

Main Street Arts Re-Opening Information for Visitors

We are excited to be back! Please remember that these new procedures and requirements have been put in place for your safety, the safety of our staff, and the safety of our community. Thank you for your cooperation!

Updated June 8, 2020



Face Coverings and Gloves:

- Visitors **MUST** wear a face covering over their nose and mouth upon entering the gallery and wear it properly for the entire duration of their visit.
- If a visitor is under the age of 2 or cannot wear a face covering for medical reasons, they must notify the staff at the time of booking their appointment with the gallery.
- Please do not wear your own gloves to Main Street Arts. If you would like to wear disposable gloves during your visit, we have them available for you.

Hand Hygiene:

- Visitors **MUST** use hand sanitizer when entering the gallery at the station located at the front of the gallery. If hand sanitizer cannot be used, the visitor must wash their hands in the restroom.
- If at any time, a visitor touches their face or face covering, or needs to use the restroom, the visitor must wash their hands.

Physical Distancing:

- Until further notice, there will only be 4 visitors allowed in the gallery during one appointment time.
- Visitors **MUST** maintain a 6 foot distance between other visitors outside of their household party and any staff member.

Scheduling an Appointment:

- Please use the online appointment system to schedule an appointment through the gallery website or call the gallery at 315-462-0210 to check for open appointment times. If the gallery is not open, please leave a message with the date and time you hope to visit. Gallery staff will return your call and reserve an available appointment time with you.
- Appointments are 45 minutes long. Only 2 members per household per appointment. If you have 3 or 4 members from your household who would like to visit, please reserve both appointments for that time slot.
- Within 24 hours of a reserved appointment, you will receive an email requesting your signature on a release form. The release form must be signed electronically for each member of your household party before you arrive for your appointment. If you are unable to sign the release form electronically, you will be asked to do so upon entry to the gallery at the time of your appointment.

Arriving for your Appointment:

- When you arrive to the gallery, please remain in your car and call 315-462-0210. A staff member will unlock the door and prop open. When you see the door is open, you can enter.
- You will be asked a few health screening questions which will be documented in our visitor log.

During your Appointment:

- The space is set up in a one-way pattern to avoid any cross-directional traffic between other visitors and staff. Please follow this traffic pattern to help with physical distancing guidelines.
- If you are hard of hearing and a mask makes it difficult to communicate, please notify a staff member and we will use a white board and marker to assist in answering questions you may have.
- Please avoid touching items in the gallery shop unless you are interested in making a purchase. If you would like to make a purchase from the gallery shop, please place the item on the counter and a staff member will continue with the transaction after sanitizing their hands.
- If you would like to purchase something from an exhibition, please notify a staff member who will mark it with a red dot and take down your information.
- We are strongly encouraging visitors who make a purchase to pay with a debit/credit card using the display on the counter. You will insert your card into the display and staff does not have to handle your card.
- If you have to pay in cash and need change, a staff member will place a container on the counter for you to place payment into. Once the transaction is complete, any change will be placed back into the container for you.
- When leaving the gallery, a staff member will unlock the door and prop it open for you using the door stop.

After Your Appointment:

- Once you have exited the gallery, the staff member will lock the door.
- When all visitors have exited the building, gallery staff will begin the scheduled hourly cleaning and disinfecting of the gallery, logging it in the cleaning log, and getting the space cleaned and disinfected for the next appointment.

Main Street Arts Re-Opening Procedures and Protocols for Employees

Updated June 3, 2020



Face Coverings and Gloves:

- Main Street Arts will provide each employee with two washable fabric face coverings at no cost to the employee.
- Employees must wear a face covering over their nose and mouth when visitors are in the gallery. The employee's face covering can be removed if no visitors are in the gallery. If more than one employee is working in the gallery, the employee must wear their face covering if they leave their workstation.
- Each employee is responsible for washing their masks after each work day and ensuring that they are wearing a clean mask to work each day.
- Main Street Arts will supply employees with disposable gloves to wear throughout the day if the employee desires to do so (ex. during cash sales).
- Employees must sign off that they have read the training materials on how to properly wear/remove/wash/care for face coverings and how to put on/remove gloves (see training booklet).

Hand Hygiene:

- Employees will wash their hands using soap and water frequently throughout the day including when they arrive to work each day, before each time they put their face covering on, after each time they remove their face covering, after using the restroom, after cleaning procedures, after eating, and after handling any cash sales.
- Soap, water, and paper towels are available to employees at the following locations:
 - In each restroom
 - In the kitchen
- Small clocks with seconds hands have been installed at each sink so employees can easily time their 20 seconds when washing hands.
- Employees must sign off that they have read the training materials on proper hand washing and sanitizing (see training booklet).

