



Interact Center COVID-19 Preparedness Plan

At this time, Interact Center has made the business decision to not open the center for in-person programming. This policy will be updated if this decision changes.

Interact Center for the Visual and Performing Arts is committed to providing a safe and healthy workplace for all our workers, clients, guests, and visitors. To ensure we have a safe and healthy workplace, Interact Center has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan administered by Glenis Zempel, Director of Operations, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendation to further improve all aspects of this COVID-19 Preparedness Plan. Interact Center's managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Interact Center is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by:

Interact Center will do all of the following to solicit worker feedback:

- All staff meeting to discuss and gather information and feedback
- Interact encourages open lines of communication top-down. Staff can email plan administrator with questions and feedback

Interact Center's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons;
- Social distancing- workers must be at least six-feet apart;
- Worker hygiene and source controls;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up, and delivery practices and protocol; and
- Communications and training practices and protocol.

Interact Center has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following



industry guidance: **We will follow the general industry guidance until we reopen and then we will add the Disability Services Industry guidance.**

Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

Additional protections and protocols for customers, clients, guests and visitors:

- No visitors are allowed with the following exceptions: Professional and building services
- All visitors must follow this preparedness plan and abide by the rules for social distancing, PPE and disinfection.
- Anyone needing to pick up or drop off materials, other items will be met at the front door.
- They must wear a face covering while interacting with any staff member or leave the package at the door and ring the bell.
- Interact requires all staff and visitors to wear face coverings while in the building.
- Staff who are using the offices are responsible for cleaning and disinfecting their work areas, bathroom stalls and other areas they use while in the building. Our professional cleaners come in once a month to do a deep cleaning. Staff should use the bleach water solution and/or household cleaning products provided at in all departments and bathrooms to clean surfaces. This solution will be refilled and refreshed as needed.
- Handwashing is required after using the bathroom and before and after eating. Follow CDC recommended washing guidelines placed in all bathrooms.
- If staff leave their isolated office space, they must practice social distancing while interacting with other staff. They must remain at least 6 feet away from any other staff members. No sharing of small offices.
- Staff should send out an email to all users if they plan to be in the building. No more than 50% of staff can be in the building at any given time. This number is currently 11.
- Staff should continue to work remotely unless they need to go into the office for internet usage and/or to get paperwork or to access files. This is the safest way to work until a vaccine is found for COVID 19.
- Most of Interact's payments are electronic. For checks, the accountant receives and opens the mail. She should always use hand sanitizer after touching mail and checks and



money. When making deposits she should wear a face covering and only use the drive through banking window. Sale of artwork will now be done 100% online with electronic payments

- When staff are dropping off supplies to our artists, they must do a no contact delivery, leaving the package outside of the building. They must wear face coverings when making deliveries. Curbside pick-up is also available at Interact. This also needs to be no contact all parties wearing face coverings..

Ensuring sick workers stay home and prompt identification and isolation of sick persons

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Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms:

Interact is not officially open to staff visitors or clients at this time. Some staff need to come into the building on occasion to work if their home internet isn't working or to meet visitors or to retrieve documents. These visits should only be if necessary. Interact management requests that all staff continue working remotely when at all possible. Since we not officially open, there is no one to do health screenings at the center. We request that all staff who plan on coming into the building or making deliveries to clients, perform their own health screenings. These screenings should include taking temperature, and noticing any symptoms of COVID 19 such as:

- Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea
- If they have any of these symptoms, they should stay home. If able, they can continue to work remotely.
- If they come into the office when sick, they will be asked to return home until healthy.
- If they believe they may have COVID 19, they should contact their primary care physician. Interact staff are required to notify management of any possible COVID 19 exposure, symptoms, tests and results. If they test positive they will not be allowed back in the office until they have been symptom free for at least 10 days per the CDC guidelines.



Interact Center has implemented leave policies that promote workers staying 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.

Interact has a generous sick leave policy with one day per month. In addition to this sick leave, any staff member who has COVID 19 is allowed another two weeks of paid sick leave just for COVID 19. Since we are working remotely at this time, they should continue to stay home until 10 days after symptoms subside. (see above) Staff will also be given two weeks sick leave to care for immediate family members who have COVID 19.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented Staff with underlying health conditions and/or household members with underlying health conditions are encouraged to continue to work from home to lessen their exposure to COVID 19

Interact Center has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. If a staff has been exposed to COVID 19 and has worked in the building, management will let everyone know who could have encountered the staff with exposure about such exposure. We will ask the staff who was exposed and those work with her/him to work from home for 14 days from the date of exposure. All staff who work in the building must email all staff and let them know when they plan to be in the building. This way all staff, including management will know who has had exposure/possible exposure.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Interact respects all staff and artists' privacy around health matters and will only inform other if there has been possible and/or actual exposure to COVID 19. Whenever possible, we will keep names of specific workers and artists private and only let them other staff know that someone has and/or has been exposed to COVID 19.

Social distancing – Workers must be at least six-feet apart

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Social distancing of at least six feet will be implemented and maintained between workers, clients, guests, and visitors in the workplace through the following engineering and administrative controls:

Interact will remained closed to artists since social distancing in our center is very difficult. Staff who choose to work in the building, must notify all staff before going into the building. Staff with private offices should work in their office alone. When walking around the rest of the building and using the restroom, staff should keep at least 6 feet apart and wear a face covering. Staff who share offices should not be in the office at the same time since social distancing is not



possible in these small spaces. If possible, based on the number of the staff in the building on any given day, staff will choose and label a bathroom stall for their own use. This stall should be disinfected by the employee when they are done working for the day.

