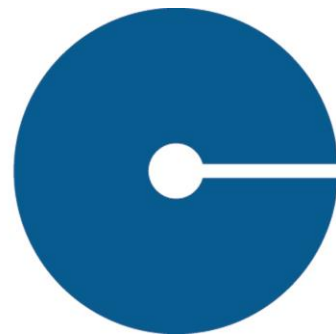


Health and Safety Policies and Procedures during COVID 19

THE **CENTER**
FOR CONTEMPORARY ART



March 14, 2022

The Center for Contemporary Art is committed to the health and safety of its administrative staff, teachers, board, volunteers, students and visitors and has developed these policies and procedures with those in mind.

Effective April 4, 2022 the following changes will be made to our current policies and procedures:

- Masks are suggested but not required
- Temperature checks are no longer required

Guidelines for Administrative Staff

- All staff must wear masks over the mouth and nose at all times
- All staff must provide proof of vaccination

Social Distancing

- A staff member who exhibits symptoms of COVID-19 or serious respiratory issues must leave The Center immediately, go home and self-quarantine for 5 days. Anyone with a positive test for active infection or who is diagnosed without a test may not return to work without a negative test.
- To keep The Center safe during the pandemic, staff must have their temperatures taken upon entering the building. Anyone with a temperature of 100° or higher may not enter the building.

Sanitation

- Air purifiers will be in operation in studios and offices
- Touchless soap dispensers will be next to all sinks and touchless hand sanitizers and sanitizing wipes placed throughout the building
- Spaces where people congregate (studios, kitchen/copier room, bathrooms) will be cleaned daily
- Building will be professionally cleaned two times per week with additional cleanings added if necessary
- Staff must wash hands regularly and avoid excessive touching of communal surfaces if possible
- Staff must sanitize their own desks, equipment and office areas daily
- Common equipment used by multiple people (copiers, projectors, monitors, etc.) be cleaned after use
- All frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs will be routinely cleaned and disinfected
- Staff is discouraged from using other co-workers' phones, desks, offices, or other work tools and equipment, if necessary, cleaning and disinfecting them before and after use

Food Handling

- Staff must eat alone to preserve social distancing either inside or outside of the building
- Only administrative staff, faculty and volunteers will have access to the kitchen

- Staff keeping food in the refrigerator or freezer must clean exterior handles after each use and avoid touching inside surfaces
- Staff using the microwave must clean exterior handles after each use and avoid touching inside surface
- Communal coffee and tea will no longer be available

Guidelines for Art Education Programs: Teachers

- All teachers must wear masks over the mouth and nose at all times
- All instructors teaching an IN PERSON class or workshop must be fully vaccinated. Proof of vaccination must be provided in person or uploaded on our website.
- Teachers who refuse follow guidelines may not teach in person at The Center
- A teacher who exhibits symptoms of COVID-19 or serious respiratory issues must leave The Center immediately, go home and self-quarantine for 5 days. Anyone with a positive test for active infection or who is diagnosed without a test may not return to work without a negative test.
- The health crisis will be monitored closely and classes moved to an online format if necessary for health and safety purposes. This applies to classes that are scheduled to take place in person or are already in session in person.
- Teachers must have their temperatures taken before entering the building. Anyone with a temperature of 100° or higher must leave the building.

Sanitation

- Air purifiers will be in operation in studios and offices
- Touchless soap dispensers will be next to all sinks and touchless hand sanitizers and sanitizing wipes placed throughout the building
- Teachers must wash hands regularly and avoid excessive touching of communal surfaces
- Adult students must clean touched surfaces including stands, tables, stools and easels at the end of class
- Teachers must clean any still life props before putting them away at the end of each class
- Teachers must remove paper covering tables at the end of each class as needed
- High touch areas in each studio will be sanitized by staff between classes

Social Distancing

- All teachers must follow posted guidelines for hygiene and social distancing
- Only administrative staff, faculty and volunteers may enter the copier room

Food Handling

- Full-day teachers and students bringing lunch to class must eat alone either inside or outside of the building to preserve social distancing
- Communal coffee and tea will no longer be available
- Only administrative staff, faculty and volunteers may enter the kitchen – no students may enter at any time

