

Anton Art Center
Reopening Plan
November 10, 2020



In response to the COVID-19 pandemic, the Anton Art Center will use this reopening plan which is developed in accordance with Emergency Rules issued by Michigan Occupational Safety and Health Administration on October 14, 2020, Michigan Department of Health and Human Services guidance issued on October 29, 2020, and guidance from OSHA and the CDC. This plan is reviewed by administration regularly to ensure compliance with updated guidance from relevant authorities, as well as appropriate consideration for employee comfort and confidence in these measures. Updates to this plan will be made by administration as deemed appropriate and necessary.

It is important to note that this plan does not lay out specific dates; rather, it is designed to allow administrative discretion on timelines, and to facilitate operations under different phases of the MI Safe Start plan and varied levels of restriction or other applicable guidance.

Section 1: Organizational Response

Red Stage: Full Closure

Full facility closed to the public, only essential staff allowed to report

- Telework implemented 100% except for essential staff
- Only essential staff may report to the building, and only for work that cannot be completed remotely
- All public programming transitioned online, postponed, or canceled as appropriate; refunds issued as appropriate
- Implement Exposure Controls in accordance with applicable guidance (see **Section 2: Exposure Controls**)
- Information on AAC response and personal risk mitigation will be provided to staff, volunteers, students, and other stakeholders
- Feedback will be gathered on administrative concerns such as return of tuition payments, artwork pickup from current exhibits, etc.
- Evaluations will be administered to stakeholders in an effort to continuously gauge effectiveness of customer service, program operations, feelings on reopening, etc.

Orange Stage

Facility mostly closed to the public, essential staff allowed to report and other staff may be scheduled as necessary; classes and limited in-person public access may be allowed with restrictions if deemed safe; all activities undertaken with considerable precaution

- Telework implemented 75-100%

- Essential staff may report to the building
- Some non-essential staff may be scheduled to report to the building if appropriate, schedules will be staggered to limit the number of people in the building
- All public programming transitioned online, postponed, or canceled as appropriate; limited in-person programming may proceed if allowed by applicable guidance
- Operate retail as curbside or shipped goods, with limited in-person shopping hours if deemed safe and if allowed by applicable guidance
- Implement Exposure Controls in accordance with applicable guidance (see **Section 2: Exposure Controls**)
- Information on AAC response and personal risk mitigation will be posted and provided to staff, volunteers, students, and other stakeholders
- Feedback will be gathered on administrative concerns such as return of tuition payments, artwork pickup from current exhibits, etc.
- Evaluations will be administered to stakeholders in an effort to continuously gauge effectiveness of customer service, program operations, feelings on reopening, etc.

Yellow Stage

Facility moderately-to-mostly open to the public, regular staff scheduling resumes with telework when possible; classes and limited in-person public access may be allowed with lesser restrictions if deemed safe; all activities undertaken with appropriate precaution

- Telework implemented up to 75%
- Open to public with attendance/access by appointment only, though staff will discuss possibilities and opportunities for opening with limited occupancy rather than by appointment
- Limited in-person programming if appropriate
- Telework implemented for all staff, though some on-site scheduling may be allowed if appropriate and necessary
- In-person programming held on a limited basis as allowed, all other public programming transitioned online, postponed, or canceled as appropriate; refunds issued as appropriate
- Implement Exposure Controls in accordance with applicable guidance (see **Section 2: Exposure Controls**)
- Information on AAC response and personal risk mitigation will be posted and provided to staff, volunteers, students, and other stakeholders
- Feedback will be gathered on administrative concerns such as return of tuition payments, artwork pickup from current exhibits, etc.
- Evaluations will be administered to stakeholders in an effort to continuously gauge effectiveness of customer service, program operations, feelings on reopening, etc.

