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ADDENDUM I: WORKING DURING THE COVID-19 CRISIS

The COVID-19 Crisis, in the US specifically, has made the workplace potentially hazardous for viral spread. Because of this, Center for Contemporary Printmaking is requiring all employees to review this document, so to provide an understanding of the inherent risk and the steps we will collectively take to mitigate spread of the virus. All employees 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 CCP employees that wish to return to work will be required to sign the *COVID-19 Risk Awareness Comprehension Contract*, which certifies that you have read and understand the information in this document fully.

Staff will also be asked to fill out the *Employee Covid-19 Exposure Assessment* (see Section 2.2.1 for more details).

1. THE CORONAVIRUS

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Coronaviruses are a large family of viruses which may cause illness in animals or humans.

In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. COVID-19 is now a pandemic affecting many countries globally.

1.1 INDIVIDUALS AT INCREASED RISK

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

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

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:

**Immunodeficiency disorders and immune weakening medications Asthma HIV
Liver disease Obesity Smoking Cardiovascular disease Kidney diseases**

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 CORONAVIRUS SYMPTOMS IN EMPLOYEE AND TESTING

If you have any combination of the symptoms listed in Section 1.2, or any other reasonable suspicion that you have contracted COVID-19, take the following action:

- Stay home and inform your employer.
- Receive a COVID-19 test
- If test reveals positive COVID-19 diagnosis, or if employee continues symptoms, continue to stay home and recover. Do not enter CCP campus for any reason.
- Continue a work from home schedule when able, until symptoms subside and for 14 days after symptoms end.
- Returning to work is contingent on the above steps being completed.

Due to contact tracing purposes and OSHA regulations, your employer is obligated to report the incident to relevant authorities (see Section 4.5.6). You or your caretaker will be asked to answer a few questions about your symptoms, your location(s) at CCP and elsewhere within the last few weeks, and other information. This information will only be used for contact tracing

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

purposes relative to COVID-19 and will only be shared with the contact(s) listed in Section 4.5.6. Employee identity will not be shared and CCP respects all HIPAA rights of the employee.

1.3.1 When testing is necessary

The State of Connecticut recommends you receive COVID-19 testing if you fall into one of the following categories:

- If you have symptoms. (cough, fever, short of breath, loss of smell/taste).
- If you have been in contact with someone who tested positive for COVID-19, or have been contacted by a Contact Tracer and informed you have been in contact with a confirmed COVID-19 case.
- If you live or work in a nursing home or assisted living facility.
- If you work in a DOC facility, and all inmates.
- If you work or live in congregate or group housing.
- At-risk residents in high risk communities: densely populated cities like Hartford, Bridgeport, New Haven, Stamford, Danbury, Waterbury
- First responders
- Healthcare workers
- Direct care employees and residents

1.3.2 Where to receive testing near CCP campus and in other states

- Norwalk Hospital, 34 Maple St, Norwalk, CT (Drive-up testing)
- PhysicianOne Urgent Care COVID-19 Testing Site, 346 Main Ave, Norwalk, CT (Drive-up testing)
- Murphy Medical Associates COVID-19 Testing Site, 80 High School Lane, Darien, CT (Drive-up testing)
- CVS Stamford COVID-19 Testing Site, 229 Hope St, Stamford, CT (Drive-up testing)
- Use the CT United Way interactive map to find COVID-19 testing sites in CT and other states: https://www.211ct.org/search?terms=COVID-19%20Diagnostic%20Tests&page=1&location=Connecticut&taxonomy_code=11048&service_area=connecticut

1.4 WHEN TO SEEK EMERGENCY MEDICAL ATTENTION

Emergency warning signs for COVID-19 that require immediate emergency medical care include*:

**Trouble breathing Persistent pain or pressure in the chest New confusion
Inability to wake or stay awake Bluish lips or face (indicates low oxygen levels)**

Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

**This list is not all possible symptoms. Call your medical provider for any other symptoms that are severe or concerning to you.*

2. EMPLOYEE PROTECTIONS

2.1 PRIVACY

CCP respects the privacy of its employees and their right to share or not share personal information. For reasons pertaining to the mitigation of COVID-19 spread, CCP is obligated to obtain specific information from its employees so that a record can be kept in the instance of an outbreak on CCP campus (see Sections 4.1, Acceptance of Risk and 4.6, Covid Reporting and Emergency Procedures).

