

/ Art Foundation Health and Safety Plan

Business Name: / Art Foundation

Address: 1150 25th Street, San Francisco

Foundation Contact: Founder and Director, Ana Saygi, [ana@slashart.org](mailto:ana@slashart.org) (415-654-5179)

Foundation Worksite Safety Plan Monitor Contact: Founder and Director, Ana Saygi, [ana@slashart.org](mailto:ana@slashart.org) (415-654-5179)

Permanent URL for this Plan: ? <https://www.slashart.org/HealthSafetyPlan>

For / Art Foundation to open to the public under the current COVID-19 pandemic in furtherance of the requirements of the Stay-Safer-at-Home Order C19-07, as may be amended from time to time, indoor museums (including art galleries), zoos and aquariums in San Francisco, we comply with the health and safety requirements and conditions set forth by the San Francisco Department of Public Health.

## **Plan Requirements**

/ (pronounced slash) is a 501c(3) nonprofit visual art space founded in 2018 to advance and promote the expanding field of contemporary art in San Francisco through exhibitions, publications, and public programming.

Founded and directed by Ana Saygi, / places an emphasis on the works of internationally well-respected artists, who are perhaps lesser-known in the Bay Area, looking to bring diverse aesthetic concepts together in order to foster discussions and new ideas.

This Health and Safety Plan details the efforts by / Art Foundation to reduce exposure to COVID-19, maintain health and safety of personnel, patrons and vendors, and outline a course of action for staying up to date on requirements as set forth by public health directives and orders from City, County, State and Federal agencies for indoor museums, zoos and aquariums.

## **Guest Experience**

### **Section 1: Evaluating and Documenting Maximum Capacity**

/ Art Foundation is a small visual art space. As such, we have developed a plan to monitor and ensure our planned capacity is met and social distancing is adhered to. Below, we describe our capacity and the plans we have in place.

The Square Footage of the / Art Foundation visual art space is 1953 sq. ft. This represents a total including inaccessible and non-public spaces.

The Maximum Capacity of the / Art Foundation visual art space is estimated to be approximately 30-75 people, depending upon the configuration of walls, furniture and other objects.

The / Art Foundation is broken down into several small spaces with the following capacity assessments:

Main Gallery: 1047.71 sq. ft. – max: 9 people max with (113 sq. ft. per person)

Small Gallery: Small gallery 109.73 sq. ft. – max: 1 person

Library: 495 sq. ft. – max 4 people

Kitchen/cantina: 162.92 sq. ft. – max: 1 person

Social Distanced Capacity: 15 guests and staff

Restrooms (for staff only): \_\_\_ sq. ft. – max: 1 person

The / Art Foundation’s Typical Capacity is: Varies seasonably, dependent on how exhibitions are configured in the facility.

The / Art Foundation’s Planned Capacity: is no more than 1 group with 4 guests on site and no more than 4 staff members on site.

As required by the San Francisco Department of Public Health, planned capacity should be 25% or less of the maximum capacity. The / Art Foundation’s planned capacity is within a 1-8% range of the pre-covid maximum capacity estimate.

The / Art Foundation’s Plan for monitoring and ensuring planned capacity is met includes:

Personnel will coordinate onsite work hours in order not to exceed the capacity limit.

Social distancing protocols are posted onsite.

We will be opened by appointment only allowing 1 group up to 4 people at a time. 20 minutes maximum per visit. Maximum 17 visits a day.

The / Art Foundation’s proposed capacity provides for enough space to allow social distancing (i.e., at least six feet of physical distance between individuals at all times). Our gallery is consisted of 4 areas; a library, a main gallery, a small gallery and a kitchen/cantina area. We will only allow visitors in our library and main gallery space. If guests arrive early for their scheduled appointment they may wait outdoors until it becomes their time.

