



COVID-19 Office Policy June 1, 2020

In accordance with guidelines provided by the Oklahoma Arts Council, the Oklahoma Center for Nonprofits, and the Oklahoma Museums Association, the Oklahoma Visual Arts Coalition staff will adhere to the following policies upon return to the office on June 1, 2020. Notwithstanding the following, OVAC will always follow CDC and local government guidelines.

Staff:

1. Staff will work in their own offices with the doors closed. Employees should not enter another employee's office.
2. Any meetings will need to take place in common areas that allow for 6 feet between each employee.
3. Staff should refrain from shaking hands or physical contact with each other or visitors.
4. Staff must wear a mask when in common areas, with the exception of lunch. Staff may participate in group lunch as long as a 6-foot distance between each employee is maintained.
5. Staff should sanitize hands before and after using common areas.
6. Staff may be asked to take their temperature. If an employee has a temperature of 100.4 or higher, they are required to stay home.
7. If an employee has any of the following symptoms, they are required to work from home or take a sick day: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell.
8. If an employee tests positive for COVID-19, all employees will resume work-from-home status for two weeks.
9. If an employee comes in contact with someone who has tested positive for COVID-19, the employee will resume work-from-home status for two weeks.
10. Staff should not share writing utensils. Writing utensils used by guests should be sanitized after use.

Kitchen Use:

1. Staff should bring their own dishware and utensils to use for lunch. These utensils should be taken home to wash at home each day.
2. Staff may use the sink for accessing water or pouring out liquids, but not for washing dishes.
3. Staff may use the microwave and fridge, but all surfaces should sanitize after use.

Bathroom Use:

1. Staff should use proper handwashing after using the bathroom, including using a towel to open the door and turn off the lights.
2. As per cleaning guidelines below, the bathroom should be sanitized at the end of each day.

Non-Staff:

1. All visitors must make an appointment to ensure only one non-staff visitor is in the office at a time.
2. All visitors must be listed in a digital log for contact tracing purposes. The staff person who is meeting with the visitor is responsible for filling out the log.
3. All meetings that involve non-staff members must be conducted via Zoom or a similar platform.
4. Mail will continue to be delivered outside of the office, unless it needs to be signed for.
5. Visitors are asked to abide by social distancing standards and to wear a mask in the office. If visitors do not have their own mask, one will be provided for them.

Cleaning:

1. Cleaning materials will be provided by OVAC. Commonly touched surfaces such as door knobs, light switches, etc. as well as individual offices will be sanitized daily at the end of the day.
2. Areas that are touched multiple times a day such as the printer, should be sanitized after each use.
3. Areas used for meetings will be sanitized before and after use.
4. Trash should be taken out daily.