The CCP Employee Exposure Risk Assessment, at the end of this document, is the first CCP screening measure before employees can return to work on campus. It asks for the information detailed below. This information will only be shared with the Norwalk Dept of Public Health and with CT Regional OSHA and **only if a positive or suspected positive COVID-19 case is determined at CCP.**

If you feel your employer has asked these questions of you unlawfully, or has asked of you other medical/health information NOT listed below, you may report it to 2-1-1 (see Section 2.4: Reporting Workplace Violations).

2.1.1 What your employer can ask of you

Before employees return to work on CCP campus, CCP will require them to fill out the *Employee Covid-19 Exposure Assessment*. This short questionnaire asks staff to consider their travel habits, their proximity to infected friends or family, their susceptibility to illness, and other factors that provide important insight on that employee's safety on CCP campus.

CCP may ask employees to fill out this questionnaire again, weekly, for contact tracing measures.

Employers can legally ask employees to provide the following information:²

1. A positive result for, or other diagnosis with, COVID-19;
2. Symptoms of infection with COVID-19, e.g., fever of or over 100.4°F, cough, shortness of breath, sore throat;

² <https://www.littler.com/publication-press/publication/frequently-asked-questions-workplace-privacy-and-covid-19>

3. “Close contact” (as defined by the Centers for Disease Control) with any person who has tested positive for, or has otherwise been diagnosed with, COVID-19 infection within the preceding 14 days;
4. Whether the employee has been asked to self-quarantine by a health official within the preceding 14 days;
5. Whether the employee has traveled to, or stopped over in, a country for which the CDC has issued a Level 3 travel health notice; and
6. In CT and some other locations: whether the employee is considered “high risk” for COVID-19 infection, meaning over age 60, pregnant, or suffering from diabetes, lung disease, heart disease, asthma, HIV, or similar conditions.

2.3 PAID LEAVE MEASURES

All CCP employees are covered if they need to take leave from work due to illness, especially the new coronavirus. New provisions have added additional leave protections for employees that need to stay home to care of themselves or their loved ones should COVID-19 affect them.

CCP employees are covered by the Families First Coronavirus Response Act. Signed into law on March 18, 2020, the Families First Coronavirus Response Act temporarily mandates covered employers to provide eligible employees with paid sick leave and paid family and medical leave for certain qualifying reasons related to COVID-19.³ The FFCRA allows employers to claim payroll tax credits to cover the cost of this required leave. The FFCRA is effective April 1 and expires December 31, 2020.

2.3 WORKPLACE SAFETY

CCP is required by law to provide a safe work environment for employees if CCP is to schedule them to work on campus. Employees who are able to work from home are still encouraged to do so.

2.3.1 Management and Communications

A safe work environment includes clear management and communication. Employers are obligated to be accessible and prompt regarding the following:

- Monitor state and local public health communications about COVID-19
- Encourage sick workers to report symptoms, stay home, and follow CDC guidance

3 <https://help.justworks.com/hc/en-us/articles/360041724191-Scheduling-FFCRA-leave-and-tax-credits-COVID-19->

- Develop strategies to manage worker concerns, communicate with workers, and remind workers of available support services
- Communicate to partners, suppliers, and other contractors on policies and practices
- Encourage social distancing and the use of cloth face coverings (if appropriate) in the workplace
- Use technology to promote social distancing (e.g., telework and virtual meetings)
- Cancel group events
- Close/limit use of shared spaces
- Ask customers who are ill to stay home
- Consider policies that encourage flexible sick leave and alternative work schedules.

2.3.2 Cleaning and Disinfection

CCP is required to incorporate a cleaning and disinfection program based on CDC and OSHA guidelines. This program must be consistent, well-documented, and delegated to employees assigned to work on CCP campus. It must contain the following:

- Cleaning and disinfection of frequently touched surfaces, (e.g., counters, shelving, displays).
- Provision to employees of disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19.

2.3.3 Training

CCP is required to provide employees with training on:

- Policies to reduce the spread of COVID-19
- General hygiene
- Symptoms
- What to do if sick
- Cleaning and disinfection
- Cloth face covers
- Social distancing
- Use of PPE
- Safe work practices
- Stress management

2.4 REPORTING WORKPLACE VIOLATIONS

Employees who want to report noncompliance of their workplace may take the following actions:

- Call United Way CT at 2-1-1.
- Submit the Reopen CT Complaint Form online at <https://www.ct.gov/coronavirus>
 - If employees do not have internet access, they can also call 2-1-1, who will fill out the form on their behalf.
- It is accepted CCP practice to exhaust all other possibilities before contacting law enforcement. However, employees may submit complaints to Norwalk authorities.