## **Section 2: Signage Requirements**

Health and safety signage in accordance with the San Francisco Public Health Department is posted in areas best to maximize personnel and guest exposure to the messaging, including entrances and passageways

Number of public entrances: 1

Number of Restrooms: 1 (*restrooms are for staff only, nearby public restrooms are available at 1275 Minnesota St.*)

Multilingual and English Language signs are posted at the entrance of the facility and near the Restroom. They communicate the following requirements:

- Social Distancing Requirements (maintain at least six feet of distance);
- Face Coverings;

- Importance of handwashing/sanitizing;
- Capacity limits for entire facility, and each discrete gallery/room as appropriate;
- Risks of transmission (including asymptomatic transmission and increased risks due to prolonged exposure within an enclosed space);
- Reminder for patrons to circulate through the facility and not gather or linger in one area;
- Ventilation information

Signage is intended for both guests and staff to follow health and safety protocol. Reference: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

### **Section 3: Face Coverings**

The / Art Foundation has reviewed and require that all personnel, patrons and vendors adhere to the Face Covering Order of the San Francisco Department of Public Health.

All personnel must wear face coverings while onsite. Personnel have been notified of the face covering requirements. They may wear their own face coverings to work or use disposable face coverings provided onsite free of charge. See Appendix A: Personnel Policies

All vendors must wear face coverings while onsite. Vendors have been notified of the face covering requirements. They may wear their own face coverings onsite or use disposable face coverings provided onsite free of charge. See Appendix C: Vendor Policies

All patrons must wear face coverings while onsite. Patrons are notified of the face covering requirements from information posted on the / Art Foundation website, information posted while scheduling their appointment, in a confirmation email in advance of their arrival, and in signage at the space. They may wear their own face coverings to work or use disposable face coverings provided onsite free of charge. See Appendix B: Patron Policies

### **Section 4: Ticketing Booths and Payment Systems**

/ Art Foundation does not have a ticketing booth. Instead we offer online payments and contactless check-in.

The following precautions are implemented for personnel and patrons:

Hand sanitizer is available in multiple locations.

Online reservations and payments are available for patrons to schedule a timed appointment.

All personnel ensure at least six feet distance from each other and patrons.

All touch points are cleaned and sterilized after each use.

Health and safety signage is displayed prominently at the entrance.

See Appendix F: Daily Health and Safety Responsibilities

## **Personnel Safety Precautions**

### **Section 5: Personnel Safety Precautions**

A copy of this Health and Safety Plan will be provided to all / Art Foundation personnel. They will have an opportunity to review the document and ask any questions. They will then be asked to sign an acknowledgement of their understanding of this Plan. See Appendix A: Personnel Policies, Appendix E: Cleaning & Disinfecting & Surfaces Checklist, and Appendix D: Daily Health and Safety Responsibilities.

Staff Protection: Where Staff May NOT be able to “social distance” (keep 6 feet away) from patrons, visitors, or coworkers, we have taken the following protective measures:

Personnel will coordinate trips to the kitchen/cantina and other areas onsite to prevent exceeding the capacity limit.

Personnel will wash their hands for 20 seconds with soap and water or use hand sanitizer when arriving onsite, when entering or exiting a common areas, periodically throughout each shift and before returning to their work stations.

Personnel will wear face coverings at all times while onsite.

Personnel will not share equipment if it have not been properly sanitized before and after use.

Shared flatware, cups and dishes will not to be used. We provide disposable replacements. Signage is posted in the kitchen/cantina area to remind personnel of hygiene and social distancing requirements.

Personnel have access to all cleaning supplies to use while onsite. See Appendix E: Cleaning & Disinfecting & Surfaces Checklist.

Regular training and reminders will be given to personnel on the protocols and requirements in this Health and Safety Plan.

Handshakes and similar greetings that involve physical contact will be prohibited.

## **Building Infrastructure Requirements**

### **Section 6: HVAC Systems**

Increasing air flow is important to increasing safety in indoor spaces. All Indoor Museums must comply with Section 4.i of the Stay-Safer-At-Home Order by reviewing SFDPH’s guidance for improved ventilation available at: <https://www.sfdcp.org/COVID-ventilation> . The following

elements of the ventilation are implemented on site:

- Significant upgrades have been made to ventilation to increase supply of fresh air and
- decrease stale air, consisting of three split-system HVAC units.
- HVAC operational periods are continuous.
- Regular system service, maintenance, and filter changes.
- Opening doors and windows where and when possible.

