

# COVID-19 PREPAREDNESS PLAN FOR LANESBORO ARTS - GALLERY

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 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, and decontamination;
- prompt identification and isolation of sick persons;
- protection and controls for pick-up, drop-off, and delivery;
- protections and controls for in-store shopping;
- communications and instructions for customers;
- 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 Gallery staff will take their temperature as soon as they enter the Gallery building. 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 Gallery Director, 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 Gallery Director of these symptoms and find another staff member to cover their shift. 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.

## **HANDWASHING**

Basic infection prevention measures are being implemented at our workplaces 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 customers and visitors to the Lanesboro Arts Gallery 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 the entrance and at the cash register in the Lanesboro Arts Gallery to be used for hand hygiene.

## **RESPIRATORY ETIQUETTE: Cover your cough or sneeze**

Lanesboro Arts staff, 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.

## **SOCIAL DISTANCING**

The social distancing of six feet will be implemented and maintained between Gallery staff, customers, and visitors in the Gallery through the following engineering and administrative controls: Lanesboro Arts will have one Gallery associate working at a time. At the entrance of the Gallery, there is a sign with instructions for staff and customers about how to maintain social distancing. When in the Gallery it is suggested for customers to space out adequately while looking at the artwork. Lanesboro Arts installed a Plexiglas barrier between the sale associates and the customers when making a purchase. Lanesboro Arts sales associates will be required to wear a mask throughout the day. Staff members are allowed to wear gloves if they change into a new set of gloves a few times throughout their shift. Lanesboro Arts prohibits the staff from touching cash without gloves during a transaction. Staff will be provided masks and gloves if they do not have them for their shift. Lanesboro Arts will require each visitor entering the Gallery to also wear a mask and will be asked to enter the Gallery as one family unit at a time. Visitors can purchase a mask if they need one. Customers will not be able to try on any artful clothing or touch any art piece that they are not intending on purchasing. A sign is posted on the door explaining these requirements.

## **CLEANING, DISINFECTING, AND VENTAILATION**

Regular housekeeping practices are being implemented at Lanesboro Arts, including routine cleaning and disinfecting of work surfaces and general areas in the work environment, including restrooms, display counters, front bench, and entrances. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, door handles, credit card readers, etc. Staff will use disinfectant wipes or bleach spray cleaner on a rag to clean the front door, back door, and basement

door knobs, light switches in front, and back of the gallery. When staff use disinfectant spray they will ensure it is damp for at least 5 minutes. During cleaning of the Gallery, staff will disinfect the hand sanitizer bottle, telephone, keypad on the cash register, the key to cash drawer, mouse, credit card machine, receipt printer, desktop, countertops, top of a desk chair, Bluetooth speaker buttons, handles on bag drawers, fridge door, bathroom surfaces, etc. Gallery visitors and customers will not be able to use the restroom located in the Gallery and will be sent to the Visitor Center building.

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 workplace; 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 Gallery building. The building also has two fans and if the weather allows the doors and windows in the building will 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 in the Gallery. Instructions will be communicated to customers and visitors about: 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 Gallery if they are experiencing symptoms or have contracted COVID-19. 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 Gallery building on June 11th. It will be updated as necessary.

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

As of May 28th, 2020