Homer Council on the Arts
COVID-19 policy / mitigation plan (updated 11/1/20)
In compliance with “Reopen Alaska Responsibly” Phase II (effective 5/8/20)

As Alaska experiences an increase in COVID cases and community transmission, Homer Council on the Arts wants to ensure the health and safety of both staff and patrons. We ask that staff, volunteers and visitors adhere to this policy to ensure the health of our workplace and community. THANK YOU

INDIVIDUALS EXHIBITING SYMPTOMS CONSISTENT WITH COVID-19 MAY NOT ENTER

Social Distancing
• HCOA offices are closed to the public except by appointment only.
• Maintain 6-foot distancing between workstations and individuals.
• All staff and visitors must sanitize or wash hands upon arrival and intermittently.
• No sharing of phones or computer workstations (without thorough disinfecting).
• Staff and visitors are encouraged to wear cloth facemasks.
• Individuals who have traveled out of state or suspect exposure to COVID-19 must quarantine for 14 days before entering HCOA facilities.

Public Interaction
• Gallery will be open to public during scheduled hours.
• Maximum 10 visitors in the gallery. Social distancing required outside household groups, face coverings required.
• Artwork drop off/pickup and other physical exchange should be no-contact. Exchange surfaces to be regularly sanitized (drop off table in the main gallery).
• Classes/workshops
  o All classes by pre-registration; no drop-in attendance
  o Facemasks and social distancing required (disposable masks are available)
  o Maximum 10 participants (or less as dictated by program)
  o Work area and supplies will be disinfected by staff/instructor prior to activities. In the event of sequential activities or programs, areas will be disinfected between students.
  o Upon arrival, workshop participants will be verbally questioned about their health and have temperatures taken with a touchless thermometer; students with COVID-consistent symptoms or fever (min. 100.4°F) will be asked to leave the facility and consult a health professional.
  o All class registrations will be retained; if requested by Public Health, records will be made available for contact tracing.
Germ and virus reduction
Coughing, sneezing, talking, touching your face, and touching frequently touched objects can spread germs
• Cover your mouth with a tissue when you cough/sneeze
• Throw used tissues in the trash
• If you don’t have a tissue, cough/sneeze into your elbow, not your hands.
• Immediately wash hands after blowing your nose, coughing, or sneezing.
• Wash with soap and water for at least 20 seconds or use hand sanitizer

Staffing
• Leave during this pandemic adheres to policy.
• Staff may telework as appropriate with Director consultation.
• Separate offices and 6’ space between desks comply with State policy
• If you begin to feel sick at work, alert director and go home immediately
• All staff working on-site are required to check in with director to report wellness.

Cleaning
ED and staff will coordinate daily (minimum) sanitizing of frequently touched objects, including:
• doorknobs, handles, light switches, toilets, faucets
Surfaces with occasional use will be washed after use, including:
• i.e. work table in front office, director’s table, classroom table

In the event of a confirmed case with potential contamination at the HCOA building:
• HCOA building will close to all access for 72 hours minimum for natural deactivation of the virus, followed by comprehensive disinfection of all surfaces.
• Sick employees should stay home and work with their health care provider.
Employees may discontinue isolation under the following conditions:
  o At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
  o At least 10 days have passed since symptoms first appeared.
  o Consultation and approval by Executive Director or Board President.