Again, staff are encouraged to continue to work remotely and only come into the building when necessary to do their job. Maximum staff allowed in the building at any one time is 11 (50% of the total staff). Since Interact is not officially open at this time and we are not allowing clients or visitors to enter the building, we do not need the complete social distancing signage with markings etc. Staff who come into the building are advised to remain at least 6 feet apart at all times, not to share offices or bathroom stalls. **Signs reminding them of these protocols will be placed at the front entrance, in the bathrooms and in each department.**

Workers are not to congregate in hallways or offices. Workers are not to share office equipment including pens, scissors, computers, keyboards, etc. When utilizing the copy machine, accessing storage units or using any sharable equipment or spaces, workers should thoroughly disinfect after each use. Staff should not share vehicles unless absolutely necessary and then they must wear face coverings.

Staff can choose to come into the building or not, so they need to supply their own masks at this time. **Masks must be worn while inside at all times. This is an update to previous protocols. Please follow to help avoid spreading germs.**

If staff have concerns with the above protocols, they should email the Director of Operations at operations@interatcenter.com. She will respond to your concerns in a timely manner. If urgent, please call her at her listed number on the staff contact sheet.

Worker hygiene and source controls

At this time, Interact Center has made the business decision to not open the center for in-person programming. This policy will be updated if this decision changes

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All clients, guests, and visitors to the workplace are also required to wash or sanitize their hands prior to or immediately upon entering the facility. **Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly**

Source controls are being implemented at our workplaces at all times. Interact will provide hand sanitizers and cleaning/disinfecting solutions throughout the building. There will be hand sanitizer at the front desk. All employees and any visitors are asked to use this sanitizer upon entering the building. All staff and visitors must thoroughly wash hands for 20 seconds with hot water and soap after using the bathroom, before and after eating.



Workers, clients, guests, and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose, and eyes, with their hands. Workers, clients, guests, and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hand immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace. Interact will have signs communicating these practices near the front reception desk, in all bathrooms, and in each department, and conference room.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Interact has six HVAC rooftop units which are maintained by a *certified* heating and air conditioning service company on a quarterly basis (or more if problems with circulation, heating and/or cooling are found in the building). Filters are changed every quarter. Interact also is getting a special air purifier for the ceramics studio and smaller air purifiers for the offices and conference rooms.

Workplace cleaning and disinfection protocol

At this time, Interact Center has made the business decision to not open the center for in-person programming. This policy will be updated if this decision changes

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces and equipment and areas in the work environment, including restrooms, break rooms, lunchrooms, meeting rooms:-

Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles and copy machines. This is currently being done by the staff who are using the offices.

Per CDC guidelines, the following cleaning solutions are acceptable.

- **A bleach water solution is being used to clean the surfaces.**
- **Also any household cleaner**
- **Soap and water**
- **Alcohol-based hand sanitizers containing at least 60 percent alcohol**
- **Bleach solutions and bleach-based cleaners**



- **Hydrogen peroxide and hydrogen-peroxide based cleaners**

If any staff or visitor to the center tests positive for COVID 19, our cleaning company, Jan Pro will be called to provide a complete disinfecting clean for the entire building. No staff or visitors will be permitted in the building until this cleaning is completed.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product. Safety sheets for household cleaners can be found in the SDS binder in the hallway above the staff mailboxes

Drop-off, pick-up and delivery practices and protocol

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Some staff and volunteers are dropping off art supplies and computer equipment to the artists. The following protocols must be followed when making these deliveries:

- Staff should not share vehicles unless absolutely necessary and then they must wear face coverings.
- When staff are dropping off supplies to our artists, they must do a no contact delivery, leaving the package outside of the building. They must wear face coverings when making deliveries. Curbside pick-up is also available at Interact. This also needs to be no contact all parties wearing face coverings..

Communications and training practices and protocol

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This COVID-19 Preparedness Plan was communicated to the senior management staff for feedback and to the full staff for feedback **on XXXXX (date)** The final draft was communicated to all staff via email. **On XXXXX**. All necessary training was provided. Additional-communication and training will be ongoing by ~~XXXXX~~—Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians, clients, guests, and visitors about protections and protocols, including: 1) social



distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face shields by workers, clients, guests, and visitors. All workers, clients, guests, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

- Workers will be advised of this plan via email and in a full-staff meeting.
- Visitors will be advised of this plan via electronic communication and/or a phone call prior to their appointment in the building.
- This plan will be available on Interact's website, in writing at the reception desk and on our shared drive for all staff.

Managers and supervisors are expected to monitor how effective the program has been implemented. Interact will monitor compliance by asking staff to let the designated plan manager, Glenis Zempel, know of any times these safety protocols were not followed. Glenis Zempel will follow up with staff or any visitors who did not follow this plan with a reminder of the importance of doing so for their safety and the safety of others. If a person (staff or visitor) doesn't follow these protocols a second time, they will not be allowed to enter the building. Anyone without a mask will not be allowed in the building at any time

All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

This COVID-19 Preparedness Plan has been certified by Interact Center for the Visual and Performing Arts management and the plan was posted throughout the workplace and made readily available to employees **XXXX**. It will be updated as necessary by Glenis Zempel, Director of Operations.

Certified by:

[Signature]

[Date]

[Title of senior executive or management official]