



Richland Academy of the Arts

COVID-19 September On-Going Plan

Richland Academy of the Arts, RAA, is committed to providing a safe and healthy community arts center for all our employees and participants in the midst of COVID-19. As a response, we have crafted the following COVID-19 Preparedness Plan for the safety of all. 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 participants. A Reset and Restart Task Force comprised of board, parents, staff and local health department worked originally 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 continuing and implementing a successful COVID-19 Plan. Our Plan follows Centers for Disease Control and Prevention, Ohio Department of Health guidelines, federal OSHA standards related to COVID-19 and Governor DeWine's various applicable executive orders.

The Safe Six: Workplace Readiness Essentials

- 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

- **Student drop-off, pick-up and waiting for your student in the building**
To minimize gathering and to further promote social distancing, RAA is suggesting thoughtfulness in gathering before and/or after classes.
- Please practice frequent handwashing; hand sanitizer and disinfectant wipes are located throughout the building.
- Gatherings should be limited and maintain appropriate social distancing.
- Face masks are under the Governor's directive.
- Enhanced housekeeping practices have been implemented, including 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 during class times. 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.
- Restrooms are open, but if a line is necessary, please wait outside of the restroom while maintaining social distancing.
- Any personal item left at RAA that would normally be stored in the lost and found will immediately be 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.

To Our Valued Employees:

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

Employees have been practicing and self-monitoring for signs and symptoms of COVID-19. The following procedures have been 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 upon 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 208 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 have been 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 participants in 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 cover an individual's nose, mouth and chin. Employees and participants are required to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, mouth, nose, or 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 participants (not if working alone in an office) and participants may choose whether to wear a face mask while in the facility.

- RAA allows all participants, 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.

Social Distancing

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

- Telework, flexible work hours.
- Maintaining distance between employees and participants: signage is posted throughout the facility to remind all to maintain social distance.
- Signage will be located throughout the facility to guide participants and employees.
- Employees, participants, and visitors are discouraged from gathering in groups and must practice social distancing.

Communication and Training

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

This Plan will be monitored by the RAA 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.