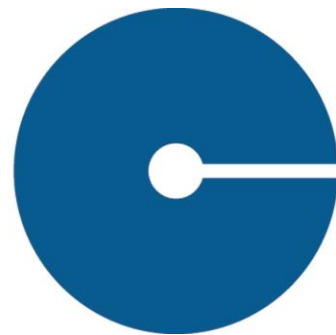


Health and Safety Policies and Procedures during COVID 19

THE **CENTER**
FOR CONTEMPORARY ART



August 22, 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.

All policies and procedures are subject to change as The Center continues to monitor the health crisis closely.

Guidelines for Administrative Staff

- Vaccination is suggested but not required
- Mask wearing is suggested but not required

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.

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
- 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 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

- Only administrative staff, faculty and volunteers will have access to the kitchen
- Communal coffee and tea is not available

Guidelines for Art Education Programs: Teachers

- Vaccination is suggested but not required
- Mask wearing is suggested but not required
- 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.

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
- Teachers must remove paper covering tables at the end of each class as needed

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 is not 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

- Vaccination is suggested but not required
- Mask wearing is suggested but not required
- 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

Social Distancing

- All students must follow posted guidelines for hygiene and social distancing

Guidelines for Art Education Programs: Parents of Child Students

- Vaccination is suggested but not required
- Mask wearing is suggested but not required
- 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

Social Distancing

- All students and their parents must follow posted guidelines for hygiene and social distancing

Guidelines for Ceramics Studio

Ceramics Studio Policies and Procedures

- Mask wearing is suggested but not required
- All students must follow posted guidelines for hygiene and social distancing
- Students must thoroughly clean all work surfaces (wheels, tables, slab roller wheel, etc.) after use

Ceramics Open Studio Policies and Procedures

- Mask wearing is suggested but not required
- All students must sign in/out when using open studio time
- Students must thoroughly clean all work surfaces (wheels, tables, slab roller wheel, etc.) after use

Guidelines for Gallery Visitors and Vendors

- All visitors must sign in upon entering the building
- Mask wearing is suggested but not required
- All visitors must follow posted guidelines for hygiene and social distancing

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.