



Richland Academy of the Arts

COVID-19 Preparedness Plan

Richland Academy of the Arts, RAA, is committed to providing a safe and healthy workplace for all our employees and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Everyone connected to RAA is responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and community, and that requires full cooperation among our employees and customers. A Reset and Restart Task Force comprised of board, parents, staff and local health department has been created to advise RAA. Only through this cooperative effort can we establish and maintain the safety and health of our establishment.

RAA is serious about safety and health. Everyone's involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Our Plan follows Centers for Disease Control and Prevention and Ohio Department of Health guidelines, federal OSHA standards related to COVID-19 and Governor DeWine's executive orders.

The Safe Six: Workplace Readiness Essentials (see separate check list sheet provided by Chamber of Commerce)

- Prepare the Building
- Prepare the Workforce
- Control Access
- Create a Social Distancing Plan
- Reduce Touch Points & Increase Cleaning
- Communicate for Confidence

To Our Valued Students and Families

- **Customer or student drop-off, pick-up and waiting for your student in the building**
To minimize gathering and further promote social distancing, RAA is requiring that only one person accompany the student attending class. At this time, please do not bring others into the facility. Waiting areas inside the building will be clearly marked with distancing signs.
- Please practice frequent handwashing; hand sanitizer and disinfectant wipes are located throughout the building.
- Gatherings must be limited to 10 people and maintain social distancing of 6 feet.
- Face masks are optional
- Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of all surfaces, equipment, and areas in every room, including restrooms, Academy Lounge, offices, teaching studios and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, door handles, elevator panels, railings, copy machines, credit card readers, etc.

- Richland Academy will be cleaned and disinfected daily, Monday through Friday. RAA uses QB-T from Hillyard (our cleaning product supplier; Safety Data Sheet available upon request) and bleach to clean and disinfect all surfaces.

Additionally,

- All drinking fountains will be shut-off. Please bring your own water bottles.
- Every other stall in the restrooms will be closed; if a line is necessary, please wait outside of the restroom maintaining social distancing.
- Any personal item left at RAA that would normally be stored in the lost and found, will be immediately thrown away unless it can be easily disinfected (such as a book or cell phone). All personal water bottles and all clothing will be disposed of in the dumpster.
- The elevator will be closed unless needed for stroller or ADA purposes.

To Our Valued Employees

Screening and procedures for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

1. **Health screening prior to entering the building**
 - All employees will take their temperatures before entering the building. A thermometer and temperature chart will be located at the Dickson Street door.
 - Any temp above 100 stay home!
2. **Communication to RAA if sick or experiencing symptoms while at home**
 - Employees are to contact Sheri & Marianne if sick or experiencing symptoms while at home.
3. **How employees are to report to RAA if they are sick or experiencing symptoms while at work, and where employees will be isolated until able to be sent home.**
 - If an employee becomes ill while working, they are to immediately go home or self-isolate in room 212 if transportation is needed and notify Sheri & Marianne.
 - RAA has implemented leave policies (see Faculty/Staff Handbook) that promote workers staying at home when they are sick, etc. and promotes that all employees stay home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.
 - RAA has also implemented procedures for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.
 - In addition, a policy has been implemented to protect the privacy of employees' health status and health information.

Handwashing

Basic infection prevention measures are implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of each shift or each lesson or class, prior to any mealtimes and after using the restroom. All customers to the facility are encouraged to wash their hands prior to or immediately upon entering the facility. There is hand sanitizer and bleach wipes located in every room and throughout the facility.

Respiratory etiquette: Cover your cough or sneeze

At a minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth and chin. Employees and customers are required to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. The tissues are to be disposed in the trash and wash or sanitize their hands immediately afterward. Employees are required to wear a face mask if working with customers (not if working alone in an office) and customers may choose whether or not to wear a face mask while in the facility.

- RAA allows all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations. RAA requires all employees to wear facial coverings, except for one of the following reasons:
 - Facial coverings in the work setting are prohibited by law or regulations;
 - Facial coverings are in violation of documented industry standards;
 - Facial coverings are not advisable for health reasons;
 - Facial coverings are in violation of the business's documented safety policies;
 - Facial coverings are not required when the employee works alone in an assigned work area; or
 - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.
- RAA will provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace.
- RAA will provide one cloth/fabric face mask per employee or you may provide your own.

Social Distancing

Social Distancing is being implemented in the facility through the following engineering and administrative controls:

- Telework, flexible work hours
- Maintaining 6 feet distance between employees and customers: classroom sizes are reduced 50%, occupancy signs are posted in every room, signage is posted throughout the facility to remind all to maintain social distance
- RAA will provide personal protective equipment such as non-medical face coverings and disposable gloves and disinfectant to employees. All employees will be instructed on when and how to wear/use the PPE.
- Barriers and alternate routes will be utilized throughout the facility in order to minimize gathering and further promote social distancing. Signage will be located throughout the facility to guide customers and employees.
- Employees, customers, and visitors are prohibited from gathering in groups of more than 10 and must practice social distancing of 6 feet. This will include gathering in confined areas, including elevators, restrooms and other small spaces located in the RAA building, as well as from using other employees'

PPE. All phones or other office equipment, computers, or work tools, will be disinfected prior to the next employees' use.

Communication and Training

This Preparedness Plan was communicated to all employees on May 15, 2020 and necessary training will be provided upon the employee's return to workday. Additional communication and training will be ongoing and provided to all employees.

This Plan will be monitored by the Administration to evaluate its effectiveness and will be updated as we receive new directives from the state of Ohio and the Ohio Department of Health.