

UPDATED 7.9.20

**ARLINGTON CENTER FOR THE ARTS
COVID-19 CONTROL PLAN**

This control plan is designed in compliance with Massachusetts guidelines for reopening offices established by the Governor.

SOCIAL DISTANCING

- All persons, including administrative staff, instructors, artists, students, guests, and vendors will remain at least six feet apart to the greatest extent possible.
- Classes will be limited to a maximum of 10 persons per 1,000 square feet of accessible space, including students, instructors, and staff.
- Signage will be posted to reinforce safe social distancing practices.
- All persons, including administrative staff, instructors, artists, students, guests, and vendors will be required to wear masks or other face coverings at all times.
- Activities will be limited to those where social distancing can be maintained.

HYGIENE PROTOCOLS

- Staff will be required to frequently wash or sanitize their hands using readily accessible supplies.
- Soap and water and/or hand sanitizer will be provided throughout the ACA for frequent and effective hand hygiene behaviors by all who enter.
- Staff will regularly clean and sanitize surfaces and frequently touched objects, such as desks, keyboards, tables, chairs, doorknobs, sinks, railings, and equipment following classes and at the end of the day with products recommended by the CDC.
- The sharing of equipment will be limited as much as possible. If equipment is shared, it must be disinfected between each use.

STAFFING & OPERATIONS

- Staff will be provided with this Control Plan so they can enforce ACA's policies for preventing and responding to COVID-19, including social distancing and hygiene protocols.
- Staff, instructors, and students will self-screen for COVID-19 symptoms at home before coming to the ACA. If you have experienced any of the following symptoms in the past 48 hours, you should stay home: fever or chills, 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, vomiting, or diarrhea.
- Instructors and students will be informed about social distancing and hygiene protocols in email communications and in signage posted throughout our space.
- All persons, including administrative staff, instructors, artists, students, guests, and vendors who feel ill or who display COVID-19-like symptoms will be instructed to stay home.
- All persons who develop COVID-19-like symptoms at the ACA will be sent home and not allowed to return until they have tested negative for the virus.
- Staff will immediately notify the local board of health of a suspected or confirmed case of COVID-19.
- All persons who are at high-risk will be encouraged to talk with their healthcare providers and consider whether or not the program is a safe option at this time.

CLEANING & DISINFECTING

- Staff will regularly clean and sanitize surfaces and frequently touched objects, such as desks, keyboards, tables, chairs, doorknobs, sinks, railings, and equipment following classes and at the end/start of the day with products recommended by the CDC.
- Sanitizing and disinfecting products will be used in accordance with instructions provided on manufacturers' labels.
- In case of a suspected potential exposure to COVID-19, staff will wait 24 hours or as long as practical to begin cleaning and disinfecting area(s).