

# ARTISTS FIRST

*Art For All*

## AI COVID-19 RESPONSE: POLICY MANUAL (JULY 2020)

**Executive Summary:** As a non-profit organization, Artists First has connected hundreds of our most vulnerable community members to a sense of belonging, purpose, safety and empowerment through creative self-expression. A majority of those who utilize and depend on Artists First are marginalized individuals from varied backgrounds and have a cross-section of challenges including homelessness, community reintegration, mental health needs, poverty, substance use, exploitation and abuse. Artists First has been a safety net and imperative part of daily lives for our community members many who do not have natural support systems and or resources. Whereas, the population that Artists First serves are vulnerable and susceptible to the current COVID-19 pandemic, Artists First has adopted and adheres to Universal COVID-19 Safety Measures.

Artists first reopening date: TBD

Policies implemented on: July 1, 2020

### AI COVID-19 Response CDC Guidelines of Cleaning & Disinfecting

- All staff will adhere to the enhanced and increased sanitization and cleaning policies.

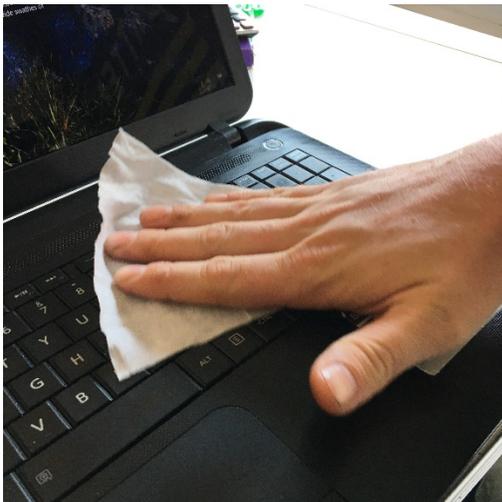


## Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective. Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.
  - Prepare a bleach solution by mixing:
    - 5 tablespoons (1/3 cup) bleach per gallon of water or
    - 4 teaspoons bleach per quart of water

## Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning: If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Items such as aprons will be washed after each use.



## Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present. Follow the manufacturer's instructions for all cleaning and disinfection products. Consider the use of wipeable covers for electronics.

- o If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

- **All surfaces throughout the studio must be cleaned and disinfected by staff after each use AND before the start of business the following day. These surfaces and items include, but are not limited to the following:**

Date:		AM	PM
Item/Surface	Disinfected	Employee Initials	
Door/Door Handle			
Windows			
Tables			
Chairs			
Floors			
Desk/Work Stations			
Artist Storage Lockers			
Supplies			
Microwave			
Coffee Maker			
Trash Cans			
Bathrooms			

### Personal Protective Equipment (PPE) and Hand Hygiene

- **All staff will adhere to the dress code policy of wearing face coverings.**

#### **Masks**

As per CDC recommendations and a mandatory requirement by the city and county of St. Louis, Artists First will abide by the following guidelines in regards to face masks.

- All persons who enter Artists First are required to wear protective face masks/face coverings AT ALL TIMES
- All persons who enter Artists First are required to provide their own approved face coverings/personal protective equipment

- If any persons cannot provide their own approved face coverings/personal protective equipment, they may purchase approved equipment from Artists First

If any person cannot or does not abide by this mandatory face covering policy, they will be asked to leave the premises until they are able to comply.



## Gloves

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash. Gloves and gowns should be compatible with the disinfectant products being used.



- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean your hands after removing gloves.
- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.

- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands. Additional key times to clean hands include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance such as a child.

### **Handwashing Requirement**

As per CDC, St. Louis City, and St. Louis County recommendations, all persons who enter Artists First will be required to abide by the following hand washing requirements upon entering and while on the premises.

- Staff must wash hands and disinfect upon arrival and after temperature has been taken
- All artists must wash hands immediately after having temperature take and having placed belongings in their assigned locker
- Staff must wash hands/disinfect after handling any artistic supplies, after giving receiving supplies from artists, and after placing supplies back in correct location
- All staff and artists must wash hands/disinfect after the individual coughs or sneezes

If any person cannot or does not abide by this mandatory hand washing policy, they will be asked to leave the premises until they are able to comply.

The following are guidelines specifically from the CDC:

#### **Key Times to Wash Hands**

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food

- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

### Follow Five Steps to Wash Your Hands the Right Way

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community—from your home and workplace to childcare facilities and hospitals



**Follow these five steps every time.**

- I. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

### **Use Hand Sanitizer When You Can't Use Soap and Water**

You can use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.



### **How to use hand sanitizer**

- Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.

## Social Distancing Requirement

- **ANY** persons who enter Artists First STL **MUST** adhere to St. Louis County's Guidelines of Social Distancing as posted on entry doors.



In accordance with the St. Louis County's Guidelines, Artists First reduced capacity and social distancing will function as follows, to the greatest extent possible:

- A minimum of six feet apart from another artist
- A maximum of two artists per 6-foot work space tables.
- Sanitization of areas where Artists have sat/worked prior.
- Maintain physical distancing (i.e. No hugs, hi-fives, etc.)

