers should:
 - Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
 - Not allow visitors.
 - Wear a face mask if they have to be around people.
 - Avoid sharing household items, including drinking cups, eating utensils, towels or bedding.
 - Clean high-touch surfaces daily.
 - Continue monitoring their symptoms, calling their health care provider if their condition worsens.
- Notify their supervisor and follow CDC-recommended precautions if they are well but have a sick family member at home with COVID-19.
- Take additional preparations in the event they are traveling:
 - Check the CDC's Traveler's Health Notices for the latest guidance and recommendations.
 - Be mindful of COVID-19 symptoms of COVID-19. If you start experiencing symptoms (e.g., fever, cough or shortness of breath), notify your supervisor and refrain from traveling. Promptly call a health care provider for advice if needed.
- Limit close contact with others, maintaining a distance of at least 6 feet when possible and will avoid job tasks that require face-to-face contact with others where possible.
- Wear face masks while indoors at ALL's facility.
- Take care when attending meetings and gatherings:
 - Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings. When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.
 - Consider canceling or postponing large work-related meetings or gatherings that can only occur in-person.

- Refrain from sharing equipment. In instances where this is unavoidable, will provide alcohol-based wipes and other cleaning materials that staff members and volunteers can use to clean equipment.
- Clean and disinfect frequently touched surfaces, including workstations, door handles, tables and countertops on a regular basis.
- Practice proper hand hygiene. Wash your hands regularly with soap and water for at least 20 seconds. An alcohol- based hand sanitizer containing at least 60% alcohol can also be used. Staff members and volunteers should clean their hands:
 - Before eating food
 - After using the restroom
 - After blowing their nose, coughing or sneezing
 - After putting on, touching or removing face masks
 - Periodically throughout the day
- Avoid touching your eyes, nose and mouth whenever possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Follow any posted signage regarding COVID-19 social distancing practices.

Protocols for Visitors

In order to protect visitors (e.g., concert/gallery attendees or participants in other), ALL will:

- Limit the number of visitors to ALL's facility as per applicable state and local ordinances and guidelines.
- Communicate our safety protocols and why we are taking specific precautions. This will be done using signage, social media and other available communication channels.
- Encourage visitors to practice social distancing when in the facility. Visitors will be asked to maintain at least 6 feet of distance from staff via written signage or instructions provided prior to their visit.
- Place hand sanitation stations throughout ALL's facility.
- Update messaging on our websites to educate visitors on facility precautions and hours.
- Require that all visitors wear face masks while within ALL's facility.

EXPOSURE SITUATIONS

ALL has a response plan in place for situations when staff members or volunteers exhibit symptoms of or test positive for COVID-19.

Staff/Volunteers Who Exhibit Symptoms of COVID-19

- If staff members and volunteers experience COVID-19 symptoms they shall be asked to go home and speak with their health care provider. will ensure staff members and volunteers are able to get home safely before dismissing them. If, after an evaluation, the individual is not exhibiting COVID-19 symptoms, they may return to work at the discretion of the virus prevention and protocols lead.

Self-quarantining and Return to Work

Staff members and volunteers who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, staff members and volunteers should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate restroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, staff members and volunteers who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met:

Return to Work Considerations	
Individual was symptomatic but was not tested for COVID-19.	Individual was tested for COVID-19.
<p>The individual may return to work if:</p> <ul style="list-style-type: none"> • They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time. • Coughs and other symptoms have improved. • Seven days have passed since they first experienced symptoms. 	<p>The individual may return to work if:</p> <ul style="list-style-type: none"> • They no longer have a fever. • Coughs and other symptoms have improved. • They have received two negative COVID-19 tests in a row.

When an individual tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, staff members and volunteers who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

OSHA RECORDKEEPING AND REPORTING

ALL will adhere to OSHA-mandated requirements as they relate to recording and reporting certain work-related injuries and illnesses.

QUESTIONS

Staff members and volunteers with questions regarding the content of this action plan should speak with ALL's Executive Director.