Physical Distancing:

- Employees will make every effort to remain 6 feet away from other employees and visitors at all times. Until further notice, there will be no more than two employees in the gallery, and one employee in the bookstore.
- Deliveries will be placed in the entrance of the gallery and the delivery person should only enter just inside the door if necessary.
- Employees must sign off that they have read the training materials on physical distancing (see training booklet).

Health Screening:

- Employees are required to read training materials on the symptoms of COVID-19, how to properly protect themselves, what to do if they are experiencing symptoms, and what to do if they become sick (see training booklet).
- Employees are required to electronically fill out and submit a daily health screening questionnaire each work day before 9:30 a.m. (see addendum) which will be sent through email using Hello Sign.
- Employees are required to take their temperature and include it on the daily health questionnaire.
- Employees will not come to work if they are feeling sick, if they have a temperature of 100.4°F or higher, or if they have two or more of the listed symptoms of COVID-19.
- Employees will notify one of the directors if at any point throughout the day they are not feeling well or have any of the listed symptoms of COVID-19.
- Employees reporting symptoms on their daily health screening will not be allowed to come to work. If at any point during the work day the employee notifies the directors of symptoms, the employee will be sent home.
- If an employee has reported symptoms during daily health screening or any point during the work day, the directors will instruct the employee to call their healthcare provider for assessment and testing. Employees testing positive for COVID-19 will notify the directors and the directors will notify the local health department and state Department of Health.
- If an employee is tested for COVID-19 and the test is negative, the employee can return to work.
- If an employee answers yes to testing positive, or answers yes to being in close contact with someone who has tested positive or is a suspected COVID-19 case, the employee may only return to work after completing a 14-day self-quarantine.
- Employees who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to one of the directors at the time of alert and shall follow all required protocols as if they had been exposed at work.
- In the event of an employee testing positive for COVID-19 at either the gallery or the bookstore, the location would be closed for at least 14 days.

Cleaning and Disinfecting:

- Each employee will have their own set of office supplies for their own use including: computer, pens/red pens, pencils, markers/highlighters, paper/post-it notes, stapler/staples, tape, paper clips, scissors.
- Each employee will have their own designated phone to use during the work day and both phones will be cleaned and disinfected at the end of each work day.
- Employees are required to clean any shared surfaces after use including the register, the jewelry counter, the printer, the restroom (including toilet seat, handles, faucets, doorknobs), and the kitchen area (including faucet, counters, cabinet doors, door handles/knobs, refrigerator, microwave).
- There will be no common dishes, silverware, cups/mugs until further notice. Employees must bring their own from home and take them home with them each work day.

- The directors are required to do a routine hourly cleaning at the gallery.
- All cleaning procedures, including the cleaning of any shared surfaces by any employee, are required to be logged in the shared cleaning log on Google Drive for that day at the time the cleaning takes place.
- Employees must wash or sanitize their hands after cleaning and disinfecting surfaces.
- Employees will properly dispose of trash that has been collected in each trash can that contains contaminated gloves, paper towels, etc. at the end of each work day.
- Employees must sign off that they have read the training materials on cleaning and disinfecting of surfaces.

Interacting with Visitors/Customers:

- Employees will speak to visitors in a calm manner.
- When speaking to visitors, employees will reinforce that these new procedures and protocols are in place for the safety of visitors/customers and our staff.
- Employees must sign off that they have read the training materials on how to handle various scenarios with visitors.

AT THE GALLERY:

- Visitors will call from their car when they arrive for their appointment. The employee will confirm the visitor has signed the release form and ask if they need assistance with the door. The employee will also restate what the expectations are for visitors to the gallery (face covering, hand hygiene, physical distancing).
- The door will be locked until the time of the visitor's appointment. When they arrive, the employee will unlock the door (employee's face covering must be on), and step back to the desk. If the visitor indicated that they need assistance with the door, the employee will prop open the door using the door stop.
- An employee will greet gallery visitors as they enter the gallery. If the visitor does not have a face covering on, the employee will remind the visitor to put it on. The employee will ask the visitor the health screening questions listed in the visitor log and document it in the log.
- The employee tells the visitor how to navigate through the exhibition(s) to avoid any cross-directional traffic between visitors and staff.
- The employee will encourage the visitor to avoid touching items in the gallery shop unless they are interested in making a purchase.
- If the visitor wants to make a purchase from the gallery shop, the employee will sanitize their hands before handling the item and then continue with the transaction.
- If a visitor wants to purchase something from an exhibition, the employee will mark it with a red dot and take down the visitor's information.
- The employee would strongly encourage the visitor to pay with a debit/credit card using the visitor display on the counter. The employee would direct the visitor to insert their own card into the display so the employee does not have to handle the visitor's card.
- If the customer has to pay in cash and the employee is required to make change, the employee can choose to wear disposable gloves when handling cash. If the visitor is paying in cash or check, the employee will

place a container on the counter for the customer to place payment into. The employee will then proceed with the transaction and place any change needed into the container for the customer.