## **General**

### **Section 7: Food and Beverage Restrictions**

We do not offer or sell food or beverages. No one is permitted to consume food or beverage inside our space, *except* that personnel will be allowed to eat one at a time in the kitchen/cantina area and may remove masks only for as long as it takes to consume the necessary food or beverage. The kitchen/cantina areas will be routinely cleaned.

### **Section 8: Retail**

We do not have retail services.

### **Section 9: Social Distancing in Elevator, Escalators and Stairways**

We do not have an elevator, escalator or stairs in our space.

### **Section 10: Monitoring and Limiting Patrons to Ensure Physical Distancing between members of Different Households**

We limit the number of groups to one at a time and no more than 4 people per group are allowed.

Personnel is responsible for ensuring physical distancing between members of different households. Social distance requirements are communicated to patrons verbally during the reservation process and upon entry. Patrons will also see signage at arrival and within each space.

Those patrons not respecting social distancing are politely asked to maintain distance or leave.

### **Section 11: Path of Travel through the Establishment and Wayfinding Signage**

Social distancing signs are posted throughout the space.

### **Section 12: Plans for Preventing Patrons from Gathering in a Space**

Patrons are notified at all points during the reservation process and upon entry to maintain 6feet of social distance and to avoid gathering.

Social distancing signs are posted throughout the space.

### **Section 13: Sanitation for Restrooms**

There is one single occupancy restroom for use by personnel only.

A member of the personnel team will be designated to check restrooms multiple times daily for supplies of soap, disposable towels, hand sanitizer, and sanitizing wipes. That person is responsible for disinfecting all surfaces at least twice per day.

Restrooms are professionally cleaned and sanitized once a week.

The establishment must flush out stagnant water under San Francisco PUC guidance for flushing and preparing water systems at <https://sfwater.org/flushingguidance>

See Appendix E: Cleaning & Disinfecting & Surfaces Checklist

#### **Section 14: Tours and Audio Self-Tour Equipment**

Tours in all forms are suspended.

#### **Section 15: Sanitation for High-Touch Surfaces and Areas**

The / Art Foundation follows CDC guidelines for disinfecting , and personnel are trained to disinfect communal surfaces and equipment between each use.

Personnel are responsible for disinfecting their own workspaces and for maintaining a clean, hygienic personal space.

Additionally, designated personnel perform a cleaning and disinfecting protocol multiple times each day the space is in use These efforts are augmented by regular professional cleaning and sanitizing.

Hand sanitizer is available to personnel, patrons and vendors in highly visible locations throughout the space.

See Appendix E: Cleaning & Disinfecting & Surfaces Checklist

#### **Section 16: Interactive Exhibits**

We do not present interactive exhibits.

#### **Section 17: Office Space**

All personnel are encouraged to remain home and telework. Personnel whose responsibilities are essential to the operations and cannot be done remotely may work onsite. Everyone else will continue to work remotely The Workplace Safety Monitor will designate which personnel are permitted to work onsite based on this criteria

The number of staff expected to work in on-site office space: 1

Personnel onsite work schedules are constantly monitored so that capacity is not exceeded and a record is maintained

## Appendix A: Personnel Policies

Personnel are required to practice the following protocols when working onsite at / Art Foundation to reduce workplace exposure to COVID-19, maintain health and safety of fellow personnel and visitors.

### Keeping informed and up to date on COVID-19

- Personnel should be familiar with how COVID-19 is spread and how to protect themselves and others, as well as the most recent health orders from the City of San Francisco and the State of California. Reference the below links regularly:

San Francisco: <https://sf.gov/topics/coronavirus-covid-19>

San Francisco: <https://www.sfdph.org/dph/alerts/coronavirus.asp>

California: <https://covid19.ca.gov/>

Federal CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

- Ana Saygi is designated as the contact for / Art Foundation's Health and Safety Plan, as well as the "Worksite Safety Plan Monitor." Contact her at [ana@slashart.org](mailto:ana@slashart.org) or 415-654-5179 with any questions or concerns regarding compliance and the practice of the Health and Safety Plan.

