

MEMBER'S HANDBOOK ADDENDUM I:

WORKING DURING THE COVID-19 CRISIS

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WORKING DURING THE COVID-19 CRISIS

The COVID-19 Crisis has made interior workspaces, including community studios, potentially hazardous for viral spread. Because of this, Center for Contemporary Printmaking is requiring all members, instructors, and visitors to review this document. This is to provide an understanding of the risks of working onsite and the steps we will collectively take to mitigate spread of the virus.

All artists working at CCP campus during the COVID-19 crisis must agree to comply with all regulations and emergency procedures listed in this document and to exemplify the listed strategies at all times while working in the building.

All artists wishing to schedule time in the studio will be required to sign the *Member/ Visitor COVID-19 Risk Awareness Comprehension Contract*, which certifies that you have read and understand the information in this document fully.

We will continue to reevaluate our new operations as we learn more about the pandemic and how it spreads in the months ahead.

1. WHY THESE PRECAUTIONS ARE IMPORTANT

As of July 2020, coronavirus has spread to over 14 million confirmed cases and led to over 650,000 deaths. Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. As of now, no vaccine is available. While little is known about the disease, countries who have taken the precautions listed in this document are reporting drops in cases and deaths.

According to the World Health Organization, most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.

According to the CDC, most people who get COVID-19 will be able to recover at home.¹ However, there is evidence supporting that long lasting side effects and health issues may emerge in those who recover from the disease.

1.1 INDIVIDUALS AT INCREASED RISK

Older people (age 65 and up), and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

Factors that contribute to higher risk of contracting a serious illness due to COVID-19 include:

¹ https://www.cdc.gov/coronavirus/2019-ncov/faq.html#anchor_1588970424185

Immunodeficiency disorders and immune weakening medications

Asthma HIV Liver disease

Obesity Smoking Cardiovascular disease Kidney diseases

External factors that contribute to serious disease are poverty, incarceration, and impeded access to health insurance due to unemployment or lack of citizenship. Because of this, those of us without these worries must do our part to observe protocols that reduce community spread.

1.2 CORONAVIRUS SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. People may also carry the virus without visible symptoms. So-called asymptomatic carriers are still able to spread the virus.

Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19: ²

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 or vomiting Diarrhea*

*This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19.

1.3 VIRUS SPREAD

In general, the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.

COVID-19 is thought to spread mainly through close contact from person-to-person. People who are in close contact with one another are within about 6 feet. Respiratory droplets are produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

1.4 CCP RIGHT TO REFUSAL

² <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

CCP retains the right to refuse entry to any visitor who is exhibiting any suspected symptoms of COVID-19. CCP also retains the right to refuse entry to those who decline to comply with the procedures in this document. CCP is legally obligated to observe and enforce all policies in this document. Failing to do so is a violation of CT state law.

2. MEMBER AND ARTIST REQUIREMENTS

CCP has determined a set of regulations to be upheld by all employees, visitors, artists, and others while on the premises to mitigate spread of COVID-19. It is the cumulative effects gained from observing all of these regulations that will prevent spread. The rules in this section are a **minimum baseline** of precautions to be met at all times.

2.1 ACCEPTANCE OF RISK

While these rules allow us to reopen as safely as possible, risks to visitors and employees cannot be fully mitigated. Artists who choose to work on campus during this time should be aware of potential risks. It may be advisable for individuals over the age of 65 or with other health conditions to evaluate whether remote work with CCP is appropriate.

All artists and members that wish to return to work at CCP will be required to sign the *Member/Visitor COVID-19 Risk Comprehension Contract*.

2.2 SIGNING IN AND TEMPERATURE LOGS

As part of CDC recommendations for safe reopening and contact tracing, all visitors, members, artists, instructors, and staff will be required to sign in and out whenever they begin and end a visit to CCP campus. The visitor/member log is located in the main lobby of the CCP.

Temperature recording helps assess the reach of exposure should someone on CCP campus test positive or suspected positive for COVID-19. All artists and members scheduled to work must have their temperatures taken by a CCP staff member when they arrive. Temperatures will then be logged in a private folder only accessible by the Executive Director.

Temperature logs will only be shared with regional OSHA Offices and the Norwalk Dept of Public Health and only if a positive or suspected positive COVID-19 case is observed on campus.

2.2.1 Mandatory Recording and Reporting of positive COVID-19 cases at CCP

OSHA's position—effective immediately and for the duration of the public health crisis—is that employers must report to OSHA any confirmed COVID-19 illness diagnosis that is both (i) work-related, and (ii) involves OSHA general recording criteria (29 CFR Part 1904). Employers are also required to keep records of cases documented as CCP for reporting and contact tracing purposes.³

³ 29 CFR Part 1904 : Under OSHA's recordkeeping requirements, COVID-19 is a recordable illness, and employers are responsible for recording cases of COVID-19, if the case is confirmed as a COVID-19

2.3 MASKS

According to Executive Order 7BB issued by the CT Governor's Office on April 20, 2020, cloth face coverings or higher protection is required in public whenever close contact is unavoidable.

