

McEvoy Foundation for the Arts Health & Safety Plan

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Health & Safety Plan, Sections 1-17

Business name: McEvoy Foundation for the Arts (MFA)

Address: 1150 25th St. Building B, San Francisco, CA 94107

The following person at this business may be contacted with any comments or questions about this plan:

Sabrina Habel, Operations Manager, shabel@mcevoyarts.org 415-580-7605

Worksite Safety Plan Monitor contact information:

Sabrina Habel, Operations Manager, shabel@mcevoyarts.org 415-580-7605

Permanent URL for this plan: <https://www.mcevoyarts.org/visit/#covid19>

Overview

This document details the efforts made by McEvoy Foundation for the Arts to reduce exposure to COVID-19, maintain health and safety of employees and visitors, and outline a course of action for staying up to date with public health directives and orders from City & County, State, and Federal agencies.

1. Evaluating and documenting maximum capacity

Facility Square Footage: 7300 sq ft. (219,000 cubic feet) This represents a total including inaccessible and non-public spaces.

Maximum Capacity: McEvoy Arts does not have a occupancy limit due to its zoning. For these purposes we will estimate 120 - 300 staff and guest capacity, depending upon the configuration of walls, furniture, and other objects.

There are several spaces open to the public and we have considered square footage in each individual room (factoring in any significant footprint of artworks/installations) against 6ft of physical distance in all directions (113 sq. ft. per person) to determine the following occupancies for each room with the current wall, furniture, object, and artwork configuration.

Reception Area: 342 sq ft - max: 3 staff and guests (1 receptionist + 2 visitors)

Main Gallery: 1000 sq ft with current exhibition Lessons of the Hour - max: 8 guests

Small Gallery: 703 sq ft - max: 6 guests

Long Gallery: 1015 sq ft - max: 8 guests

Screening Room: 399 sq ft - max: 3 guests

Staff Office: 532 sq ft - max: 4 staff

Accessible Facility Square Footage: 3,991 sq ft (based on above breakdown)

Social Distanced Capacity: 32 guests and staff (113 sq ft /person, based on above)

Typical Capacity: Varies seasonally; dependent on how exhibitions are configured in the facility.

Planned Capacity: 10 guests and staff maximum (No more 7 guests on site at any one time. No more than 3 staff on site at any one time.)

Planned capacity should be 25% or less of the maximum capacity. MFA's planned capacity is within a 1-8% range of the pre-covid maximum capacity estimate.

Plan for monitoring and ensuring planned capacity is met:

- Staff coordinate on site working times through an internal calendar in order to not exceed the capacity limit. Social distancing protocols are posted on site.
- Guests schedule appointments through the website, limited to one hour and no more than 7 guests in the building. Guest health and safety protocols are outlined when reserving an appointment and posted on site.

- All Event Rentals are suspended.

The proposed capacity must provide for enough space to allow social distancing (i.e., at least six feet of physical distance between individuals at all times). By limiting guests to no more than 7 in the building at any one time the capacity will not be exceeded in any of the individual spaces or galleries. Guests are not allowed into the office spaces. If guests arrive early for their scheduled appointment they may wait outdoors until it becomes their time. Smaller enclosed rooms like the Screening Room and Office have additional air purifiers.

2. Signage Requirements

Health and safety signage in accordance with the San Francisco Public Health Department is posted in areas best to maximize staff and guest exposure to the messaging, including entrances, passageways and bathrooms.

of public entrances: 1 # of queuing areas: 1 (outside/covered)
of bathrooms: 1 # of elevators: 0

Multilingual and English Language signs are posted at the entrance of the facility, near the bathroom and in the office. They communicate the following requirements:

- Social Distancing Requirements (maintain at least six feet of distance);
- Face Coverings to be worn at all times;
- Importance of handwashing/sanitizing;
- Capacity limits for entire facility, and each discrete gallery/room as appropriate;
- Risks of transmission (including asymptomatic transmission and increased risks due to prolonged exposure within an enclosed space);
- Reminder for patrons to circulate through the facility and not gather or linger in one area;
- Ventilation information;
- Path of travel markers

Signage is intended for both guests and staff to follow health and safety protocol.

Reference: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

3. Face coverings

McEvoy Arts has reviewed and requires the SFPH Face Covering Order for staff, vendors and guests.

