



## COVID-19 Preparedness & Response Plan

The following COVID-19 preparedness & response plan has been established for REACH STUDIO ART CENTER in accordance with MIOSHA Emergency Rules for Coronavirus disease 2019 (COVID-19). The purpose of this plan is to minimize or eliminate employee and visitor exposure to SARS-CoV-2 or any variants.

The Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. Alice Brinkman, executive director, has read these emergency rules carefully, developed the safeguards appropriate to REACH Studio Art Center (REACH) based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

### RISK LEVEL

REACH has designated one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) are: Alice Brinkman, Sara Gothard, or Chris Russell, who will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan will be made readily available to our employees and their representatives. The plan will be made available via website and internal network files.

#### Exposure Determination

REACH has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. Alice Brinkman was responsible for the exposure determination.

REACH has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs**. These jobs do not require contact with known or suspected

cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Alice Brinkman verifies that REACH has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19.

REACH has categorized its jobs as follows:

**NOTE:** Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (Ex. No Public Contact, Public Contact)</b>
Executive Director	Lower	No public contact
Program Director	Lower	No – little public contact
Program Coordinator	Medium - Lower	Front desk registrar – some public contact
Administrative Assistant	Lower	No public contact
Front Desk – In person programs	Medium - Lower	Some public contact for checking in students
Building Maintenance	Lower	No public contact
Teaching in-person	Medium	Potential close contact with students
Teaching virtual	Lower	No public contact
Clay Studio Technician	Lower	No public contact

## ENGINEERING CONTROLS

REACH has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2, as well as risk to participants in on-site programs.

Alice Brinkman will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

<b>Job/Task</b>	<b>Engineering Control</b>
Front Desk	Clear acrylic sneeze guards
Front Desk	Remotely operated entrance lock and video doorbell.
Programs in classrooms	Clear acrylic sneeze guards between students at the same table
Programs in classrooms	Limiting number of attendees to provide a minimum of 6 feet of distance in-between
Gallery, Classrooms without tables	Taped marks on floor to indicate 6 feet spacing of participants
General	Filters on all HVAC systems will be replaced at least quarterly, and more frequently when in-person programs are re-started. HVAC Fans will also run constantly where possible when in-person programs restart.
Programs in classrooms	Increasing the amount of fresh outdoor air that is introduced into the building, by opening doors and windows when possible
On-site programs	To be held outdoors in courtyard when feasible

## ADMINISTRATIVE CONTROLS

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Alice Brinkman will be responsible for seeing that the correct administrative controls are chosen, implemented, and maintained for effectiveness.

The following administrative controls have been established for REACH:

(Choose the controls below that are feasible for your workplace. Delete the controls that are not feasible or applicable. Add additional rows for other feasible administrative controls that will be implemented. In the first column, indicate which jobs or tasks will use each administrative control.)

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All employees	Maintain at least six feet from everyone on the worksite.
All employees and workers	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
All employees except Custodial, Program staff	Fully promote remote work (telecommuting) where possible.
All employees and workers	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees	Restrict business-related travel for employees to essential travel only.
All employees	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All	Restrict the number of customers in the establishment and in a given space at any given time to allow for minimum 6 foot distancing and exchange of air.
All employees, workers, program participants	Minimize the sharing of tools, equipment, and items.
All employees	Provide employees with non-medical grade face coverings (cloth face coverings).
Teaching staff	Provide teaching staff with masks and face shields
All employees, workers and visitors	Require cloth face coverings when they or others are in the same studio or workspace.
Customers and workers take wellness survey each day entering REACH	Keep customers informed about symptoms of COVID-19 and ask sick customers to stay at home until healthy again. See wellness check questions at end of document
During REACH in-person	Provide customers and the public with tissues and trash

programming on or off site	receptacles.
Registering for classes or activities at REACH	Encourage customers to place orders for merchandise or services through the web.
Posters in restrooms and lobby areas	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
PTO available for employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
PTO available for employees	Maintain flexible policies that permit employees to stay home to care for a sick family member.

## HAND HYGIENE

Alice Brinkman will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. When handwashing facilities are not available, REACH shall provide employees with antiseptic hand sanitizers or towelettes. REACH will provide time for employees to wash hands frequently and to use hand sanitizer.

REACH shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

## DISINFECTION OF ENVIRONMENTAL SURFACES

REACH will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles, faucets non-motion sensing light switches, toilet handle), paying special attention to shared equipment (computers, art tools). REACH will make cleaning supplies available to employees upon entry and at the worksite.