- The employee will ask the visitor if they would like a printed receipt. If yes, the employee would print the receipt and place it in the bag or place it on the counter for the visitor.
- When the visitor is leaving the gallery, the employee will unlock the door, prop it open using the door stop, and the visitor will exit. The employee will then close the door and lock it. At this time, the employee will do the hourly cleaning of the gallery and log it in the cleaning log.
- For hard of hearing visitors, the employee will use the provided white board and marker to assist in answering questions and communicating with the visitor.

Other:

- Employees acknowledge that no more than 4 visitors will be allowed in the gallery per appointment time.
- Employee travel minimized
 - No unnecessary travel for work purposes
 - No drop offs by employees, shipping to customers instead
- Designated site safety monitors are Bradley and Sarah Butler. Cleaning and visitor logs for will be checked at the end of each work day.
- Donations of items may be accepted at this time (ex. books) but they must be placed in the basement at the gallery and remain untouched for at least 7 days. Employees must wash their hands after receiving donations.
- The directors will check in with each employee at the end of each work day and there will be a team-wide meeting on the last day of each work week to discuss any concerns regarding the processes included in this document.



NY FORWARD BUSINESS RE-OPENING SAFETY PLAN TEMPLATE

Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: <https://forward.ny.gov/>

COVID-19 Reopening Safety Plan

Name of Business:

Main Street Arts, Inc.

Industry:

Nonprofit arts organization (art gallery with gift shop)

Address:

20 West Main Street, Clifton Springs, NY 14432

Contact Information:

315-462-0210, contact@mainstreetartscs.org

Owner/Manager of Business:

Bradley and Sarah Butler

Human Resources Representative and Contact Information, if applicable:

Sarah Butler, 315-462-0210, sarah@mainstreetartscs.org

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.



- ✔ Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- ✔ Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ✔ Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
 - *List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

Situations: Paying for a purchases in-person, opening door for handicap individual
Measures: Employees must wear face covering over nose and mouth, disposable gloves to be worn and thrown away immediately after the interaction, door prop installed so door can be open for people to enter
 - *How you will manage engagement with customers and visitors on these requirements (as applicable)?*

Visitors will sign off on what is expected of them when they visit the gallery upon reserving their appointment time slot. At the gallery, signage will remind and inform visitors of requirements and an employee will also greet visitors (from 6 feet away) and notify them of procedures.
 - *How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*

Only two employees will be working in the building at any time to limit the number of people on the premise. Employees working together will communicate with each other from 6 feet apart. Only one employee can be behind the counter (including the back office) at any time.

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- ✔ Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.



- *What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

A total of 10 reusable fabric masks will be made for employees (2 per employee) made by a local artist. More will be purchased as needed. Visitors are required to supply their own face coverings and have them on properly before entering the building. Disposable gloves will be provided by MSA and purchased through Clifton Springs Hardware.

- ☑ Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

- *What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

Employees will be required to wash their masks every day. They will be required to complete a training program of how to properly clean/store masks. During their daily health screening, employees will state that have washed their mask before coming to work. Disposable gloves will be discarded in the trash after use. Trash will be taken out daily.

- ☑ Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

- *List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

Each employee will have their own set of office supplies and use their own individual lap tops. Each employee will have their own phone to answer (two phones, one for each employee present) After each use of a shared object or device (ex. printer or register) the employee will be required to clean the surfaces. Phones cleaned at the end of the day.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- ☑ Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention](#) (CDC) and [Department of Health](#) (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

- *Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

The directors will be responsible for maintaining an hourly cleaning log. Each employee is also responsible for entering into the cleaning log if a shared items/equipment has been used and cleaned. The cleaning log will be digital through Google drive so employees can fill it out on their own computers without sharing pen/paper. Employees will be required to clean common surfaces (door knobs, light switches, handles, etc.) after each visitor leaves the gallery.



- ☑ Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

- *Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*

Soap, water, and paper towels will be available in each rest room (one on first floor, one on second floor) and in the kitchen area. Employees will only use hand sanitizer when hand washing is not feasible. Employees will be required to complete and sign off on a hand hygiene training. Posters on proper hand hygiene are also posted in each hand washing area.