Staff have been notified of the face covering requirements. Staff may wear their own face coverings to work or use disposable face coverings provided at the facility. All staff must wear face coverings while inside the facility. See Appendix A: Staff Policies

Vendors are required to read and agree to the MFA Health and Safety Plan and wear face coverings while on site. If a vendor arrives without a face covering, a disposable face covering will be provided to them free of charge. See Appendix C: Vendor Policies

Visitors are notified of the face covering requirements from information posted on the general website, information posted while scheduling their appointment, in a confirmation email in advance of their arrival, and signage at the facility. If a visitor arrives without a face covering, a disposable face covering will be provided to them free of charge. See Appendix B: Visitor Policies

4. Reception and Payment Systems

The following precautions are implemented for staff and guests:

- Hand sanitizer is available in multiple locations, including a touchless station at the entrance.
- Guest temperature is checked with a laser thermometer by the receptionist
- Online reservations available for guests to schedule a timed appointment at no cost.
- Plexiglass is installed at the reception and retail desk creating a barrier between staff and guests.
- All staff ensure at least six feet distance from each other and guests.
- Contactless payment systems are available at the reception and retail desk.
- All touch points are cleaned and sterilized after each use.
- Health and safety signage is displayed prominently at the entrance where the reception and retail desk is located.
- No coat check services are provided.

See Appendix F: Daily Health and Safety Responsibilities

5. Staff safety precautions

A copy of this health and safety plan is provided to each staff member, agreed to and signed. See Appendix A: Staff Policies, Appendix E: Cleaning & Disinfecting & Surfaces Checklist, and Appendix D: Daily Health and Safety Responsibilities.

Sanitary measures & personal protective equipment:

- Staff must wash their hands for 20 seconds with soap and water or use hand sanitizer when arriving to work, when entering or exiting a common area, after moving around the facility, and before returning to the work station.
- Staff must wear a face covering at all times while at work.
- All staff have access to additional cleaning supplies so they can sanitize areas between janitorial sweeps. See Appendix E: Cleaning & Disinfecting & Surfaces Checklist

6. Shared spaces and equipment

- All staff must maintain social distance at all times with other staff, vendors, and guests.
- Staff do not share computers, phones, or other equipment if they have not been properly sanitized before and after use.
- Shared flatware, cups and dishes are not to be used, disposable replacements are available. Signage is posted in the kitchenette area to remind staff.

- Shared drinking fountains are shut down.
- All workstations have been separated to accommodate social distancing.
- Plexiglass shields have been installed at the reception and retail desk where social distancing can't always be maintained with guests.
- Staff take their meals outside or if alone, they are allowed to take their meal in the staff office, given they clean and sanitize before and after eating.
- Regular training and reminders are given to staff on the protocols and requirements in the Health and Safety Plan.
- Contactless payment systems are used onsite and the preferred method.
- Handshakes and similar greetings that involve physical contact are prohibited.

A bathroom, storage room, and loading dock area are at the rear of the building, and a mail room is located in another part of the building. The above safety precautions are required in those spaces as well. Bike racks, tables and sitting areas that staff or visitors can use are located outside.

7. HVAC Systems

Increasing air flow is important to increasing safety in indoor spaces. All Indoor Museums must comply with Section 4.i of the Stay-Safer-At-Home Order by reviewing SFDPH's guidance for improved ventilation available at: <https://www.sfdcp.org/COVID-ventilation>. The following elements of the ventilation are implemented on site:

- Significant upgrades have been made to ventilation to increase supply of fresh air and decrease stale air, consisting of three split-system HVAC units
- HVAC operational periods are continuous
- Regular system service, maintenance, and filter changes.
- Opening doors and windows where and when possible.

The HVAC system is fully functional and operating at its maximum capacity. Additionally 2 portable high-capacity air purifiers with HEPA filters run full-time in the office and Screening Room. The airflow in the restroom has been modified with additional fans and more ductwork to completely replace the air twice as fast as before, the air is replaced in the restroom every 4 minutes.

8. Food and Beverage Restrictions

No one is permitted to consume food or beverage inside of the galleries. Staff are encouraged to eat outside or in a private room, to respect social distancing guidelines, and to remove masks only for as long as it takes to consume the necessary food or beverage. Areas where food and beverage are consumed are considered high-touch areas and routinely cleaned.

9. Retail

Books are purchased at the reception desk. The reception desk is protected with plexiglass barriers. Cashless and contactless exchange is preferred, although cash transactions are possible. Staff cleans surfaces and uses hand sanitizer between transactions and when

handling inventory. Visitors may handle inventory if they sanitize hands prior. Retail policies follow guidance from SFDPH's Health Officer Directives 2020-17

There are no elevators, escalators, or stairways as the facility is on the ground level.