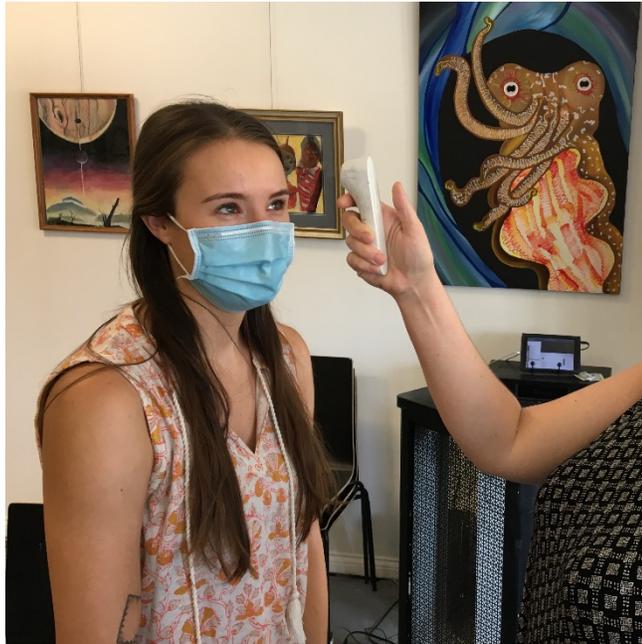


If any person does not abide by these social distancing standards, they will be asked to leave the premises until they are able to comply.

## Temperature & Health Screenings

With respect to Privacy Laws and as per the CDC and St. Louis County health policies, Artists First will abide by the following policy in regards to the body temperature of individuals within the studio:

- No persons may enter the studio (staff, artist, volunteer, donor, etc.), with a temperature higher than 100 degrees.
- Staff temperatures will be taken upon arrival for scheduled shift.
- Artist/Client temperatures will be taken upon arrival at scheduled studio time



Any persons who exhibit a body temperature of over 100 degrees will be asked to leave the studio and not return for AT LEAST 48 hours AFTER their temperature has broken.

If any person cannot or does not abide by these body temperature policies, they will be asked to leave the premises until they are able to comply.

## Artist Scheduling/Reservations

To remain within the guidelines of the CDC and Saint Louis County regulations in regards to the amount of individuals gathering in one place at any specific time, Artists First will be implementing the following policies for the number of people on premises until further notice:

- Artists must reserve a time slot by calling and scheduling a time with staff the day PRIOR to attending (Call on Friday for the following Monday).

- There are to be no more than 10 amount of artists AND staff in the studio at any given time
- Any artist that arrives without a scheduled appointment will be asked to leave
- No artists will be allowed in before their scheduled time and will begin cleaning up their space no more than fifteen minutes before the scheduled time is up
- Studio hours are a concrete 10:00AM-3:00PM operating time
- Any artist that schedules a time but does not show will still be billed the FULL amount of time

If any person cannot or does not abide by this mandatory scheduling policy, they will be asked to leave the premises until they are able to comply.

### Artist Personal Belongings

To reduce opportunities of contamination for the safety of our employees and fellow artists, Staff of Artists First kindly requests:



- All artist not to bring bags or outside items into the studio unless **ABSOLUTELY** necessary
- If an artist must bring items, it is requested that only limited items are brought. This concerns items such as personal hygiene, medications, transportation passes, etc.
- All artist belonging that are brought into the studio that are deemed necessary will be wiped down with disinfectant and placed into an assigned, pre-disinfected locker

If any person cannot or does not abide by this belonging requirement policy, they will be asked to leave the premises until they are able to comply.

### Artist Arrival Policy

Upon arrival at Artists First studio, all artists must follow the following procedure to ensure maximum safety protocols are followed.

1. Staff will meet artists at the door to take their temperature only if the artist and staff are wearing the proper face protection.
2. Staff will verify that the artist has arrived at the correctly scheduled time.
3. Artists will be directed to a specific locker to place their belongings if any are brought.



4. Artists will be given a pump of hand sanitizer and directed to wash their hands in the artists' bathroom sink.

Once artists are appropriately social distancing themselves, staff will have artists fill out an updated contact form for studio records (Only done on first visit) 6. When all above steps are completed, staff will happily retrieve any and all supplies the artist may need at that time

Until further notice, this policy will be in effect for any artist that has scheduled studio time at Artists first. If this procedure is not followed, staff will work closely with an artist to ensure understanding and importance.

## Volunteer Policy

We love volunteers, however due to the 2019 Coronavirus Pandemic and the health and safety of all involved, there will be NO volunteers allowed at Artists First until further notice.

## Donations

During the COVID-19 Pandemic, Artists First has maintained a small amount of operations. During this time, and until further notice, Artists First will be abiding by the following policies in regards to donations.

- All donations will be by appointment only.
- All donation drop offs will take place at the back door of Artists First Studio
- Donations will be kept in the back storage room of Artists First for a MINIMUM of 72 hours
- After 72 hours, items will be disinfected and inventoried accordingly.
- Staff requests that all donors make an appointment by calling the studio at (314) 781-4440 or emailing at [info@artistsfirststl.org](mailto:info@artistsfirststl.org).

## Contact Information

For any questions, comments, or concerns, please contact Artists First in the following manner:

Studio Telephone: 314-781-4440  
Email: [info@artistsfirststl.org](mailto:info@artistsfirststl.org)  
Website: Artistsfirststl.org  
Facebook: Artists First STL  
Twitter: @ArtistsFirstSTL  
Instagram: artistsfirststl