Enforcement is delegated to local police, local public health departments, and municipal chief elected officials or their designees. In most instances, a first violation should result in a warning and education by local law enforcement.

In instances of a second or more egregious violation, law enforcement will refer complaint to local Norwalk Department of Public Health or a designated local Chief Elected Official. Public Health and Chief Elected Officials may order closure of establishment.

2.4.1 Whistleblower Protections

You have the right to file a whistleblower complaint with the Occupational Safety and Health Administration (OSHA) if you believe your employer retaliated against you for exercising your rights as an employee under the whistleblower protection laws enforced by OSHA. Employees may file complaints under section 11(c) of the Occupational Safety and Health Act with Federal OSHA.

2.4.2 Filing Workplace Violation Complaints

You may file your whistleblower complaint using any of the filing options below. Please make sure that your correspondence includes your name, mailing address, email address, and telephone or fax number so OSHA can contact you to follow up.

1. **Online**- Use the [Online Whistleblower Complaint Form](#)⁴ to submit your complaint to OSHA. Complaints received online from employees located in States with OSHA-approved State Plans will be forwarded to the appropriate State Plan for response.
2. **Mail**- Mail a letter describing your complaint or a printed copy of your completed [Online Whistleblower Complaint Form](#) to your local OSHA Area Office.
3. **Telephone**- Call your local OSHA Area Office. OSHA staff can discuss your complaint with you and respond to any questions you may have.

4 <https://www.osha.gov/whistleblower/WBComplaint.html>

4. **In person**– Visit your local OSHA Regional or Area Office. OSHA staff can accept your verbal or written complaint and provide information as needed.

- Our local CT OSHA Area Office:

Bridgeport Area Office

915 Lafayette Boulevard, Room 309
Bridgeport, CT 06604

Phone: (203) 579-5581

Fax: (203) 579-5516

2.5 STRESS MANAGEMENT

It should not be left unsaid that the COVID-19 pandemic is a global trauma event. The virus is enacting its own harm, but also intensifying the daily crises present in many countries, economies and legislatures around the world.

Employees feeling anxious or depressed have support ready for them with various local and national therapeutic operations.

- CCP's Aetna Health Insurance plans cover visits for many social workers, therapists, and other mental health professionals.
- Mountainside Behavioral Health Network in Canaan, CT is offering COVID-19 specific sessions live and on the phone. Sessions include group and single therapy, and include topics like Coping Mechanisms in a COVID-19 World, Minimization of Trauma and PTSD During COVID-19, and many others. Call 888.200.6106 or at <https://mountainside.com/contact> to chat immediately or find out about future sessions.
- Call the National Alliance on Mental Illness Connecticut (NAMI-CT) hotline at 860.882.0236. Workers are available to talk live, Monday-Friday, 9am-5pm.
- NAMI Connecticut offers more than 70 FREE, confidential support groups across the state that are peer-led. They are facilitated by people who have experienced what you have/are experiencing.
 - During the current COVID-19 crisis, NAMI groups have moved online. To learn more and join NAMI Support Groups, visit <https://namict.org/>. A virtual Family Support Group is also held on Mondays, Wednesdays and Thursdays at 6:30pm; visit <https://namict.org/find-> for details.

3. MASKS AND PERSONAL PROTECTIVE EQUIPMENT

CCP will provide all necessary and appropriate Personal Protective Equipment (PPE) to all CCP employees for the hazardous operations for which they are required according to OSHA 29 CFR 1910.1200 HAZCOM and 29 CFR 1910.132 Personal Protective Equipment Standards.⁵

New PPE requirements for the mitigation of COVID-19 spread in the workplace have been implemented by the State of Connecticut. The following sections cover this in detail.

3.1 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.**

In light of new data about how COVID-19 spreads, along with evidence of widespread COVID-19 illness in communities across the country, CDC recommends that people wear a cloth face covering to cover their nose and mouth in the community setting. This is to protect people around you if you are infected but do not have symptoms.

Masks are only successful when used in conjunction with social distancing measures and standard operating procedures (SOPS, Section 4). Their main function is to reduce the spread of your breath by creating a barrier at the point of exhale, diminishing its projection around you. Cloth masks are an administrative control solely for use in regards to COVID-19 mitigation. Cloth masks lack industrial filtration and do not prevent particles from entering the lungs. Cloth masks are not an effective form of protection against hazardous airborne chemicals or dusts.

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

*3.1 How to use masks properly*⁶

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.