10. Social Distancing

Monitoring and limiting patrons ensure physical distancing between members of different households. The receptionist, with support from other staff, is responsible for ensuring physical distancing between members of different households. Social distance requirements are communicated to visitors verbally and by signage at arrival. Each space is visible by direct sight and by security cameras. Those not respecting social distancing are politely asked to maintain distance or leave the facility. Floor markings show designated areas to view art so that any one area does not become crowded and that guests remain 6ft apart.

10. Paths of travel and wayfinding

Paths of travel are marked on the floor with arrows. Social distancing markers are in front of artworks.

11. Plans for preventing patrons from gathering in a space

Patrons are notified upon entry and at all points during the reservation process to maintain 6ft of social distance and to avoid gathering. All events, tours, class visits, and other group gatherings are suspended. There are no natural gathering places in the gallery. Any egregious congregating in the galleries will be dispersed by staff.

12. Sanitation of restrooms

of public restrooms: 1 # of employee restrooms: 1 (same as public)

There is one public restroom that has been converted from general use to single occupancy.

A staff person is designated to check restrooms multiple times daily for supplies of soap, disposable towels, hand sanitizer, and sanitizing wipes. That person is responsible for disinfecting all surfaces at least twice per day. See MFA Cleaning & Disinfecting Measures Document.

Restrooms are professionally cleaned and sanitized three times a week (Tuesdays, Thursdays, and Saturdays) by Dome Cleaning, Inc.

The establishment must flush out stagnant water under San Francisco PUC guidance for flushing and preparing water systems at <https://sfwater.org/flushingguidance>.

See Appendix E: Cleaning & Disinfecting & Surfaces Checklist

13. Tours and audio self-tour equipment

Tours in all forms are suspended.

14. Sanitation for high touch surfaces and areas

McEvoy Arts follows [CDC guidelines for disinfecting](#), and staff members are trained to disinfect communal surfaces and equipment between each use. Employees are responsible for disinfecting their own workspaces and for maintaining a clean, hygienic personal space. Additionally, designated staff work perform a cleaning and disinfecting protocol multiple times each day the space is in use. This designated staff person is the “Lead Manager” who may designate certain elements of the cleaning regiment to the Receptionist or Gallery Assistant as needed. These efforts are augmented by regular professional cleaning and sanitizing.

Hand sanitizer is available to personnel and visitors in highly visible locations throughout the reception areas, galleries, in the office, and restroom.

On public open days, an extensive cleaning and disinfecting protocol is executed at the start, mid-day, and end of public hours (10:15am, 1:15pm, 6:00pm), as well as intermittently throughout the day. When the space is closed to the public a designated staff manager is responsible for executing the full cleaning and disinfecting protocol at least twice a day. See Appendix E: Cleaning & Disinfecting & Surfaces Checklist

15. Office Space

All staff are encouraged to remain home and telework. Staff whose responsibilities are essential to the operations of the facilities, and cannot be done remotely may work in offices. Everyone else must continue to work remotely. The Workplace Safety Monitor must designate which staff are permitted to work onsite based on this criteria.

of staff expected to work in on-site office space: 2 staff in the office, 1 staff in the reception area maximum.

Staff working on-site are scheduled into a shared calendar so that capacity is not exceeded and a record is maintained.

Relevant provisions of SF Health Officer Directive No. 2020-18 regarding offices: please refer to Section 5 - Staff Safety Precautions in this document.

Appendix A: Staff Policies

Staff are required to practice the following protocols when working on-site at McEvoy Arts to reduce workplace exposure to covid-19, maintain health and safety of fellow employees and visitors.

Keeping informed and up to date on COVID-19:

- Staff members should be familiar with how COVID-19 is spread and how to protect themselves and others, as well as the most recent health orders from the City of San Francisco and the State of California. Reference the below links regularly:
San Francisco: <https://sf.gov/topics/coronavirus-covid-19>
SF Dept Public Health: <https://www.sfdph.org/dph/alerts/coronavirus.asp>
California: <https://covid19.ca.gov/>
Federal CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Susan Miller is designated as the contact for McEvoy Arts' full Health and Safety Plan, as well as the "Worksite Safety Plan Monitor." Contact her at smiller@mcevoyarts.org or 813-966-0638 with any questions or concerns regarding staff, visitors, and compliance and practice of the Health and Safety Plan.