- ☑ Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

- *What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?*

Employees will be required to complete and sign off on a cleaning and disinfection training. Employees must enter into the cleaning log when shared items/devices were used and cleaned. Cleaning and disinfection of common surfaces (door knobs, light switches, handles, etc.) will take place after each visitor leaves the gallery and at the end of every workday. All cleaning and disinfection will be logged in the cleaning log.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- ☑ Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

- ☑ Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

- ☑ Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

- *Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

The directors responsible for maintaining the log of people who enter the building, including any visitors, employees, delivery people. This log will be digital through Google drive so employees can fill it out on their own computers without sharing pen/paper.



- ☑ If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

- *If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

The directors are responsible for notifying state and local health departments if an employee tests positive for COVID-19.

III. PROCESS

- A. Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- ☑ Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

- *What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

Employees will be required to complete and sign off on a health screening assessment every day before coming to work. The health screening assessment will include questions regarding potential symptoms, positive tests, and contact with confirmed or suspected COVID-19 cases. The directors will review the health assessments daily before 10 a.m. Employees will be required to complete and sign off on a training regarding the symptoms of COVID-19.

- *If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

Screening is not taking place onsite.

- B. Contact tracing and disinfection of contaminated areas.** To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:



☑ Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

- *In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

In the event of an employee testing positive, the building would be closed down and cleaned thoroughly using Lysol and bleach. Some of these cleaning supplies are already on hand now and if more are needed, they will be purchased through Clifton Springs Hardware.

- *In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

Any person entering the building will be logged (including delivery people) and any visitors will need to provide contact information (email, phone, zip code) at the time their appointment to visit the gallery is scheduled. If an employee tests positive, any person who may have come in contact with the employee will be notified under the guidance of state and local health departments.

IV. Other

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

- Until further notice, Main Street Arts will be open on a limited basis to keep the number of visitors in the gallery at any given time low. Appointments can be scheduled online through the MSA website or someone can call the gallery to schedule an appointment. Signs will be placed outside to encourage any potential local visitors to schedule an appointment by phone or online.
- Use of stantions, pedestals, and way finding signage will be used to direct visitors throughout the gallery space in a one-way path to avoid any cross-directional traffic. Upon completion of the current second floor exhibition, the upstairs of the gallery will be closed to visitors and will be accessible to only employees and artists in residence.
- Visitors must use hand sanitizer when entering the gallery. A station will be set up at the front door with signage. If hand sanitizer cannot be used, the visitor must wash their hands in the restroom.
- Small clocks with second hands have been placed on the mirrors of each restroom and in the shared kitchen area with signage to watch the clock for 20 seconds when washing hands to ensure proper duration of hand washing among employees and visitors.
- Visitors will not be allowed to touch items in the gallery shop as they normal would. If a visitor would like to handle any of the items in the gallery shop, they must sanitize their hands.
- Cashless payments are strongly encouraged but not required. A new register has been purchased so employees do not have to handle a customer's credit card. If cash is used, employees can wear disposable gloves and throw them away immediately after the transaction. If gloves are worn or not, the employee must wash their hands after the transaction.



- During the reservation process, visitors will be asked to provide contact information, and sign a waiver/what they are required to do while at the gallery (face covering, sanitize hands, physical distancing). Visitors will also receive a copy of what Main Street Arts is doing to protect visitors and staff. When visitors arrive to the gallery during their appointment time, they will also be asked health questions (possible symptoms, positive testing, close contact).
- Until further notice, no in-person events or workshops will take place on site.
- Employees must wear a face covering over their nose and mouth when any visitor enters the building and/or any time they leave their designated workstation. Visitors must wear a face covering over their nose and mouth before they enter the building and throughout the duration of their visit.
- Copies of the employees responsibilities and protocol will be distributed and employees must sign off on their understanding of and agreement to the requirements. Employees must complete a series of trainings including but not limited to hand hygiene, facial coverings, cleaning and disinfecting, and sign off on their completion of these programs.
- Main Street Arts safety plan and protocols will be posted at the entrance of the gallery and on our website.
- For the artist residency program, starting back up on August 1 and until further notice:
 - Only one resident per month will be allowed.
 - Residents must complete a daily health screening assessment (same as employees)
 - Residents must wear a face covering in the building when outside of their studio.
 - Residents must complete and sign off on hand hygiene training, facial covering training, and cleaning and disinfecting training (same as employees).

Staying up to date on industry-specific guidance

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- ☑ Consult the NY Forward website at <https://forward.ny.gov/> and applicable Executive Orders at <https://www.governor.ny.gov/executiveorders> on a periodic basis or whenever notified of the availability of new guidance.