5 <https://www.osha.gov/laws-regs/regulations/standardnumber/1910>

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

- 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.

3.2 OTHER PPE

Using gloves and goggles to protect against COVID-19 is not recommended by the CDC for any other working sector besides healthcare. In some cases, the CDC warns that wearing gloves to protect yourself while working/traveling through public can lead to spread rather than mitigating it.⁷

Nitrile gloves and ANSI Z87+ D3 D4 goggles will still be provided for use with hazardous chemicals and operations conducted as part of regular CCP programming. These are NOT provided as measures to be used as part of CCP COVID reopening strategies.

CCP still encourages the use of NIOSH N95 dust masks with use of the rosin aquatint and other operations that produce or use hazardous inhalable and/or respirable particles. CCP will provide NIOSH N95 dust masks as long as inventory allows and will be abstaining from placing new orders as long as the production crisis continues and frontline workers remain highest priority to have access to these masks.

3.3 VENTILATION

CCP will adjust ventilation for the building as possible to help increase the intake of fresh air and exhaust circulated air.

3.3.1 Fans, air conditioners, and windows

Window air conditioning units will be adjusted to maximize fresh air intake into the studios; blower fans will be set on low speed and pointed away from room occupants to the extent possible. Window fans should be turned to exhaust air out of the window in the direction of the outdoors.

Window fans that blow air into a room or free-standing fans that only serve to circulate existing air around a room should not be used except in situations where the fan is being used to satisfy

7 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>

a printmaking process (eg, to help dry materials) and only in a segregated room where the individual user is the only one exposed to the space the fan is in.

When weather permits, windows and doors will be opened to increase the volume of fresh air entering the building.

3.3.2 Use of local exhaust systems

The local exhaust systems in the litho room and etching room will be turned on to exhaust air continuously if there are individuals working in these rooms. This local exhaust must be left continuously running any time artists are working in these spaces, and especially where inhalation hazards are created via solvents or other materials.

The local exhaust in the Helen Frankenthaler Printmaking Cottage must be left continuously running any time a printer is in the cottage working with the artist assigned to the Cottage; otherwise, the exhaust may remain off unless the artist is using it during hazardous operations where inhalation hazards are created.

4. STANDARD OPERATING PROCEDURES (SOPs)

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.

4.1. ACCEPTANCE OF RISK

While these rules allow us to reopen as safely as possible, risks to visitors and employees cannot be fully mitigated. Employees 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 working from home is appropriate.

All CCP employees that wish to return to work will be required to sign the *COVID-19 Risk Awareness Comprehension Contract* in addition to the *Employee COVID-19 Exposure Assessment*.

4.2 HAND WASHING

Employees 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.

4.3 SOCIAL DISTANCING PRACTICES

CCP will require social distancing between employees and other individuals 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:

- Employees will stay at least 6 feet (about 2 arms’ length) from other employees or artists whenever possible
- 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, by limiting the number of people in the building.
- CCP employees will avoid gathering in groups whenever possible, adjusting group events, such as meetings, 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 being exposed to this virus and slowing its spread locally and across the country and world.

4.4 SANITATION PROCEDURES

Intensified cleaning, sanitation, and disinfection of the studio will be daily practice during the global crisis. It is the responsibility of the employee(s) on shift to complete the sanitation procedures outlined in the *CCP Employee Sanitation and Cleaning Guide*, included at the end of this addendum, daily. Please note that these procedures are required of us to safely reopen and to keep each other safe; to not complete these duties as often or as thorough as they are required is to violate CT law and will create liability.

4.4.1 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, 3% 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.

4.4.2 Disinfection of rooms.

CCP has identified the different locations in our studios as high contact, medium contact, and low contact zones. These are designated according to level of exposure to other individual(s). We use these to determine the method of cleaning these spaces receive, with what, and how often.

These designations are fluid and will be amended or changed, at the discretion of the CCP, as re-opening procedures continue, as recommended by the state.

High Contact zones experience traffic from 2 or more individuals at regular or frequent intervals, are prohibitive to social distancing due to size/volume, have high touch zones that require involved disinfection, and/or are designated as high risk zones by the CDC.

At CCP, these include the main door and lobby, kitchen, stairway, and bathrooms. If a printer is working with an artist in the Helen Frankenthaler Printmaking Cottage, that bathroom is considered a High Contact zones.