Daily Health Screening

- Staff members must answer [SFDPH's Personnel Screening](#) every day before they arrive on-site for work.
- This screening document directs a staff member who is feeling ill or experiencing flu-like symptoms of any kind, such as fever, shortness of breath, aches and pains, or loss of taste or smell, to not come to work until a COVID-19 test has come back negative. Visit the [sf.gov testing website](#) for the most up to date information on how to get tested.
- Furthermore, if a staff member knows or suspects recent contact (within 10 days) with a person who has tested positive for COVID-19 or has been sick, that person will not come to work and follow [SFDPH Isolation and Quarantine Steps](#).

Wearing a Face Covering

- Staff are required to wear a face covering over the mouth and nose (per [CDC guidance](#)) at all times while on-site. Per mandates by [SFDPH](#) & [CDPH](#), face coverings are required when working in a space other people might use later, even if a staff member is alone, especially if using shared equipment. Disposable masks are available for staff as well as any visitors or vendors who need a face covering to enter.

Social Distancing

- Staff must maintain physical distance from each other and all visitors of at least 6 feet at all times. Personnel may momentarily come closer as necessary to accept payment, deliver goods or services, or as otherwise necessary. Handshakes or other physical greetings by staff are prohibited.

Reduce Workplace Exposure

- Staff will practice a schedule on-site to limit the number of workers to the minimum needed to safely operate the gallery and office space (2 Managers + 1 Receptionist/Gallery Assistant, or less).
- A lead manager will supervise front desk staff, and the other manager will be the backup personnel responsible for Cleaning & Sanitizing Measures. Managers should refer to the gCal Staff Schedule for primary/backup assignments
- Front desk staff will monitor and limit the number of people in the space to 7, max. 3 staff, and 4 pre-registered visitors. 7 occupants is less than half of full socially distanced occupancy (32), per [CDC/FEMA guidance](#) of 113 sq. ft./occupant.
- Refer to the above Health Plan, Section 1 for detailed capacity allowances.

Healthy Personal Hygiene Practices

- Staff are required to cover coughs and sneezes, and to [wash hands](#) and/or use [hand sanitizer](#) frequently, including:
 - When entering any kitchen or food preparation area
 - Before starting food preparation or handling
 - After touching their face, hair, or other areas of the body
 - After using the restroom
 - After coughing, sneezing, using a tissue, smoking, eating, or drinking
 - Before putting on gloves
 - After engaging in other activities that may contaminate the hands

Cleaning & Disinfecting Measures

- Staff must disinfect communal surfaces and equipment between each use. See Appendix D: Cleaning & Disinfecting Measures & Surfaces Checklist

Travel Policy

- SFDPH recommends to the extent possible, limit nonessential travel during the pandemic to reduce risk and community spread. If McEvoy Arts staff travel outside of the Bay Area, they should adhere to [guidance from SFDPH](#).
 - Close contact is defined as staying within 6 feet of the person diagnosed with COVID-19 for more than 15 minutes after they were diagnosed or up to two days before they had symptoms, or having direct contact with their body fluids or secretions while they were not wearing a facemask, gown, and gloves. Close contact also includes people who live with, take care of, or are taken care of by the person with COVID-19.
 - The travelling staff person should make arrangements with fellow staff members to coordinate the in-office schedule and gallery staff for the 14 days following their return.
 - An employee may provide a negative COVID-19 test along with a written confirmation of good health, no symptoms, and no close-contact with a confirmed case to cut a quarantine shorter than 14 days.
-

Appendix B: Visitor Policies

Health and Safety Guidelines for visitors and staff, a list of what visitors can expect during their experience, and contact information for additional accommodations.

Health and Safety Guidelines for Visitors and Staff:

- All visitors over the age of 5 are required to wear a face-covering at all times.
- If you feel ill or are experiencing flu-like symptoms of any kind, such as fever, shortness of breath, aches and pains, or loss of taste or smell, do not visit McEvoy Arts.
- If you know or suspect that you have been in recent contact (within 10 days) with a person who has tested positive for COVID-19 or has been sick, do not visit McEvoy Arts.
- Visitors must maintain a minimum physical distance of 6 feet from gallery staff and your fellow art enthusiasts who are not part of your visiting party.
- Frequent handwashing and sanitation using the dispensers available throughout the gallery is encouraged.
- By entering McEvoy Arts, you agree to abide by these policies.