Therefore, CCP is requiring all employees, artist members, visitors, artists-in-residence, and vendors to wear a cloth mask over their nose and mouth when inside the building at all times, even if you are alone.

CCP will have a supply of disposable masks available on site for employee, visitor, artist, and member use.

*2.3.1 Proper use of masks*⁴

Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.

- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin if single-use; clean hands with alcohol-based hand rub or soap and water.

2.4 HAND WASHING

illness; is work-related as defined by 29 CFR 1904.5; and involves one or more of the general recording criteria in 29 CFR 1904.7, such as medical treatment beyond first aid or days away from work.

In areas where there is ongoing community transmission, employers other than those in the healthcare industry, emergency response organizations (e.g., emergency medical, firefighting and law enforcement services), and correctional institutions may have difficulty making determinations about whether workers who contracted COVID-19 did so due to exposures at work. Accordingly, until further notice, OSHA will not enforce its recordkeeping requirements to require these employers to make work-relatedness determinations for COVID-19 cases, except where: (1) There is objective evidence that a COVID-19 case may be work-related; and (2) The evidence was reasonably available to the employer. Employers of workers in the healthcare industry, emergency response organizations and correctional institutions must continue to make work-relatedness determinations pursuant to 29 CFR Part 1904.

⁴ <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

All are required to observe basic personal hygiene as part of COVID-19 mitigation. This includes frequent hand washing in the correct fashion.

Proper Hand-washing Procedure:

- Wash hands frequently throughout the day; after using the bathroom and before and after eating, drinking, or smoking.
- Create a rich lather with soap and water and rub hands briskly for 20 seconds. This time is essential for breaking down any possible virus cells present.
- Include fingertips, fingernails, wrists, and forearms.
- Rinse thoroughly in lukewarm water. Use a paper towel from the touch-less dispenser to dry hands and shut off faucet, then dispose of in the trash.

2.5 SOCIAL DISTANCING PRACTICES

CCP will require social distancing between employees and artists on campus whenever possible. Social distancing, also called “physical distancing,” means keeping space between yourself and other people. To practice CCP regulations of social distancing:

- Do not enter CCP campus if you or someone you have been in contact with becomes sick or exhibits suspected symptoms of COVID-19.
- Stay at least 6 feet (about 2 arms’ length) from other employees or artists whenever possible
- CCP will schedule visitors, artists, and members in a staggered fashion to reduce or eliminate instances of interaction. The studio will be open at 50% capacity to member artists and may close individual spaces where safety measures cannot be met.
- Employees will observe staggered shifts, meaning they will work part time on CCP campus and part time from home. This will allow employees to work on campus at a safe distance from other employees and artists, by limiting the number of people in the building.
- CCP employees and artists will avoid gathering in groups whenever possible, adjusting group events to be held either outside or online.

Using social distancing practices, in addition to the other procedures listed in this section, is one of the best tools we have to avoid infection and spread.

3. STUDIO PROCEDURES

Intensified cleaning, sanitation, and disinfection of the studio will be daily practice during the global crisis. It is the responsibility of all artists to complete the sanitation procedures outlined below whenever studio work is completed.

These guidelines are also available in the *CCP Studio Sanitation and Cleaning Guide*, included at the end of this addendum, and as a poster hung in every studio.

New studio operations and schedules have also been implemented, in order to mitigate COVID-19 spread. These include reduced schedules and restricted spaces.

3.1 NEW CHEMICALS

CCP has introduced new chemicals in our cleaning protocols. These chemicals were selected from the EPA and CDC recommended lists of anti-viral disinfectants. CCP made these selections based on their effectiveness, availability, and low toxicity compared to other industrial disinfectants.

- **Madacide-FD** (Mada Medical brand) is a hospital-level disinfectant that is designed specifically for the infection control needs of healthcare. Efficacy tests have demonstrated that this product is an effective bactericide, virucide, germicide, and fungicide. It contains alcohol and is EPA registered.

Use: Employee use only. CCP is using Madacide-FD to disinfect our bathrooms twice daily. We use it as a final spray and allow it to dry on surfaces.

Hazards: Contains isopropyl alcohol. Flammable liquid and vapors. Harmful if vapors are inhaled in large doses or by those with respiratory issues. Once dry, hazards are eliminated.

- **Hydrogen Peroxide 3% Solution** (Santa Cruz Animal Health Ultra Cruz Brand) is suggested as an environmentally safe alternative to chlorine-based bleaches, and can be safely used to disinfect various surfaces. With strong oxidizing properties, hydrogen peroxide is effective at destroying cell membranes, DNA, and the lipid layers of virus molecules.

Use: Main disinfectant to be used by artists, visitors, members, and employees in individual workspaces. To be sprayed and wiped on every surface, handle, and tool at the end of the work session.

Hazards: Causes serious eye irritation if contact. Harmful if inhaled. May cause skin irritation. Once dry, hazards are eliminated. May stain clothing.

