

COVID-19 PREPAREDNESS PLAN FOR LANESBORO ARTS – ART LOFT

Lanesboro Arts is committed to providing a safe and healthy workplace for all our staff, artists, community, and visitors. To ensure a safe environment, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The Lanesboro Arts Leadership Team and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation among our staff, Leadership Team, Board, and Patrons. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces. Lanesboro Arts Leadership Team and Board have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about keeping our staff working under safe conditions at Lanesboro Arts. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by listening to concerns and suggestions and implementing requested procedures into the plan based on staff feedback. Our COVID-19 Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19, Executive Order 20-48, and information from Hospitality MN, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- guest controls and protections for check-in and check-out;
- housekeeping, including cleaning, disinfecting, and decontamination;
- prompt identification and isolation of sick persons, guest and staff;
- communications and training that will be provided to staff; and
- Leadership Team supervision necessary to ensure effective implementation of the plan.

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. Lanesboro Arts staff will take their temperature as soon as they enter the Art Loft. Lanesboro Arts provides a forehead thermometer for this purpose. If a staff member is exhibiting signs of fever or any COVID-19 related symptoms, they are to inform the Leadership Team, and will be required to return home. In such cases, the staff member's work schedule will be adjusted accordingly.

If staff members have any COVID-19 related symptoms prior to their shift, it is their responsibility to inform the Leadership Team of these symptoms so their housekeeping shift can be filled. Lanesboro Arts has implemented leave policies that promote workers staying 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. Lanesboro Arts employees who are at-risk or live with at-risk family members have the support of the Lanesboro Arts Leadership Team to exclusively work from home to mitigate risk. If an employee either exhibits a fever or has two or more of the official Covid-19 symptoms (dry cough, shortness of breath, chills, muscle aches, headache, sore throat, or new loss of taste or smell,) they are to report it immediately to the Leadership Team, disclosing which other employees they've come in contact with in the previous 7 days. The Leadership Team will keep the

identity of the symptomatic employee on a need-to-know basis. The Leadership Team will then inform and facilitate the self-isolation of the symptomatic employee and those exposed. The Leadership Team will routinely call and check-in on the staff approximately every other day.

HANDWASHING

Basic infection prevention measures are being implemented at the Art Loft at all times. Staff members 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 bathroom. All Art Loft guests and visitors will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Liquid soap, sinks with cold and hot water, and clean and paper towels are provided in the restroom and kitchen of the Art Loft. The Art Loft guests do not need to check-in in the Gallery. There is a lock box at the entrance of the Art Loft for self-check-in and self-check-out.

RESPIRATORY ETIQUETTE: Cover your cough or sneeze

Lanesboro Arts staff, guests, 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.

SOCIAL DISTANCING

The social distancing of six feet will be implemented and maintained between staff, guests, and visitors to the Art Loft through the following engineering and administrative controls: Guests will not have physical contact with Lanesboro Arts staff during their stay. Any guest questions or concerns can call the Gallery phone number and will receive a prompt response. Guests are prohibited from gathering in groups of ten or more people; this will be communicated to employees in verbal and written communication. Guests are prohibited from gathering in confined areas including stairwells.

If Art Loft guests wish to visit the Lanesboro Arts Gallery it is open 10am to 5pm on Friday – Sunday. Please read the Gallery Preparedness Plan for more information on social distancing in that space.

HOUSEKEEPING

Regular housekeeping practices are being implemented at Lanesboro Arts, including routine cleaning and disinfecting of work surfaces equipment, cleaning caddies, and general areas in the work environment. Frequent cleaning and disinfecting will be conducted in high-touch areas such as light switches, door handles, and railings. Staff will first clean the Art Loft and then disinfect as the last step. A disinfectant wipe or disinfectant solution will be used to disinfect the Art Loft surfaces such as light switches, door knobs, lamp switches, A/C unit controls, faucet handles, etc. as the employee leaves the room. Staff will disinfect high-touch surfaces in the publicly shared hallway and stairwell. Disposable disinfectant wipes or a disinfectant solution will be used.

If a staff member cleaning the Art Loft or a guest is diagnose with COVID-19 the Art Loft will not be used for five days. When cleaning the Art Loft, staff will wear safety glasses, mask and disposable gloves and disinfect all surfaces as the first and last step of cleaning.

There will be no staff physical contact housekeeping services during a guests' stay. If a guest needs new towels, they will be requested and placed outside the Art Loft door. There are also additional linens in the supply closet in the Art Loft. If a guests' trash gets full, they will place the bag of trash or recycling outside their room door for staff to dispose of. All linens (sheets, quilt, etc.) and towels from the Art Loft will be washed after every stay on hot water settings. The Art Loft will be cleaned and disinfected following recent guidelines from the CDC, MN Department of Health, and state and national hospitality associations.

Appropriate and effective cleaning and disinfectant supplies have been purchased. They are available for use in accordance with product labels, safety data sheets, and manufacturer specifications and are being used with required personal protective equipment for the product.

The maximum amount of fresh air is being brought into the Art Loft; air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize airflow blowing across people. Lanesboro Arts has central air that brings fresh air constantly into the building. The Art Loft also has two fans and if the weather allows windows in the building can be open to improve air circulation and maintain ventilation systems.

COMMUNICATIONS AND TRAINING

This COVID-19 Preparedness Plan was communicated via email and phone call to all Lanesboro Arts staff on May 29th, 2020. Additional communication and training will be ongoing with procedures of cleaning and social distancing posted with checklists for staff. Instructions will be communicated to guests about: self-check-in. Guests will not be advised not to stay at the Art Loft if they are experiencing symptoms or have contracted COVID-19. Face masks use will be mandatory for employees when cleaning and coming into contact with guests. The Lanesboro Arts Leadership Team members are to monitor how effective the program has been implemented by weekly staff meetings. The Leadership Team and staff are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Lanesboro Arts' Board of Directors and was posted in the Art Loft on May 28th. It will be updated as necessary.

Certified by:
Robbie Brokken and Kara Maloney
Lanesboro Arts, Co-Directors

As of May 28th, 2020