### Daily Health Screening

- Personnel must answer the questions found on the San Francisco Department of Public Health's [Personnel Screening Form](#) every day before they arrive onsite.
- This screening document directs a staff member who is feeling ill or experiencing symptoms such as fever, shortness of breath, aches, sore throat or loss of taste or smell, to not come to work until a COVID-19 test has come back negative. For the most up-to-date information on how to get tested visit the [sf.gov testing website](#).
- Furthermore, if personnel know or suspect recent contact (within 10 days) with a person who has tested positive for COVID-19 or has been sick, that person will not come to work and follow San Francisco Department of Public Health's [Isolation and Quarantine Steps](#).

### Wearing a Face Covering

- Personnel are required to wear a face covering over the mouth and nose (per [CDC guidance](#)) at all times while onsite. Per mandates by the [San Francisco Department of Public Health](#) and the [California Department of Public Health](#), face coverings are required when working in a space other people might use later, even if a staff member is alone, especially if using shared equipment. Disposable masks are available, free of charge, for personal as well as any patrons or vendors who need a face covering to enter.



## **Social Distancing**

- Personnel must maintain physical distance from each other and all visitors of at least 6 feet at all times. Personnel may momentarily come closer as necessary. Handshakes or other physical greetings by personnel are prohibited.

## **Reduce Workplace Exposure**

- Personnel will adhere to a work schedule designed to limit the number of workers to the minimum needed to safely operate the space to one (1) staff member.
- Ana Saygi will supervise personnel, and a manager will be the backup personnel responsible for Cleaning and Sanitizing Measures. Personnel should refer to the / Art Foundation Onsite Work Schedule for primary/backup assignments.
- Ana Saygi or the assigned manager will monitor and limit the number of people in the space to 7 people max. (3 personnel, and 4 pre-registered patrons.) 7 occupants is less than half of full socially distanced occupancy (15), per [CDC/FEMA guidance](#) of 113 sq. ft./occupant.
- Refer to the above Health and Safety Plan, Section 1 for detailed capacity allowances.

## **Healthy Personal Hygiene Practices**

- Personnel are required to cover coughs and sneezes, and to [wash hands](#) and/or use [hand sanitizer](#) frequently, including:

When entering any kitchen or food preparation area.

Before starting food preparation or handling.

After touching their face, hair, or other areas of the body.

After using the restroom.

After coughing, sneezing, using a tissue, smoking, eating, or drinking.

Before putting on gloves.

After engaging in other activities that may contaminate the hands.

## **Cleaning & Disinfecting Measures**

- Personnel must disinfect communal surfaces and equipment between each use. See Appendix D: Cleaning and Disinfecting Measures and Surfaces Checklist

## Travel Policy

- The San Francisco Department of Public Health recommends to the extent possible, limit nonessential travel during the pandemic to reduce risk and community spread. If / Art Foundation personnel travel outside of the Bay Area, they should adhere to the guidance from the [San Francisco Department of Public Health](#).
- Close contact is defined as staying within 6 feet of the person diagnosed with COVID-19 for more than 15 minutes after they were diagnosed or up to two days before they had symptoms, or having direct contact with their body fluids or secretions while they were not wearing a facemask, gown, and gloves. Close contact also includes people who live with, take care of, or are taken care of by the person with COVID-19.
- Travelling personnel should make arrangements with fellow personnel to coordinate their work schedule for the 14 days following their return.
- An employee may provide a negative COVID-19 test along with a written confirmation of good health, no symptoms, and no close-contact with a confirmed case to cut a quarantine shorter than 14 days.

## **Appendix B: Patron Policies**

Health and Safety Guidelines for patrons and personnel: a list of what patrons can expect during their experience, and contact information for additional accommodations.

### **Health and Safety Guidelines for Patrons and Personnel:**

- All visitors over the age of 5 are required to wear a face-covering at all times.
- If you feel ill or are experiencing symptoms, such as fever, shortness of breath, aches and pains, or loss of taste or smell, do not visit / Art Foundation.
- If you know or suspect that you have been in recent contact (within 10 days) with a person who has tested positive for COVID-19 or has been sick, do not visit / Art Foundation.
- Patrons must maintain a minimum physical distance of 6 feet from personnel and your fellow art enthusiasts who are not part of your visiting party.
- Frequent handwashing and sanitation using the hand sanitizers that are accessible at multiple points throughout the space is encouraged.
- By entering / Art Foundation, you agree to abide by these policies.