Green Stage

Full facility open to the public

- Telework discretionary
- Return to normal operations with continued vigilance
- Implement Exposure Controls in accordance with applicable guidance (see **Section 2: Exposure Controls**)
- Information on AAC response and personal risk mitigation will be posted and provided to staff, volunteers, students, and other stakeholders
- Evaluations will be administered to stakeholders in an effort to continuously gauge effectiveness of customer service, program operations, feelings on reopening, etc.

Section 2: Exposure Controls

Sources of Exposure	<ul style="list-style-type: none"> • Co-workers • Volunteers • Students • General public
Exposure Risk	<p>Lower Risk Exposure when facility is closed to the public.</p> <p>Medium Risk Exposure when facility is open to the public or holding classes.</p>
Shared Equipment & Workstations	<p>Administrative Office</p> <ul style="list-style-type: none"> • Reception area • Copier • Shredder • Fax • Laminator • Postage machine <p>Exhibit Galleries</p> <ul style="list-style-type: none"> • Gallery fixtures and seating <p>Gift Shop</p> <ul style="list-style-type: none"> • Volunteer station • Loading dock area • Other furniture and fixtures <p>Classrooms</p> <ul style="list-style-type: none"> • Storage units • Tables and chairs • Sinks • Other furniture and fixtures <p>Kitchens – Basement and 2nd Floor</p>
Basic Infection Prevention	<ul style="list-style-type: none"> • Employees should wash hands frequently and thoroughly • Hand sanitizer containing greater than 60% alcohol provided for each employee workspace, as well as in common areas throughout the building

	<ul style="list-style-type: none"> • Restrooms located on each floor, kitchen areas in basement and second floor, and classrooms in basement available for handwashing • Workers who are sick should not report to work, and notify their supervisor • Staff should only use equipment and supplies at their personal workstations, including phones • Disposable tissues and lined trash receptacles located in restrooms and common areas, incl. elevator • Efforts will be made to keep everyone on premises at least six feet from one another to the maximum extent possible • Regular cleaning and disinfecting of common areas, equipment, etc. (see Section 3: Items/Areas for Regular Cleaning & Disinfection)
Exposure Controls: Engineering	<ul style="list-style-type: none"> • Increased ventilation where possible • Plastic barriers at customer service stations, and floor plan layouts to help volunteers, staff and visitors maintain six feet of distance from each other • Use plastic barriers in classroom spaces as appropriate • Limit number of chairs at classroom tables to facilitate social distancing, spread tables out as appropriate, relocate classes to larger spaces when possible • Number of guests in office will be limited
Exposure Controls: Administrative	<ul style="list-style-type: none"> • Implement telework and limit number of staff on site • Increase physical space between employees by moving workspaces • Move classes or other programs to areas of the building away from other activities to ensure appropriate social distancing • Practice social distancing and provide visual cues where appropriate • Encourage hand hygiene etiquette & use of noncontact methods of greeting • Post signage related to COVID-19 signs, symptoms & related resources, including communications materials for customers informing them of changes and explaining precautions, signage indicating that face coverings are required and not to enter if they are or have been recently sick • Minimize in-person contact for meetings and avoid gatherings, utilize virtual meetings as often as possible • Assign COVID-19 Response Coordinator
Personal Protective Equipment	Face masks required to be worn by all people on site at all times, and will be made available for staff, volunteers and visitors at no cost

