



ARTs PROGRAMMING COVID-19 RESPONSE PLAN STRAWBERRY HILL CENTER Art Room

As per the clarified guidelines issued by the Governor's office on 2.11.2021, referencing the Washington State Coronavirus Response document.

Phase 2

Manager continues to update original program offerings, suspending some, and recruiting new. Update catalog, RecTrac, and Webtrac to reflect current status of all programs.

Work interdepartmentally to assure the SHC Art Room is scheduled to ensure participants can enter and leave the facility without overlap.

Manager prepares facility and instructional staff for upcoming programming:

- Instructors are trained in the impact of Covid-19 on BIMPRD's upcoming provision of recreational programming:
 - Facilitate the successful completion of SafePersonnel Training by Employee Instructors.
 - Share governing documents that have informed BIMPRD procedures.
 - Share all BIMPRD-specific operational procedures.
 - Share the BIMPRD Employee Training PowerPoint slideshow.
 - Discuss all paperwork, checklists, and program materials for use this summer.
 - Introduce PPE kits that will be issued to each instructor.
 - Demonstrate correct procedures when helpful.

Manager sets maximum number of class participants to 10 for inside instruction. Covid-19 screening will be conducted at the start of every class before participants are allowed into the facility. 6-foot distancing minimum will be required during class. No gathering will be permitted before or after class.

Manager will post a weekly facility-use calendar by the door of the SHC Art Room each Monday morning.

Manager meets with instructors 30 minutes prior to their first scheduled class:

- Manager provides the instructor their own Covid-19 PPE kit – review equipment and proper use:
 - Bottled disinfectant (DC-Plus 240)
 - Hand sanitizer
 - Paper towel role

- 100-glove box
- 25-mask box
- Gown
- Eye protection
- Contact list
- Thermometer
- Manager checks out facility key to the instructor with reminder to keep facility locked.
- Manager issues each instructor a personalized packet of instructor materials, to include:
 - Roster
 - Daily checklist of duties now required of instructors during Covid-19 response phases.
 - Emergency directions including how to communicate any/all issues correctly (be sure all instructors are encouraged to connect with manager often for any/all issues as they arise via cellphone as manager may not be on-island.)
 - Novatime directions (invoice directions for contractor instructors)
 - Student evaluation forms for final class meeting.
 - Instructor evaluation form due when returning key before final payment.

Manager accompanies instructor for first class meeting:

- Introduce self and role – available as a resource.
- Welcome and thank participants.
- Explain all new Covid-19 related protocols and answer questions.
- Encourage participants to check website for all updates.

Activity Program Protocols:

- Participant Arrival Protocols:
 - Participants should remain in/by their cars until called to the screening shelter.
 - Participants will be motioned from their car one at a time.
 - The instructor will screen each participant for symptoms of COVID-19 using the outdoor screening shelter or interior screening desk.
 - Staff will use the questionnaire and take the temperature of each participant prior to entering the SHC Art Room.

Any YES answer to the questionnaire OR a temperature over 100.4 degrees will result in the participant being sent home. The participant may NOT enter Strawberry Hill Center.

- Participant Protocols:
 - Upon first class meeting, entrance protocol will be explained to the participants, including how to enter, gather class equipment and claim a workout spot.
 - Thereafter participants will enter individually after passing the entrance screening and get their equipment, take their place, and remain at least 6 feet apart from all other participants and all times.
 - Properly spaced class-end procedures, including putting away chairs and equipment will be practiced.
 - **Participants must wear masks at all times during Park District activities.**

- Participants will leave the SHC Art Room at a distance from one another and not congregate at the entrance or in the parking area. Socializing, even at a distance, before or after class is not appropriate.
- Instructor Work Habits:
 - Instructor should thoroughly wash his/her hands before and after class.
 - Masks AND gloves are **required**:
 - for all cleaning procedures.
 - when cleaning all high-touch areas both before and at the end of the class activity.
 - when staff prepares and distributes class materials.
 - All high-touch areas are to be thoroughly cleaned/disinfected before moving from the Art Room in order to conduct the participant screening.
 - **Masks are required during class instruction.** Gloves are recommended.
 - Instructor actively monitors that all recommended procedures regarding getting equipment, workstation organization, and cleanup procedures are observed by all participants.
 - Instructor actively monitors that all recommended procedures regarding the replacement of equipment at the end of the class.
 - Instructor will clean each piece of equipment thoroughly and put in final storage after the class has been dismissed.
 - The instructor thoroughly cleans/disinfects all high touch-areas before leaving the facility.
 - The use of fans and open doors will be employed as often as possible when class is held inside.
 - Holding class outdoors is advisable when the weather permits and when the instructor deems that the conditions are safe for all participants.
- Equipment Standards:
 - Equipment is expected to have been left by the last instructor in sanitized condition.
 - Cleaning supplies should be available while equipment is being claimed by students if they feel more comfortable giving their equipment another cleaning before use.
 - Equipment will be thoroughly cleaned and disinfected by the instructor at the end of each activity.

Manager communicates with instructors regularly to see how activities are progressing and if they have any supplies in need of re-ordering, which will be done via email to Mike Pratt.

Manager conducts weekly site visit to assure that new facility-use calendar is posted, facility signage is still in position, supplies are well-stocked, and the facility is clean and orderly, especially with concern to Covid-19 protocols and procedures.