What Visitors can expect:

- Single-use masks are available at the front desk in limited quantities.
- Signage has been installed to encourage distancing and traffic flow.
- The front desk cannot accept visitors' personal items for safekeeping. Large bags, open containers, and food products are not permitted in the galleries.
- Public restrooms are available to McEvoy Arts' visitors. Hand sanitation stations are accessible at multiple points throughout the gallery and Minnesota Street Project common spaces.
- Restrooms, high-touch surfaces, and public spaces are cleaned thoroughly, multiple times a day. Please ask our gallery staff about health & safety policies if you have questions.
- Wheelchairs, in limited numbers, are available for temporary use during your visit; please notify staff at the front desk.
- As a contemporary art space, McEvoy Arts offers a low- or no-touch, intimate viewing experience with our exhibitions.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an airborne virus, and the risk is greater in indoor spaces. If you are part of an immunocompromised high-risk group, are in need of other accommodations, or have additional questions, please contact us at info@mcevoyarts.org or 415-580-7605.

Appendix C: Vendor Policies

To all outside vendors working or spending an extended period of time on McEvoy Arts' premises:

- All who enter McEvoy Arts are expected to uphold the City and County of San Francisco's most up to date Health Orders and Directives to protect against exposure to COVID-19.
- Before arriving at McEvoy Arts for work, an outside vendor must confirm (either verbally or in writing) with their staff contact at McEvoy Arts that they have reviewed SFDPH's [Personnel Screening](#) and that it is safe for them to share a workplace with regular staff and visitors.
- Vendors are expected to always wear a face covering over both the nose and mouth, practice at least 6 ft of social distance (as thoroughly as the work allows), and to wash or sanitize hands upon arrival and whenever touching any shared surface, object, or piece of equipment.
- Additionally, vendors must not consume food on-site; there are picnic tables located outside of the building as well as a small park across the street that can accommodate properly distanced food consumption.

Vendors may acknowledge that they have reviewed McEvoy Arts' Health & Safety Plan and agree to the code of conduct listed here in Appendix C by signing below:

Name: _____ Company: _____

Signature: _____ Date: _____

Appendix D: Cleaning & Disinfecting Measures

Overview: This document outlines cleaning & disinfecting measures at McEvoy Arts, as well as a “Cleaning & Disinfecting Regiment” for commonly touched surfaces to reduce exposure to COVID-19.

General

McEvoy Arts follows [CDC guidelines for disinfecting](#), and staff members are trained to disinfect communal surfaces and equipment between each use. Individual personnel are responsible for disinfecting their own workspaces and for maintaining a clean, hygienic personal space. Additionally, staff will perform the “Cleaning & Disinfecting Regiment” multiple times each day the space is in use. These efforts will be augmented by regular professional cleaning.

Hand sanitizer is available to personnel and visitors in highly visible locations throughout the galleries (on pedestals located near the front and back doors) office, and restroom.

Cleaning & Disinfecting Instructions

Each day, a designated member will clean all high touch surfaces multiple times. This person will:

- Follow the “Surfaces Checklist” & “Staff Cleaning & Disinfecting Schedule” below
- Utilize the provided “Cleaning & Disinfecting Supplies”
- Wear gloves while cleaning & disinfecting
- Refill hand sanitizer dispensers during rounds or whenever supply is low (below half).
- Check to ensure there are ample cleaning & disinfecting supplies available; if any of the stock will not last at least a week, write shabel@mcevoyarts.org to procure more.

Designated Staff

On days during which McEvoy Arts is open to the public, the Gallery Assistant will be responsible for performing the Cleaning & Disinfecting. When the Gallery Assistant is not at work but the space is in use, the responsibility falls to the Manager on site.

Staff Cleaning & Disinfecting Schedule

On days during which McEvoy Arts is open to the public, the Cleaning & Disinfecting Regiment should be completed at the beginning, middle, and end of the shift: 10:15am, 1:15pm, 6:00pm. For all other visits/use of the space, the regiment will be completed no less frequently than at the beginning and end of occupancy.