### **What Patrons can expect:**

- Single-use masks are available as you enter our visual art space.
- Signage has been installed to encourage distancing and traffic flow.
- / Art Foundation cannot accept patrons' personal items for safekeeping. Large bags, open containers, and food products are not permitted in our space.
- Restrooms are for staff only. Nearby public restrooms are available at 1275 Minnesota Street.
- High-touch surfaces and public spaces are cleaned thoroughly, multiple times a day. Please ask personnel about health and safety policies if you have questions.
- As a contemporary art space, / Art Foundation offers a no-touch, intimate viewing experience with our exhibitions.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an airborne virus, and the risk is greater in indoor spaces. If you are part of an immunocompromised high-risk group, are in need of other accommodations, or have additional questions, please contact us at [info@slashart.org](mailto:info@slashart.org) or 415-654-5179.

## Appendix C: Vendor Policies

To all outside vendors working or spending an extended period of time on / Art Foundation's premises:

- All who enter / Art Foundation are expected to uphold the City and County of San Francisco's most up to date Health Orders and Directives to protect against exposure to COVID-19.
- Before arriving at / Art Foundation, outside vendors must confirm (either verbally or in writing) with their / Art Foundation contact that they have reviewed San Francisco Department of Public Health's [Personnel Screening Form](#) and that it is safe for them to share a workplace with personnel and patrons.
- Vendors are expected to always wear a face covering over both the nose and mouth, practice at least 6 feet of social distance (as thoroughly as the work allows), and to wash or sanitize hands upon arrival and whenever touching any shared surface, object, or piece of equipment.
- Additionally, vendors are not allowed consume food onsite.

Vendors must acknowledge that they have reviewed / Art Foundation's Health and Safety Plan and agree to the code of conduct listed here in Appendix C by signing below:

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D: Cleaning and Disinfecting Measures

This document outlines cleaning and disinfecting measures at / Art Foundation, as well as a “Cleaning and Disinfecting Regiment” for commonly touched surfaces to reduce exposure to COVID-19.

### General

/ Art Foundation follows [CDC guidelines for disinfecting](#) , and personnel are trained to disinfect communal surfaces and equipment between each use. Individual personnel are responsible for disinfecting their own workspaces and for maintaining a clean, hygienic personal space. Additionally, personnel will perform the “Cleaning and Disinfecting Regiment” multiple times each day the space is in use. These efforts will be augmented by regular professional cleaning.

Hand sanitizer is available to personnel and visitors in highly visible locations throughout the entire space (on pedestals located near the front door and in each gallery, the library and the restroom).

### Cleaning and Disinfecting Instructions

Each day, a designated member will clean all high touch surfaces multiple times. This person will:

- Follow the “Surfaces Checklist” and “Staff Cleaning and Disinfecting Schedule” below
- Utilize the provided “Cleaning & Disinfecting Supplies”
- Wear gloves while cleaning and disinfecting
- Refill hand sanitizer dispensers during rounds or whenever supply is low (below half).
- Check to ensure there are ample cleaning and disinfecting supplies available; if any of the stock will not last at least a week, write [ana@slashart.org](mailto:ana@slashart.org) to procure more.

### Designated Staff

On days during which / Art Foundation is open to the public, a designated staff member will be responsible for performing the Cleaning and Disinfecting. When the designated staff member is not at work but the space is in use, the responsibility falls to the Manager onsite.

### Staff Cleaning and Disinfecting Schedule

On days during which / Art Foundation is open to the public, the Cleaning and Disinfecting Regiment should be completed at the beginning, middle, and end of the shift: 10:15am, 1:15pm, 6:00pm. For all other visits/use of the space, the regiment will be completed no less frequently than at the beginning and end of occupancy.