- Disinfection: **High contact zones must have all surfaces fully cleaned and disinfected multiple times per day by a trained staff member. These zones must have dated checklists posted nearby that document when disinfection is performed,** Use the supplied Madacide-FD, Clorox/ Seventh Generation disinfecting Wipes, or Hydrogen Peroxide according to posted directions.

Medium Contact zones experience traffic from 3 or less individuals at infrequent intervals, can accommodate social distancing, and have low touch zones (or, if high, able to be cleaned easily). These include the papermaking room, the utility closet, the beater room, the litho room, the Vandercook room, the etching room, the upstairs studio, and the upstairs darkrooms. If a

printer is working with an artist in the Helen Frankenthaler Printmaking Cottage, that studio is considered a Medium Contact space.

- **Medium-contact zones are to be cleaned and disinfected by the individual(s) using that space, at the end of their workday.** Use the supplied Carryall Cleaning Kits and Hydrogen Peroxide according to posted directions.

Low Contact zones include single offices and extremely low-traffic zones. This includes Kim Henrikson's office and the storage eaves. If an artist is working alone in the Helen Frankenthaler Printmaking Cottage studio, this will be considered a Low Contact space until the artist leaves, at which point it will be cleaned according the High Contact guidelines before the next reservation.

- Low contact zones may have individual appliances disinfected by the user at the end of their workday. These include light switches, doorknobs, phones, etc. Use the supplied Clorox/ Seventh Generation wipes or 3% Hydrogen Peroxide according to directions.

4.5 EXEMPLIFICATION AND ENFORCEMENT

CCP as an employer is legally required to develop and train staff in the COVID-19 mitigation strategies in this document. However, the success of these strategies in keeping a coronavirus outbreak out of our studios weighs heavily on our employee's commitment to participating. It is paramount that all staff model and exemplify the behaviors, rules, and regulations in this document at all times that they are on CCP campus.

All staff will also be required to be enforcers of these same strategies. Without enforcement, we have no safety program. CCP encourages our small staff to monitor and be supportive of each other, member artists, artists in residence, instructors, and visitors. Many of these regulations are new and against our nature as social beings; it won't be uncommon that each of us may forget to comply at one point and rely on each other to offer corrective support. If staff experience an uncooperative individual on CCP campus, refer to Section 4.5.2, *COVID-19 Reporting and Emergency Procedures: Uncooperative individual*, below.

4.6 CONTACT TRACING PROCEDURES

As part of CDC recommendations for safe reopening, 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.

Staff must self-record their temperatures using the CCP-provided infrared thermometer at the beginning of every shift. Temperatures will then be logged in the staff member's private folder. Temperature recording helps assess the reach of exposure should someone on CCP campus test positive or suspected positive for COVID-19. 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.

Before employees return to work on CCP campus, CCP will require them to fill out the *Employee Covid-19 Exposure Assessment*. This short questionnaire asks staff to consider their travel habits, their proximity to infected friends or family, their susceptibility to illness, and other factors that provide important insight on that employee's safety on CCP campus. These questionnaires will be logged in an archive for each employee. These 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.

CCP may ask employees to fill out this questionnaire again, weekly, for contact tracing measures.

4.7 COVID REPORTING AND EMERGENCY PROCEDURES

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

4.7.1 Positive COVID-19 case in employee, member, or artist 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.

4.7.2 Uncooperative individual with CCP COVID-19 rules and 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:
 - Alert the staff member on shift with you that there is an individual in the building that is not cooperating with CCP regulations. If no additional staff is on campus, call and alert the Executive Director and Studio Manager.
 - Keeping within social distance from the individual as possible, guide them to be isolated outside, if you are comfortable. If you feel uncomfortable, ask the staff member on shift with you for assistance.
 - Remind them of our obligations once more and include that their admission to the building is not permitted if they cannot comply with these obligations. Once more offer a free mask from CCP inventory, if necessary, and remind them of proper use.
 - If the individual continues noncompliance, becomes argumentative, or turns violent, they must be prohibited from re-entry.
 - Take note of the individual's name from the sign-in log and alert them that continued escalation will require you to notify the authorities. Remind them several times if they argue.
 - 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. Only ever notify the authorities as a last resort.

4.7.3 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.⁸

⁸ 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 illness; is work-related as defined by 29 CFR 1904.5; and involves one or more of

Positive COVID-19 cases documented on CCP campus should be reported to:

- Our local Bridgeport Area Office (see Section 2.4.2)
- The Norwalk Health Department Emergency Response Coordinator: Glenn Iannaccone, Phone: Giannconne@norwalkct.org Email:(203) 854-7771

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.