Guidelines for Art Education Programs: **Adult Students**

- All students must wear masks over the mouth and nose at all times
- All students attending an IN PERSON class or workshop must be fully vaccinated. Proof of vaccination must be provided in person or uploaded no more than 7 days after registering for a class or workshop.
- Students must have their temperatures taken upon entering the building. Anyone with a temperature of 100° or higher must leave the building.
- The health crisis will be monitored closely and classes moved to an online format if necessary for health and safety purposes. This applies to classes that are scheduled to take place in person or are already in session in person.
- Students with symptoms or who are required to quarantine should not come to class
- To keep The Center safe during the pandemic, staff must have their temperatures taken upon entering the building. Anyone with a temperature of 100° or higher may not enter the building.

Sanitation

- Air purifiers will be in operation in studios and offices
- Touchless soap dispensers will be next to all sinks and touchless hand sanitizers and sanitizing wipes placed throughout the building
- Students must clean touched surfaces including stands, tables, stools and easels at the end of class
- Students must wash hands regularly and avoid excessive touching of communal surfaces
- High touch areas in each studio will be sanitized by staff between classes

Social Distancing

- All students must follow posted guidelines for hygiene and social distancing
- Students who refuse to follow guidelines will be asked to leave without a refund

Guidelines for Art Education Programs: **Parents of Child Students**

- All students and their parents must wear masks over the mouth and nose at all times
- All students 12 and older attending an IN PERSON class or workshop must be fully vaccinated. Proof of vaccination must be provided in person or uploaded no more than 7 days after registering for a class or workshop.
- Students attending Summer Art Camps are not required to be vaccinated.
- Students and their parent or guardian must have their temperatures taken upon entering the building. Anyone with a temperature of 100° or higher must leave the building.

- The health crisis will be monitored closely and classes moved to an online format if necessary for health and safety purposes. This applies to classes that are scheduled to take place in person or are already in session in person.
- Students with symptoms or who are required to quarantine should not come to class

Sanitation

- Air purifiers will be in operation in studios and offices
- Touchless soap dispensers will be next to all sinks and touchless hand sanitizers and sanitizing wipes placed throughout the building
- Students must wash hands regularly and avoid excessive touching of communal surfaces
- High touch areas in each studio will be sanitized by staff between classes

Social Distancing

- All students and their parents must follow posted guidelines for hygiene and social distancing
- Students who refuse to follow guidelines will be asked to leave without a refund

Ceramics Studio Policies and Procedures

- All students must wear masks over the mouth and nose at all times
- All students must follow posted guidelines for hygiene and social distancing
- Students who refuse to follow guidelines will be asked to leave without a refund
- Students must thoroughly clean all work surfaces (wheels, tables, slab roller wheel, etc.) after use

Ceramics Open Studio Policies and Procedures

- All students must wear a mask while using the studio
- All students must sign in/out when using open studio time

Guidelines for Gallery Visitors and Vendors

- All visitors must sign in upon entering the building for contact-tracing purposes
- All visitors must wear masks over the mouth and nose at all times
- All visitors must follow posted guidelines for hygiene and social distancing
- Visitors who refuse to follow guidelines will be asked to leave immediately

Refunds

In the case of a resurgence of the pandemic, all of The Center's instructors are trained in teaching virtually and will quickly transition classes to an online format without loss of class time or quality of content. Children will be sent home with art supplies on the day of their last in-person class. There will be no refunds for classes that were scheduled to take place on-site but were moved to an online format for health and safety purposes. There will also be no refunds for students removed from class for failure to observe The Center's Health and Safety Policies and Procedures.

Ceramics classes for adults and children: In the event of a closure due to the COVID-19 pandemic, a refund in the amount paid for the remaining classes will automatically be issued to the student's account.

If Staff, Teacher or Student is Diagnosed with COVID 19

The Center will immediately notify local health officials who will help administrators determine a course of action for our programs. Staff will contact anyone who entered the building up within 24 hours of the diagnosed person to notify them of the case. The Center will work with the local health officials to determine appropriate next steps, including whether a closure is needed to stop or slow further spread of COVID-19.

Regression

The health crisis will be monitored closely on an ongoing basis. If there is a resurgence of the virus, The Center will close to the public, staff will work remotely, and classes for children and adults will be moved to an online format for health and safety purposes.