

# COVID-19 Preparedness Plan for ROBBIN GALLERY

**ROBBIN GALLERY** is committed to provide a safe, healthy space for our members, volunteers, artists and visitors. To ensure that, we developed the following Preparedness Plan for the COVID-19 pandemic based on the best available information. This is not intended to supersede guidance from public health officials, medical experts, and federal, state, or local governments. **Members and volunteers are expected to implement and comply with all aspects of this plan.** Our goal is to mitigate the potential for transmission of COVID-19 in our gallery space and this requires full cooperation. Our Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines related to COVID-19.

## Screening and policies around symptoms of COVID-19

**Members/Volunteers** are encouraged to self-monitor for signs and symptoms of COVID-19. If you are sick or have symptoms (e.g., fever, cough, shortness of breath, loss of smell and/or taste) or come into close contact with a diagnosed individual, stay home and call or text Jeanne, Gallery Director, at 763-242-3692 or Tamra, President, at 763-245-9591.

**Everyone** is asked to stay at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. If you become sick or begin experiencing symptoms while at the Gallery, call or text Jeanne, Gallery Director, at 763-242-3692, close the gallery and leave immediately. If Jeanne is unavailable, Tamra Falk at 763-245-9591.

**Robbin Gallery will inform members/volunteers if they have been exposed to a person with COVID-19 at the gallery** and will instruct them to quarantine for 14 days. Anybody having symptoms consistent with COVID-19 should isolate themselves until:

- ☞ At least 7 days have passed since symptoms first appeared; AND
- ☞ At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath).

If a member/volunteer/visitor is sick or experiencing symptoms while at Robbin Gallery, the building will be closed immediately and a minimum of 24 hours will pass before cleaning and disinfecting to minimize potential for exposure to respiratory droplets. Only after cleaning and disinfecting will the building be reopened. Notices will be posted on the doors and on the website and social media about this.

## Handwashing

Basic infection prevention measures are being implemented at Robbin Gallery. Volunteers should wash their hands for at least 20 seconds with soap and water at the beginning and end of their shift, after using the toilet, and frequently throughout the day. All visitors will be requested to use hand sanitizer on their hands immediately upon entering the gallery. If they choose not to use hand sanitizer they will be requested to wash their hands in the restroom.

## Respiratory etiquette: Wear a mask, cover your cough/sneeze

**Members/volunteers and visitors are *required* to wear a cloth mask while *in the gallery***, except for children younger than two years old or those with a chronic disease that makes breathing difficult. Please keep in mind to speak loudly and clearly in case visitors are hard-of-hearing. Remember to refrain from touching the mask.

Members/volunteers are instructed to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Tissues, hand sanitizer and trash receptacles will be available in the gallery.

## Social distancing

Social distancing of six (6) foot intervals is being implemented in the gallery, front and rear entries and passage to the restroom. All board and staff meetings will continue to be held via Zoom for the foreseeable future.

**In the rare instance that more than one member/volunteer and/or artist are required to be in the gallery, we will minimize the numbers and always maintain six feet of distance between workers, and provide instructions for employees and signage for visitors.** During installation, each person will have their own set of tools including a hammer, tape measure, pencil and hangers as needed. All persons during installation must wear a mask and gloves. Tools and equipment will be disinfected before and after installation(s).

For the duration of the pandemic, members/volunteers will not ride in a vehicle together, share a common computer/ipad/phone or share the desk. Members and visitors are prohibited from gathering in groups and in confined areas.

## Housekeeping

Regular housekeeping practices are being implemented including routine cleaning and disinfecting of work surfaces, equipment, tools, and areas in the work environment, including restrooms. Frequent cleaning and disinfecting will be conducted in high-touch common areas, such as main phone, door handles, railings, printer, door knobs, light switches, etc. These high-touch areas will be cleaned each day prior to gallery opening.

## Communications and training

President Tamra Falk and Gallery Director Jeanne Johnson will provide additional communication and necessary training. They will monitor how effective the program has been implemented and will report to the board.

This Preparedness Plan has been reviewed by the **Executive Board** and is posted at the gallery entrances. It will be updated as necessary. The Preparedness Plan will be distributed to members and visitors via email based on current email address lists.

## Information and Protocols for Welcoming Gallery Visitors

Our main goal is to establish a safe, psychologically-comfortable experience for members, volunteers, artists and visitors.

Gallery policies on physical distancing and other requirements will be posted on our website and at the gallery entrances. There will be signage in the front yard, near the back door and at the front desk. Labels will be printed with larger text to make them visible from a distance.

June 11, 2020

**Visitors and members/volunteers are required to wear masks while in the gallery.**

Gallery staff should prop front and back doors open, if possible, so they are touch free and to increase air circulation. **Only 10 people will be allowed in the gallery at a time.** Accommodation for control of occupancy will be provided for special events such as an opening reception and awards ceremony.

**Visitors will be encouraged to enter via the front (42<sup>nd</sup> St.) and leave via the rear door; with the exception for anyone requiring the handicap ramp.** Hand sanitizer will be available inside the front and back entry to the gallery. If the gallery is active, the gallery staff will need to conduct cleaning of high touch areas throughout the day – each hour.

If visitors are not following health and safety protocols it is not the job of members and volunteers to enforce them. The visitors will be allowed to go through the gallery. Immediately after the visitor's departure the gallery should be closed for the day. There will be special signage for the front and back door to apologize and explain the closure.

Supplies needed: Clorox wipes, masks for visitors (low cost disposable or by donation), gloves, hand sanitizer, signage, will be provided to assure compliance. Members/volunteers are encouraged to provide their own face masks.

### **Additional Source Materials Available:**

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)  
[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)  
[www.osha.gov](http://www.osha.gov)  
[www.dli.mn.gov](http://www.dli.mn.gov)  
[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)  
[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

### **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)  
[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)  
[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)  
[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)  
[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)  
[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

### **Employees exhibiting signs and symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)  
[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

### **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)  
[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)  
[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)