## **Cleaning and Disinfecting Supplies**

The / Art Foundation will maintain an ample supply of the following cleaning and disinfecting materials that meet [CDC recommendations](#):

- [EPA-registered household disinfectant](#) or an alcohol solution with at least 70% ethanol for disinfecting surfaces (both disposable wipes and as a spray)
- Hand sanitizer that is at least 60% ethanol
- Disposable gloves to protect cleaning personnel from chemical exposure
- Clean rags and paper towels

## **Professional Cleaning**

In addition to daily personnel efforts on the days the gallery is open, Dome Cleaning will thoroughly clean and disinfect the entire space bi-weekly (on Wednesdays) and the / Art Foundation restroom one time per week (on Thursdays).

## **Surfaces Checklist**

Front Desk/Reception

X Front Desk/Reception

X Front door handles, inside & out

X Lighting controls & alarm panel

X Desk surface, swinging door, chair

X Phone

X Computer keyboard, mouse, screen

X iPads, POS

X Attendance clicker

X Office Supplies (pens/scissors, etc.)

X Filing cabinet handles

X garbage/recycling lids

X Thermostat

X Hand sanitizer dispensers (on pedestal & desk)

Galleries

X Media room desk

Screening Room

X Wall panel & Brightsign /AV controls inside

Office/Kitchen

X Door handles, inside/out

X Lighting controls

X Printer

X All drawer handles

X Kitchenette counter/surface

X Kitchenette drawer handles

X Sink & faucet

X Refrigerator handle

X microwave/kettle

X Hand sanitizer dispensers

/ Art Foundation Restroom

X Door (both sides) push panel/lock

X Stall doors handles/lock

X Sink faucet

## Appendix E: Confirmed Case and Exposure Guidance

This document provides guidance for personnel on the appropriate response with regard to a confirmed case, suspected case, or close contact with a confirmed case of COVID-19.

### 1. Overview

The / Art Foundation's policy for responding to possible and confirmed cases of COVID-19 is based on the San Francisco Department of Public Health's guidance: "[For Non-Healthcare Businesses & Community Organizations: What to do if Someone at the Workplace Has Covid-19](#)" and "[Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19](#)."

The / Art Foundation's full policy follows, including organizationally specific guidance on personnel scheduling and internal/external communications.

### 2. Guidance for close contact, suspected cases, or confirmed cases of/with COVID-19

- Close Contact: If a staff member has close contact with someone who has COVID-19, that person should not come to work, get tested, and follow San Francisco Department of Public Health Home Quarantine Steps (14 days).
  - If personnel learn that a patron or other visitor or vendor who was onsite tests positive for COVID-19, those present onsite and at all possibly in close contact with that person should follow San Francisco Department of Public Health Home Quarantine Steps (14 days), get a test, and self-monitor for any possible symptoms. / Art Foundation should follow instructions in "4. Closure of the facility" and "5. Disinfecting the facility" to safely clear the space of the virus and send out appropriate external messaging and notifications.
  - Close contact is defined as staying within 6 feet of the person diagnosed with COVID-19 for more than 15 minutes after they were diagnosed or up to two days before they had symptoms, or having direct contact with their body fluids or secretions while they were not wearing a facemask, gown, and gloves. Close contact also includes people who live with, take care of, or are taken care of by the person with COVID-19.
  - Per San Francisco Department of Public Health guidance, / Art Foundation will never require personnel to provide a positive or negative test result to inform its staffing schedule or operations.
  - Personnel are expected to be honest and forthright with regard to their health as it may affect fellow employees and visitors to the gallery, in particular with regard to having close contact with or a suspected case of COVID-19 (exhibiting any of the commonly listed symptoms, and disclose such a condition to the Worksite Safety Monitor (Ana Saygi) as soon as possible.



An employee may provide a negative COVID-19 test along with a written confirmation of good health, no symptoms, and no close-contact with a confirmed case to cut a quarantine shorter than 14 days.