3.2 ARTIST CLEAN UP AND SANITATION PROCEDURES

Artists are now required to disinfect their individual workspaces at the end of each work session. Staff printers are not responsible for the cleanliness of individual artist stations.

Artists signed up for successive days may leave progress materials out overnight for the following day.

Artists who are *not* signed up for consecutive days *may not* leave items out overnight. All materials, tools, and personal items must be cleaned, stowed, or removed from the premises at the end of each day.

If an artist does leave out materials without coming in the following day, staff printers will have to clean up the space, but we cannot guarantee that the order or condition of the materials will be to the preference of the artist.

Artists may only sign up to work if they allow for sufficient time to completely clean and disinfect their work space before leaving. Please build in 30-45 minutes at the end of your workday for cleaning.

3.2.1 Carryall cleaning kits

Every artist will be supplied a carryall cleaning kit for their space that includes the following items: hand sanitizer, denatured alcohol, Gamsol, vegetable oil, soapy water, Simple Green, hydrogen peroxide spray, and paper towels.

To disinfect your individual workspace:

- First remove all ink residue from tools, knives, handles, and surfaces as usual with the appropriate solvent(s): vegetable oil, soapy water, Gamsol, denatured alcohol, and/or Simple Green.
- Using the hydrogen peroxide spray bottle, mist all surfaces used and allow to set for 6 minutes. Use nitrile gloves provided if skin is sensitive. Keep mists away from eyes.
- Using the paper towels provided, thoroughly wipe down all damp surfaces and discard of paper towel in trash.
- IF HYDROGEN PEROXIDE CONTACTS EYES: liberally flush with water for several minutes until irritation subsides. If irritation persists, call your doctor, ask to be transported to the local Emergency Room, or call CT Poison Control at 800- 222-1222.

3.2 REVISED SCHEDULES AND RESTRICTED SPACES

The ease of spread of the virus in the air and between people makes usual operations at CCP impossible during the crisis. Unfortunately, we have had to make stricter adjustments to provide a safer workspace for all.

3.2.1 Weather closures

CCP does not have a modern, building-wide HVAC system. During the COVID-19 pandemic, we are relying on fans, open windows, and doors to create air exchange to reduce the amount of contaminated air in the building. Because of this, CCP cannot operate safely during extreme temperatures of hot or cold. On such days, CCP may have to close to members and staff if temperatures inside cannot support a comfortable work environment.

There will be an outgoing message on our voicemail indicating our closure, please contact CCP to find out when closures due to temperature occur.

3.2.2 Restricted studio schedules

CCP will begin opening to membership on a reduced basis, This will allow time for us to adjust to our new regulations. Please note that this is a temporary, introductory measure, that will be amended as the COVID-19 situation changes.

- Artists may sign up to use the studios from 9am-2:30 pm.
- Unfortunately, we cannot accommodate members using the kitchen or eating in the building at this time. Meals may be had outside, in your car, or off campus.
- Currently, we can accommodate 1 artist in the etching room, 1 artist upstairs (weather permitting), and 1 artist in the cottage at this time.

4. EMERGENCY PROCEDURES

CCP has identified the following emergency situations pertaining to the COVID-19 crisis. Protocols for each emergency are illustrated below.

4.1 POSITIVE COVID CASE ON CCP CAMPUS

In the event that an employee, member, artist, or other visitor to CCP campus tests positively for COVID-19, CCP will take the following actions:

1. Immediately close the building(s) where the case was documented to all employees, artists, members, students, and visitors and remain closed for 48 hours
2. Designate 1-2 key staff to perform a deep clean and disinfection of the premises according to CDC recommendations and CCP SOPS for High Contact spaces
3. Report the case according to OSHA standards to the appropriate authorities (see Section 4.5.6).
4. Report the case to the greater CCP Community: board, membership, mailing list, and any instructors scheduled within the next year.
 - If the positive or suspected positive COVID-19 case is reported from a staff member, that staff member may be asked if their identity may be shared with any artists, members, or instructors that that staff member may have had contact with within the last 14 days.
5. Reopening safely will be contingent upon the above steps completed.

4.2 UNCOOPERATIVE INDIVIDUAL WITH COVID REGULATIONS

In the event that a member, artist, or other visitor to CCP campus refuses to cooperate with CCP COVID-19 rules and regulations, CCP will take the following actions:

1. Remind the individual of CCP policies and that observance of them is a legal obligation imposed by the State of CT.
2. Offer the individual a mask from CCP's inventory, if necessary, and remind them of proper use.
3. Should the individual become combative:
 - All staff members on shift will be alerted that there is an individual in the building that is not cooperating with CCP regulations.]
 - The individual will be guided outside and reminded of our obligations once more and again offered a free mask from CCP inventory.
 - If the individual continues noncompliance, becomes argumentative, or turns violent, they must be prohibited from re-entry.
 - The individual's name will be noted and they will be alerted that continued escalation will require notification of the authorities.
 - If the individual continues to escalate the situation, law enforcement may have to be called. Please note that it is CCP policy to attempt every possible solution and de-escalation tactic before phoning Norwalk Police. Authorities are only called as a last resort.