Cleaning & Disinfecting Supplies

McEvoy Arts will maintain an ample supply of the following cleaning & disinfecting materials that meet [CDC recommendations](#):

- [EPA-registered household disinfectant](#) or an alcohol solution with at least 70% ethanol for disinfecting surfaces (both disposable wipes and as a spray)
- Hand sanitizer that is at least 60% ethanol
- Disposable gloves to protect cleaning staff from chemical exposure
- Clean rags and paper towels

Professional Cleaning

In addition to staff efforts, Dome Cleaning will thoroughly clean and disinfect the entire space (galleries and office) weekly (on Wednesdays) and the McEvoy Arts restroom three times per week (on Tuesdays, Thursdays, Saturdays).

Surfaces Checklist

Front Desk/Reception

- Front door handles, inside & out
- Countertops outside of sneezeguard
- Lighting controls & alarm panel at desk
- Desk surface, swinging door, chair
- Phone
- Computer keyboard, mouse, screen
- iPads, POS
- Attendance clicker
- Office Supplies (pens/scissors, etc.)
- Filing cabinet handles
- garbage/recycling lids
- Thermostat
- Hand sanitizer dispensers (on pedestal & desk)

Galleries

- All seating (configuration tbd) in galleries & screening room
- Collier Schorr CRT power button, volume control
- Media room door handle inside/out
- Media room desk
- Dehumidifier
- Hand sanitizer dispensers (on pedestal near back door)

Screening Room

- Wall panel & Brightsign/AV controls inside
- 3 benches
- Lighting control
- HEPA filter controls

Office/Kitchen

- Door handles, inside/out
- Thermostat
- Lighting controls
- Printer
- All drawer handles
- Meeting table
- Kitchenette counter/surface
- Kitchenette drawer handles
- Sink & faucet
- Refrigerator handle
- microwave/kettle
- Hand sanitizer dispensers

McEvoy Arts Restroom

- Door (both sides) push panel/lock
 - Stall doors handles/lock
 - Sink faucet
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Appendix E: Confirmed Case and Exposure Guidance

Updated 2/16/21

Overview: This document provides guidance for staff on the appropriate response with regard to a confirmed case, suspected case, or close contact with a confirmed case of COVID-19.

1. Overview

McEvoy Arts' policy for responding to possible and confirmed cases of COVID-19 is based on the San Francisco Department of Public Health's guidance: "[For Non-Healthcare Businesses & Community Organizations: What to do if Someone at the Workplace Has Covid-19](#)" & "[Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19.](#)"

McEvoy Arts' full policy follows, including organizationally specific guidance on staff scheduling and internal/external communications.

2. Guidance for close contact, suspected cases, or confirmed cases of/with COVID-19

- **Close Contact:** If a staff member has close contact with someone who has COVID-19, that person should not come to work, get tested, and follow SFDPH Home Quarantine Steps (14 days).
 - ❑ If learns that a visitor or vendor was on site tests positive for COVID-19, those present on-site and at all possibly in close contact with that person should follow SFDPH Home Quarantine Steps (14 days), get a test, and self-monitor for any possible symptoms. McEvoy Arts should follow instructions in "3. Closure of the facility" and "4. Disinfecting the facility" to safely clear the space of the virus and send out appropriate external messaging and notifications.
 - ❑ Close contact is defined as staying within 6 feet of the person diagnosed with COVID-19 for more than 15 minutes after they were diagnosed or up to two days before they had symptoms, or having direct contact with their body fluids or secretions while they were not wearing a facemask, gown, and gloves. Close contact also includes people who live with, take care of, or are taken care of by the person with COVID-19.
 - ❑ Per SFDPH guidance, McEvoy Arts will never require an employee to provide a positive or negative test result to inform its staffing schedule or operations.
 - ❑ Employees are expected to be honest and forthright with regard to their health as it may affect fellow employees and visitors to the gallery, in particular with regard to having close contact with or a suspected case of COVID-19 (exhibiting any of the commonly listed symptoms, and disclose such a condition to the Worksite Safety Monitor (Susan Miller) as soon as possible.
 - ❑ An employee may provide a negative COVID-19 test along with a written confirmation of good health, no symptoms, and no close-contact with a confirmed case to cut a quarantine shorter than 14 days.
- **Suspected Case:** If a staff member is feeling ill with any of the symptoms of COVID-19, that person should stay at home, get tested, and follow SFDPH Home Quarantine Steps. If any staff shared time in the office with this person, those staff members should self-monitor for symptoms but may remain at work; if the suspected case tests positive,

those who have had close-contact with that person should stay home, get tested, and follow SFDPH Home Quarantine Steps.