	<ul style="list-style-type: none"> • Face shields will be required if a minimum of three feet distance cannot be maintained between people • PPE will be provided to employees at no cost, and PPE will follow current CDC and OSHA guidance
Health Surveillance	<ul style="list-style-type: none"> • Daily employee and volunteer health screenings and temperature checks using the MISymptoms app available from Michigan Department of Health and Human Services • Visitor and student health screenings and temperature checks to be completed by a staff person or designated volunteer • Staff, volunteers, students and visitors must stay home if they are sick or caring for a sick individual, particularly if they are experiencing symptoms of COVID-19. Known or suspected cases of COVID-19 will not be allowed to enter the facility and will be sent home. Employees with known or suspected cases of COVID-19 will be directed to work alone at a remote location as their health allows. • Any person who came in close contact with another person who has been diagnosed with COVID-19 or has other reason to believe they have been exposed should not report to the facility and instead self-quarantine for the recommended amount of time • Any employee, instructor, student or volunteer who tests positive for COVID-19 should report that result to administration for appropriate follow-up, including notification of the local health department and other employees, students, volunteers, etc. who they may have come into contact with • Any employee, instructor, student or volunteer who has been diagnosed with COVID-19 or believes they have contracted COVID-19 must stay home until: <ul style="list-style-type: none"> ○ At least three (3) days have passed without fever or use of fever-reducing medications ○ AND improvement in respiratory symptoms (cough/shortness of breath) ○ AND at least seven (7) days have passed since symptoms first appeared ○ <i>All three conditions must be met before an employee or volunteer will be approved to return to work.</i> • Contact relevant local health authorities to report known infections of visitors, students, staff, volunteers, etc. • Employees may return to the facility only after they are no longer infectious according to the latest guidelines from the CDC and they are released from any quarantine or isolation order by the local public health department

Training	<ul style="list-style-type: none"> • Staff and volunteer training will include: <ul style="list-style-type: none"> ○ Workplace infection-control practices ○ Proper use of personal protective equipment ○ Steps the employee must take to notify administration of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19 ○ How to report unsafe working conditions • Training will be provided on updates to the preparedness and response plan contained in this document, or if new information becomes available about the transmission of the SARS-CoV-2 or diagnosis of COVID-19.
Recordkeeping	<ul style="list-style-type: none"> • The Anton Art Center will maintain a record of all COVID-19 employee training • The Anton Art Center will maintain a record of screening for each employee or visitor entering the workplace • The Anton Art Center will maintain a record of each notification required as a result of learning of a positive COVID-19 diagnosis as indicated in Rule 6 of the MIOSHA Emergency Rules issued on October 14, 2020 • These records will be maintained for one year

If an individual begins experiencing symptoms of COVID-19 on site, they will be asked to wear a mask and leave as soon as possible. If they require isolation or medical care, they will be isolated in the Loading Dock area until appropriate medical attention can be provided. A wheelchair is located in the Loading Dock area if needed. In the case that someone needs medical attention, the COVID-19 Response Coordinator or designee should contact 911 for assistance. See **Section 6: Chain of Command for Immediate Response**.

Section 3: Items/Areas for Regular Cleaning & Disinfection

High-use items and areas are to be cleaned and disinfected daily, or hourly if the facility is open to the public, Gift Shop areas will be cleaned and disinfected twice daily when in use, or hourly if the facility is open to the public, and classroom areas will be cleaned and disinfected after each class. Items and areas that are visibly dirty will be cleaned using soap and water prior to disinfection, and all items and areas will be disinfected with an EPA-approved product effective against COVID-19, and all manufacturer's instructions for use of these products will be followed. Cleaning protocols will follow relevant CDC and EPA guidance as published online (<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>).

These items include:

- Elevator, including call buttons on all floors
- Light switches
- Doorknobs
- Handrails on stairs and in bathrooms

- Tables and chairs that are in use or have been used that day
- Phones
- Gift Shop checkout area
- Bathrooms
- Kitchens
- Toilets
- Countertops
- Keys
- Refrigerator, microwave, coffee maker, etc.
- Copy machine
- Cupboards in office and kitchen
- Filing cabinets
- Thermostats
- Alarm keypads
- Radios
- Kilns
- Supplies
- Credit card machines
- Shopping baskets

Section 4: Personal Risk Mitigation

Use CDC best practices to prevent illness:

- Clean your hands often using soap and water, or a hand sanitizer containing at least 60% alcohol
- Cover coughs and sneezes
- Avoid close contact with others – a minimum of six feet where possible
- Wear a facemask in enclosed public spaces and where social distancing is not possible; include a face shield if you are unable to consistently maintain a distance of greater than three feet from others
- If you get sick, leave as soon as possible
- Clean and disinfect frequently touched surfaces daily
- Stay home if you're sick or caring for a sick individual
- Stay home if you have come into contact with someone who was diagnosed with COVID-19

Section 5: Essential Business Functions and Personnel

Essential business functions must be maintained by the Office Manager during any required closure as outlined in this reopening plan. The Office Manager will be designated as "Essential Staff" by the Executive Director and allowed access to the facility to ensure these essential business functions will be addressed:

- Bill payment, including utilities

- Monitoring of mechanical systems to ensure proper operation
- Collecting and sending mail as needed
- Processing payments and making bank deposits as needed

Access to the facility for other staff during any periods of full closure will require the approval of the Executive Director.

Section 6: Chain of Command for Immediate Response

The Executive Director will serve as the COVID-19 Coordinator, though in the Executive Director's absence, this chain of command will indicate an appropriate designee. In the circumstance that a problem or issue arises related to COVID-19 which requires immediate attention (such as the isolation of someone who developed symptoms on-site and needs medical care, or if someone refuses to wear a face covering), this chain of command should be followed to facilitate an immediate response:

1. Executive Director
2. Office Manager
3. Exhibition Manager
4. Education Coordinator
5. Grant Coordinator

If an individual is not on site, the next person in the chain of command should respond.

Steps to take in case an immediate response to illness is required:

These steps are to be implemented by the COVID-19 Coordinator or appropriate designee as indicated in the chain of command.

1. Ask affected individuals to leave the premises immediately or isolate in the Loading Dock area if they are unable to leave due to a need for medical attention. If medical attention is refused or unnecessary, individual in question is required to leave the premises. Call 911 if medical attention is necessary.
2. Call the Executive Director to apprise them of the situation, if they are not already on site.
3. Close the facility to the public.
4. Dismiss all volunteers on site.
5. Instruct staff to implement cleaning protocols in all areas of the building.
6. Once cleaning protocols are completed, dismiss staff and vacate facility.
7. Executive Director will make a determination on how soon to reopen the facility and coordinate telework for any employee who may have been exposed to COVID-19 for an appropriate period of time.

A wheelchair is located in the Loading Dock area if needed.

Section 7: Current Attendance Restrictions and Limitations

Under the October 29, 2020 Gatherings and Facemasks order issued by the Michigan Department of Health and Human Services, the following restrictions are in place until new guidance is received:

- Indoor gatherings are limited to 50 people or less, or 20 people per 1,000 square feet in each occupied room, and all persons must wear a face mask
- Outdoor gatherings are limited to 1,000 people or less, or 30 people per 1,000 square feet including within any distinct area within the event space, and all persons must wear a face mask
- Temporary, incidental gatherings of persons in a shared workspace are excepted
- Any gathering must be designed to encourage and maintain physical distancing and must ensure that persons not part of the same household maintain six feet of distance from one another to the extent possible
- In addition to the above restrictions, gatherings at retail stores and museums must not exceed 50% of total occupancy limits

Relevant Documents and Sources

[MIOSHA Emergency Rules issued October 14, 2020](#)

[MDHHS Gatherings and Facemask Order issued October 29, 2020](#)

[MI Safe Start Plan](#)

[CDC Businesses & Workplaces Guidance](#)

[CDC/EPA Cleaning & Disinfection Guidance](#)

Updates

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| 7/14/20 | Updated sections pertaining to face coverings and response to failure to comply with Governor Whitmer's face covering mandate, per Executive Order 2020-147. |
| 11/5/20 | Revised Reopening Plan to comply with <u>Emergency Rules issued by MIOSHA</u> on October 14, 2020. |
| 11/10/20 | Revised further to reflect guidance in the <u>Gathering and Face Mask order</u> issued by MDHHS on October 29, 2020. |