- Suspected Case : If a staff member is feeling ill with any of the symptoms of COVID-19, that person should stay at home, get tested, and follow San Francisco Department of Public Health Home Quarantine Steps. If any personnel shared time in the office with this person, those staff members should self-monitor for symptoms but may remain at work; if the suspected case tests positive, those who have had close-contact with that person should stay home, get tested, and follow San Francisco Department of Public Health’s Home Quarantine Steps.
- Confirmed Case : If a staff member confirms a case of COVID-19, that person should not come to work, inform the Worksite Safety Monitor of the infection, and follow San Francisco Department of Public Health’s Home Isolation Steps. Anyone who has had “close contact” with the confirmed case will need to stay at home and follow San Francisco Department of Public Health Home Quarantine Steps until well. The worksite safety monitor will determine the last day that person diagnosed with COVID-19 was at the workplace

If a staff member learns they are positive COVID-19 infection while at work, that person should leave the premises immediately and follow San Francisco Department of Public Health Home Quarantine Steps, while remaining personnel should coordinate with the Worksite Safety Monitor or lead manager onsite to close the facility as quickly as possible, then / Art Foundation should follow instructions in “4. Closure of the facility” and “5. Disinfecting the facility” and send out appropriate external messaging and notifications.

### 3. Personnel scheduling response

In the case of personnel staying home from work because of a close contact with or a suspected/confirmed case of COVID-19 who had no close contact with onsite personnel, / Art Foundation will can continue operating the visual art space so long as there are enough trained staff without any contact/illness who can act as a staffer. If there is not 1 staffers who has not had close contact, the / Art Foundation should move forward with a closure until personnel can safely return to work.

### 4. Closure of the facility

If a confirmed case of COVID-19 is identified at the / Art Foundation space (personnel or patrons), / Art Foundation will close for at least 48 hours.

- The space will close to everybody for 24 hours after the confirmed case was last present in the space. Then the Worksite Safety Monitor will coordinate a thorough cleaning and disinfection of the space.

- Depending on availability of personnel and professional cleaning, alignment of staff schedules, and any staff decision that closure could extend well beyond the 48 hour minimum.

#### 5. Disinfecting the facility if someone is sick

/ Art Foundation will utilize the following instructions from the CDC on disinfecting the workplace after if someone is sick and is a confirmed case on-site:

- Close off areas used by the person who is sick.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, et. al. [Vacuum the space if needed](#) with a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2](#)<sup>external icon</sup>. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units. Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- Personnel without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the space, additional cleaning and disinfection is not necessary.

- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

## 6. Notifications to personnel, neighbors, recent visitors, and on website/social media

The / Art Foundation personnel should notify the neighboring galleries as necessary if there is a potential exposure or close contact as soon as confirmed. For any situations where the space may shut down or a close contact/case could affect an external party such as a patron or other visitor or vendor, follow the Workplace Safety Monitor's lead for contacting appropriate parties and in what tone/voice.

## 7. Returning to Work

The / Art Foundation will follow San Francisco Department of Public Health [Interim Guidance: Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19](#) to inform the timeline for staff to return to the workplace. Personnel with a confirmed case of COVID-19, or if that personnel has a suspected case of COVID-19 and did not get tested for COVID-19, that person can leave isolation and go back to work when all the following are true:

- They have had at least 24 hours with no fever at all; AND
- During those 24 hours they have not taken any fever-reducing medication such as Tylenol, Acetaminophen, Advil, Ibuprofen, Aleve, or Naproxen; AND
- Symptoms have improved; AND
- It has been at least 10 days since their symptoms first started.

If a staff member has confirmed COVID-19 but never had symptoms, they can return to work 10 days after the date of his/her positive diagnostic test.

As with anything that is medical, always follow the instructions of his/her provider who may give different instructions based on specific medical history.

If a staff member never had a positive test for the COVID-19 virus (i.e. you do NOT have Confirmed COVID-19) but had at least one of associated symptoms, he/she may be able to go back to work sooner if:

- He/she gets a single negative virus test, AND
- His/her symptoms are better, AND
- He/she have not had a fever for 24 hours

## 8. Note on Confidentiality

The / Art Foundation will attempt to maintain as much confidentiality as possible with regard to diagnoses of COVID-19. However, with 4 full time staff, at least 1 of whom are scheduled to be

working onsite for minimal operation of the visual art space, a confirmed or suspected case or a close contact with a confirmed case would necessitate affected employees to either quarantine or isolate as needed for at least 14 days, per San Francisco Department of Public Health and CDC guidance, so knowledge of at least quarantine or isolation status will be somewhat inevitable.