- Confirmed Case: If a staff member confirms a case of COVID-19, that person should not come to work, inform the worksite safety monitor of the infection, and follow SFDPH's Home Isolation Steps. Anyone who has had "close contact" with the confirmed case will need to stay at home and follow SFDPH Home Quarantine Steps until well. The worksite safety monitor will determine the last day that person diagnosed with COVID-19 was at the workplace
 - ❑ If a staff person learns they are positive COVID-19 infection while at work, that person should leave the premises immediately and follow SFDPH Home Quarantine Steps, while remaining staff should coordinate with the worksite safety monitor or lead manager on-site to close the facility as quickly as possible, then McEvoy Arts should follow instructions in "3. Closure of the facility" and "4. Disinfecting the facility" and send out appropriate external messaging and notifications.

2. Staff scheduling response

In the case of a staff members staying home from work because of a close contact with or a suspected/confirmed case of COVID-19 who had no close contact with on-site staff, McEvoy Arts will can continue operating the office and public gallery space so long as there are enough trained staff without any contact/illness who can act as "Lead" Manager, Backup Manager, and a front desk gallery staffer. If there are not 3 staffers who have not had close contact, the McEvoy Arts should move forward with a closure until staff can safely return to work.

3. Closure of the facility

If a confirmed case of COVID-19 is identified at the McEvoy Arts facility (staff or visitor), McEvoy Arts will close for at least 48 hours.

- The space will close to everybody for 24 hours after the confirmed case was last present in the facility. Then the Worksite Safety Monitor will coordinate a thorough cleaning and disinfection of the space
- Depending on availability of staff and professional cleaning, alignment of staff schedules, and any staff decision that closure could extend well beyond the 48 hour minimum.

4. Disinfecting the facility if someone is sick

McEvoy Arts will utilize the following instructions from the CDC on disinfecting the workplace after if someone is sick and is a confirmed case on-site:

- Close off areas used by the person who is sick.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, et. al. [Vacuum the space if needed](#) with a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.

- Do not vacuum a room or space that has people in it. Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2external icon](#). Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units. Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

5. Notifications to staff, neighbors, recent visitors, and on website/social media

McEvoy Arts staff should notify the neighboring galleries/MSP as necessary if there is a potential exposure or close contact as soon as confirmed. For any situations where the space may shut down or a close contact/case could affect an external party such as a visitor or vendor, follow the Communications department's lead for contacting appropriate parties and in what tone/voice.

6. Returning to Work

McEvoy Arts will follow [SFDPH Interim Guidance: Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19](#) to inform the timeline for staff to return to the workplace.

A staff person with a confirmed case of COVID-19, or if that staff person has a suspected case of COVID-19 and did not get tested for COVID-19, that person can leave isolation and go back to work when all the following are true:

- They have had at least 24 hours with no fever at all; AND
- During those 24 hours they have not taken any fever-reducing medication such as Tylenol, Acetaminophen, Advil, Ibuprofen, Aleve, or Naproxen; AND
- Symptoms have improved; AND
- It has been at least 10 days since their symptoms first started.

If a staff person has confirmed COVID-19 but never had symptoms, they can return to work 10 days after the date of your positive diagnostic test.

As with anything that is medical, always follow the instructions of your provider who may give you different instructions based on your specific medical history.

If you never had a positive test for the COVID-19 virus (i.e. you do NOT have Confirmed COVID-19) but you had at least one of associated symptoms, you may be able to go back to work sooner if:

- You get a single negative virus test, AND
- Your symptoms are better, AND
- You have not had a fever for 24 hours

7. Note on confidentiality

McEvoy Arts will attempt to maintain as much confidentiality as possible with regard to diagnoses of COVID-19. However, with 5 full time staff, at least two of whom are schedule to be working on-site for minimal operation of the gallery space, a confirmed or suspected case or a close contact with a confirmed case would necessitate affected employees to either quarantine or isolate as needed for at least 14 days, per SFDPH & CDC guidance, so knowledge of at least quarantine or isolation status will be somewhat inevitable.