Maintenance Custodian (Chris Russell) will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, REACH will consult

information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer’s instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

<b>Surface</b>	<b>Method/Disinfectant Used</b>	<b>Schedule/Frequency</b>
Door handles and bars, faucet and toilet handles, hand bars, non-motion sensor light switches, tabletops, counters, chairs.	Nu-Foamacide solution sprayed and wiped with clean cloth OR disposable alcohol wipes (60% alcohol or more)	After each group of participant or program session. Once weekly for spaces not open to the public.
Dance floor	Clorox Scentiva Disinfecting Mopping Pads	After each in-person dance class session in space.
Tech equipment used in common	<a href="http://quantumpcs.net">How Can I Safely Disinfect My Keyboard, Mouse &amp; Mobile Devices? (quantumpcs.net)</a> Microfiber cloths, compressed air, and disinfecting alcohol wipes (60% alcohol or more)	Media Lab instructor or last person to use media lab equipment after use and before someone else might use.
Art tools used by more than one person	Nu-Foamacide solution sprayed and wiped with clean cloth OR disposable alcohol wipes (60% alcohol or more)  Steps will be taken to avoid sharing of tools by assigning tools to participant for dedicated use over the duration of student’s participation.	Class instructor/assistant after each group session or before a new group enters.

REACH will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Alice Brinkman and/or Maintenance Custodian (Chris Russell) will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

- Additional sanitizing of all surfaces with EPA approved products in space occupied/used by infected person
- HVAC filters will be replaced and fan will be set to constant where possible
- Doors and windows will be opened where feasible to allow fresh air in space and space to “air out.”

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

REACH will provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

REACH will provide non-medical grade face coverings (cloth face coverings) to employees (cloth face coverings are technically not considered PPE).

REACH will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals or when more than 1 person is in the same studio

space. REACH will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace and encourage face shields to be worn by teaching staff and volunteers when students are present.

The following type(s) of PPE have been selected for use:

<b>Job/Task</b>	<b>PPE</b>
In-person instruction (inside or out)	Cloth mask required. Clear face shield optional
In-person student/participant	Cloth mask or non-medical grade disposable mask required.
Front desk- registrar	Cloth mask required. Clear face shield optional
In-person program assistants and volunteers (inside or out)	Cloth mask required. Clear face shield optional
Custodial work (inside)	Cloth mask required when others in the same space. Optional if working alone with no others in building.
Individual admin/office work	Cloth mask required when others in the same space. Optional if working alone with no others in building.

## HEALTH SURVEILLANCE

REACH will conduct, when in-person programs have started, a daily entry self-screening protocol for all employees, contractors, students and participants, entering the facility, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening. Alice Brinkman, executive director, will be responsible for ensuring that all required health surveillance provisions are performed.

As workers enter the place of employment at the start of each work shift, REACH will have employees self-screen for COVID-19. REACH will have employees complete a questionnaire covering the signs and symptoms of COVID-19 and their exposure to people with suspected or confirmed COVID-19. When obtainable, a no-touch thermometer will be used for temperature screening of employees. REACH will similarly screen contractors, suppliers, and any other individuals entering the worksite.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to Sara Gothard, program director (for program staff) before and during the work shift, or Alice

Brinkman, executive director, (for other and administrative staff). REACH has provided employees with instructions for how to make such a report to the employer.

The specific instructions for employee reporting signs and symptoms of COVID-19 are as follows: Email to Alice Brinkman, executive director: [alice@reachstudioart.org](mailto:alice@reachstudioart.org)

REACH will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

REACH will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee is identified with a confirmed case of COVID-19, Alice Brinkman, executive director, or other employee designated by executive director, will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, REACH will not reveal the name or identity of the confirmed case.

REACH will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

## TRAINING

Alice Brinkman, executive director, shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

REACH will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

Alice Brinkman, executive director shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

## RECORDKEEPING

REACH will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
  - When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Alice Brinkman, executive director will ensure that the records are kept.

# HEALTH SCREEN QUESTIONNAIRE

First and Last Name \_\_\_\_\_ Date \_\_\_\_\_

Phone # or email contact \_\_\_\_\_

Worker's/Visitor's temperature \_\_\_\_\_

Circle yes or no for the following questions:

1. Please mark each and any symptom you have had in the last 10 days:

- |  |                                   |  |
|--|-----------------------------------|--|
| <input type="radio"/> chills               | <input type="radio"/> sore throat | <input type="radio"/> diarrhea                 |
| <input type="radio"/> cough                | <input type="radio"/> headache    | <input type="radio"/> runny nose or congestion |
| <input type="radio"/> difficulty breathing | <input type="radio"/> nausea      | <input type="radio"/> fever                    |
| <input type="radio"/> loss of taste        | <input type="radio"/> vomiting    |  |

I have not experienced any of these symptoms in the last 10 days.

2. Have you traveled internationally or domestically (e.g. air travel or cruise) within the last 14-days? **Yes** or **No**
3. Have you tested positive for the corona virus in the past 14 days? **Yes** or **No**
4. Are you currently awaiting results for a corona virus test? **Yes** or **No**
5. Have you had close contact with a person that has been diagnosed with COVID-19 through a positive test result? **Yes** or **No**
6. Have you received a Covid vaccine? Mark which applies to you.
- I have received all doses as of at least 2 weeks ago
  - I have started the doses for Covid vaccine but have not received the second dose (if applicable) OR had the final dose less than 2 weeks ago.
  - I have not received any doses of the Covid vaccine.
  - I do not wish to share my Covid vaccination status.