9. Links to San Francisco Department of Public Health resources:

- San Francisco Department of Public Health For Non-Healthcare Businesses & Community Organizations: What to do if Someone at the Workplace Has Covid-19 <https://www.sfcdep.org/wp-content/uploads/2020/08/COVID19-Guidance-Business-ifCOVID-UPDATED-08.17.2020.pdf>
- San Francisco Department of Public Health Frequently Asked Questions for Workers Who Must Isolate or Quarantine Due to COVID-19 <https://www.sfcdep.org/wp-content/uploads/2020/08/COVID19-FAQ-Worker-ifCOVID-08.17.2020-1.pdf>
- San Francisco Department of Public Health Isolation and Quarantine Steps: <https://www.sfcdep.org/wp-content/uploads/2020/05/COVID19-Home-IQ-Guidelines-and-Directives-Packet-FINAL-5.14.2020.pdf>
- San Francisco Department of Public Health's Interim Guidance: Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19 <https://www.sfcdep.org/wp-content/uploads/2020/08/COVID19-Return-to-Work-Leaving-Isolation-2020-08-06-1.pdf>
- CDC Disinfecting the facility if sick: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- San Francisco Department of Public Health Guidance directory page for COVID-19: <https://www.sfcdep.org/infectious-diseases-a-to-z/coronavirus-2019-novel-coronavirus/>

## Appendix F: Daily Health and Safety Responsibilities

This memo provides a checklist and instructions to ensure you exercise your duties as personnel and / Art Foundation public safety officers. Please review daily.

### General

The / Art Foundation follows [CDC guidelines for disinfecting](#) , and personnel are trained to disinfect communal surfaces and equipment between each use. Individual personnel are responsible for disinfecting their own workspaces and for maintaining a clean, hygienic personal space.

Additionally, personnel will perform the “Cleaning and Disinfecting Regiment” multiple times each day the space is in use. These efforts will be augmented by regular professional cleaning.

Hand sanitizer is available to personnel and visitors in highly visible locations throughout the entire space (on pedestals located near the front door and in each gallery, the library and the restroom).

### Daily Health and Safety Responsibilities Checklist

- Prior to entering / Art Foundation, personnel shall complete the Personnel Health Screening Form questionnaire shared with you in the Google calendar at 8:30a each day.

If you answer yes to any questions, stay home and notify the Workplace Safety Monitor of your absence.

- The galleries, library, kitchen/cantina and restrooms are scheduled for disinfecting two times a day. Follow the regiment detailed in the Cleaning and Disinfecting Measures upon arrival (10:30am) and close (6:00pm) to reduce exposure to COVID-19. Please refer to the Cleaning and Disinfecting Measures checklist following.
- Spot clean high-touch surfaces after each visit.
- Check to make sure the HVAC system is working properly.
- Check to make sure that hand sanitizer dispensers are full. Replenish daily or as needed.
- Check online reservations upon arrival to assess that day’s patron traffic and respond to any email or phone inquiries. Update schedule with any cancelations. Greet and welcome each patrons as they enter the space and confirm their name and contact information on their reservation.
- Confirm that a maximum of 4 guests are in their party are from the same household or pod.

■ Take patrons temperature before admission. Any patrons with a temperature over 100.3 degrees Fahrenheit may not enter.

■ Ask the following health and safety questions:

- Do you commit to wearing a mask safely over your nose and mouth at all times?

- Do you agree to practice at least 6 feet of social distancing from others in the facility?

- Do you have a fever, cough, or flu-like symptoms today? Have you had a fever or cough within the last 24 hours?

- Have you been in contact with anyone diagnosed with COVID-19 in the past 2 weeks?

**NO Answers:** If all questions are answered no, direct patrons to the hand sanitizer and then into the visual art space.

**YES Answers:** If any questions are answered yes or patron does not pass temperature check, politely ask that they return another time and offer to reschedule them via phone or email at a future date.

■ Ask the patron to use the hand sanitizer before entering.

■ As necessary, politely inform patrons that large bags, open containers, and food products are not permitted in the space. Service dogs are allowed.

■ Monitor the space on a regular basis to ensure social distancing guidelines are being met.

■ Track and report art space attendance in / Art Foundation Daily Log.