8. Links to SFDPH resources

- SFDPH For Non-Healthcare Businesses & Community Organizations: What to do if Someone at the Workplace Has Covid-19
<https://www.sfcdcp.org/wp-content/uploads/2020/08/COVID19-Guidance-Business-ifCOVID-UPDATED-08.17.2020.pdf>
 - SFDPH Frequently Asked Questions for Workers Who Must Isolate or Quarantine Due to COVID-19
<https://www.sfcdcp.org/wp-content/uploads/2020/08/COVID19-FAQ-Worker-ifCOVID-08.17.2020-1.pdf>
 - SFDPH's Isolation and Quarantine Steps:
<https://www.sfcdcp.org/wp-content/uploads/2020/05/COVID19-Home-IQ-Guidelines-and-Directives-Packet-FINAL-5.14.2020.pdf>
 - SFDPH's Interim Guidance: Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19
<https://www.sfcdcp.org/wp-content/uploads/2020/08/COVID19-Return-to-Work-Leaving-Isolation-2020-08-06-1.pdf>
 - CDC Disinfecting the facility if sick:
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - SFDPH Guidance directory page for COVID-19:
<https://www.sfcdcp.org/infectious-diseases-a-to-z/coronavirus-2019-novel-coronavirus/>
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Appendix F: Daily Health and Safety Responsibilities

(Updated 2/23/21)

This memo provides a checklist and instructions to ensure you exercise your duties as staff and McEvoy Arts public safety officers. Please review daily.

General

McEvoy Arts follows [CDC guidelines for disinfecting](#), and staff members are trained to disinfect communal surfaces and equipment between each use. Individual personnel are responsible for disinfecting their own workspaces and for maintaining a clean, hygienic personal space.

Additionally, staff will perform the “Cleaning & Disinfecting Regiment” multiple times each day the space is in use. These efforts will be augmented by regular [professional cleaning](#).

Hand sanitizer is available to personnel and visitors in highly visible locations throughout the galleries (on pedestals located near the front and back doors) office, and restroom.

I. Daily Health and Safety Responsibilities Checklist

- Prior to entering McEvoy Arts, staff shall complete the [Personnel Health Screening Form](#) questionnaire shared with you in the Google calendar at 8:30 each day.

If you answer yes to any questions, stay home and notify your “lead” supervisor of your absence.

- The galleries, offices, restrooms are scheduled for disinfecting three times a day. Follow the regiment detailed in the Cleaning & Disinfecting Measures upon arrival (10:15am) and close (6:00pm) to reduce exposure to COVID-19; The “lead” supervisor will complete a full round of cleaning & disinfecting midday (12 noon). Please refer to the Cleaning & Disinfecting Measures checklist following.
- Spot clean high touch surfaces after each visit.
- Check the HEPA air filters are turned ON in the Screening Room and Office. If filter replacement light is on clean or change the filters (each air filter is different).
- Check the Nest wall monitors to make sure the HVAC system is working properly.
- Check that hand sanitizer dispensers are full. Replenish daily or as needed.
- Check Eventbrite reservations upon arrival to assess that day’s visitor traffic and respond to any email or phone inquiries. Update schedule with any cancelations.

- Greet and welcome each visitor as they enter the reception area and confirm their name and contact information on their reservation.
- Confirm that a maximum of 4 guests are in their party are from the same household or pod.
- Take visitor temperature before admission. Any visitors with a temperature over 100.3 degrees Fahrenheit may not enter. See below for response.
- Ask the following health and safety questions:
 - Do you commit to wearing a mask safely over your nose and mouth at all times?
 - Do you agree to practice at least 6 feet of social distancing from others in the facility?
 - Do you have a fever, cough, or flu-like symptoms today? Have you had a fever or cough within the last 24 hours?
 - Have you been in contact with anyone diagnosed with COVID-19 in the past 2 weeks?

NO Answers: If all questions are answered no, direct guests to the hand-sanitizer and then into the gallery.

YES Answers: If any questions are answered yes or guest does not pass temperature check, politely ask that the guest returns another time and offer to reschedule them via phone or email at a future date.

- Ask the guest to use the hand sanitizer before entering.
 - As necessary, politely inform visitors that large bags, open containers, and food products are not permitted in the galleries. Service dogs are allowed. Refer to mcevoyarts.org/visit for this information.
 - Monitor galleries & screening room capacity using the security cameras on the iPad.
 - Track and report gallery attendance in GDrive Daily Log.
 - Support sale of merchandise. Prioritize use of contactless readers with Square when possible.
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Staff Review

Once a staff member has reviewed and accepted the McEvoy Arts Health & Safety Plan, please sign and date below to formally acknowledge receipt and adherence to the policies and protocols within. Understand that this document will be updated along with guidance from SFDPH, and while updates will be communicated to staff as they are incorporated, any major revisions may necessitate another full review and signature of the full Health and Safety Plan.

Name: _____

Signature: _____

Date: _____