



COVID-19 Preparedness Plan for C4 Atlanta Inc

Overview of COVID-19 Preparedness Plan

C4 Atlanta is committed to providing a safe and healthy workplace for all our staff members, volunteers, tenants, and guests. To ensure we have as safe and healthy work and creation space, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers all users of the Fuse Arts Center [referred to as Fuse]. Only through this cooperative effort can we establish and maintain the safety and health of all who use Fuse. C4 Atlanta leadership and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan.

Our staff members are our most important assets. We are serious about safety and health and keeping our team members working at C4 Atlanta. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by discussing their ideas about health and safety during a pandemic. C4 Atlanta also spoke with Fuse residents about their concerns, we performed additional research to address questions from residents. **Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC), federal OSHA standards related to COVID-19 and City of Atlanta Mayor, Keisha Lance Bottoms' Advisory Council for the Reopening of Atlanta Report Outlining Recommendations for Gradual Reopening (May 2020) and addresses:**

- hygiene and respiratory etiquette;
 - engineering and administrative controls for social distancing;
 - cleaning, disinfecting, decontamination and ventilation;
 - prompt identification and isolation of sick persons;
 - communications and training that will be provided to managers and workers; and
 - management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery;
- protections and controls for visitors to Fuse;
 - protections and controls for use of bathrooms and common areas;
 - communications and instructions for tenants as new information about the pandemic and safety protocols becomes available; and
 - Equity, Diversity, & Inclusion

Screening for Employees who exhibit signs & symptoms of COVID-19

Staff members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for staff members report when they are sick or experiencing symptoms. C4 Atlanta has on its premises a touch-free temperature thermometer. This thermometer may be requested. C4 Atlanta staff members will use gloves and masks as they check a fellow staff members temperature, or as they check the temperature of a tenant or guest to the space.



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Once it is recognized that a person in the space is exhibiting symptoms consistent with those of COVID-19, the person will be isolated to the lobby space, outside of the main part of Fuse. The possibly infected individual will be asked to return home. Once the person has exited the building, the lobby and any other exposed areas of Fuse will be cleaned with disinfectant. The other users of Fuse will be contacted. The user will be allowed back into Fuse after a self-isolation period of fourteen (14) days, or until that person can confirm a negative result from a COVID-19 test.

If a C4 Atlanta staff member is to report being sick at home, that person will be asked to self-isolate at home for a period of fourteen (14) days, unless that person can confirm a negative result from a COVID-19 test.

C4 Atlanta has implemented leave policies that promote staff members staying at 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. Fulltime and Part-time employees will be paid sick leave for a period of Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. C4 Atlanta adheres to The Families First Coronavirus Response Act (FFCRA or Act) and will provide:

- Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

C4 Atlanta has also implemented a policy for informing workers 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, C4 Atlanta will protect the privacy of workers' health status and health information.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Staff, tenants, and guests 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 their shift, prior to any



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mealtimes and after using the toilet. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Soap for handwashing will be available in all bathrooms and in the kitchen. Touchless paper towel dispensers are available in all bathrooms.

Respiratory Etiquette

C4 Atlanta staff members, tenants and guests are being instructed 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. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.

Until further notice: all persons inside the common areas of Fuse (workshop spaces, kitchen, lobby, elevator, breakroom, and bathrooms) must wear a mask. Disposable masks will be provided by C4 Atlanta to staff and tenants. Masks for guests will be available to them as they enter the space.

In workplace settings where C4 Atlanta employees or tenants are working alone in segregated spaces (e.g. cubicles with walls, private offices, etc.), persons may remove their masks. However, all users of Fuse will wear a mask or face covering from the time they enter the building until the time they arrive at their cubicle/work station and at any time they are leaving their work station and moving around common areas (i.e. in hallways and stairwells, going to the restroom or break room, etc.). For employees working in congregate settings (areas open to the public, shared offices, or similar settings), those persons shall wear a face covering as above, as well as when they are at their work station. In addition, continuous wearing of masks is not required in outdoor workspaces where Fuse users do not regularly come within six feet of other people.

Individuals, whether visiting or otherwise, for whom wearing a mask would be contrary to his or her health or safety because of a medical condition will not be required to use a mask.

If a person declines to wear a mask or cloth face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

Children two years old and under are not required to wear a mask or face covering.



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Social Distancing

Social distancing of six feet will be implemented and maintained between workers, customers and visitors in the workplace through the following modifications until further notice:

- One person in a restroom at a time. This includes the bathrooms with multiple stalls. A lock on the main bathroom door will be installed to insure this guideline is functional.
- Water fountain usage is only allowed for filling up water containers/bottles.
- One person in the elevator at one time.
- Limit two people at a time in the kitchen area.
- Fuse users must maintain six feet of space between one another.
- No gathering in groups of more than five in the conference room and in the gallery/workshop space.
- No shared desks or office supplies: pens, pencils, computers, etc.
- No riding together to work functions – we ask that employees using public transit wear a mask while in route to and from work.
- No removal of chairs, tables, desks, books, TV, etc. from common area spaces.
- Meetings over five people will require teleconferencing. C4 Atlanta has a Zoom subscription for tenants and for C4 Atlanta staff members.

Cleaning, Disinfection, and Ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools, and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. C4 Atlanta staff will disinfect each morning and mid-day all common areas on floor three. Tenants are responsible for cleaning their own offices/studios. Housekeeping will clean and disinfect floor three, and housekeeping will disinfect handles and doorknobs on floor three in the evening, as well as disinfect the elevator and stair railings throughout the entire building.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. C4 Atlanta has purchased:

- Disposable masks purchased in bulk
- Gloves – must be used when handling cleaners
- Cavi Wipes – requires gloves – hospital grade disinfecting wipes
- Hand sanitizer liquid – 80% alcohol
- Hand sanitizer, touchless dispensers (total of 3 throughout the space)
- Safety reminder signs – both in English and in Spanish (as available)
- UV Sanitizing unit – disinfects up to 645 sq ft. Only to be used by C4 Atlanta staff



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The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. The third floor (Fuse) does not share and HVAC with the business on floor two.

Carpets will be cleaned before Fuse re-opens from shelter at home.

Equity, Diversity, & Inclusion

C4 Atlanta maintains its commitment to a just and safe place to work, create art, and to learn. Accommodations will be made for individuals without disruption to their learning experience; Including, but not limited to: telecommuting, using cloud-based technologies that are free, paperless learning resources to augment lesson plans (printed materials will be available to those who need them), etc. C4 Atlanta has migrated class and workshop content online.

Understanding that artists, in particular, are experiencing financial turbulence during this pandemic, C4 Atlanta is altering its fee structure for most program offerings. This includes: offering tuition waivers, scholarships, and using a pay-what-you-can model for online classes.

C4 Atlanta staff members are incorporating new training on how to effectively use Zoom to create a more inclusive, online learning environment. This learning is a process that all staff members will actively engage. The migration of in-person training to Zoom training, requires modifications to create effective and enjoyable learning experiences for all. Staff members have acquired training through online resources, and through a volunteer who provided her Zoom expertise.

This COVID-19 Preparedness Plan was communicated **DATE OF ORIENTATION** to Fuse users **[date]** and necessary training was provided. Additional communication and training will be ongoing: weekly reminders will be sent via email and provided to all who did not receive the initial training. Instructions will be communicated to customers and visitors about: social distancing; required hygiene practices; and recommendations all visitors use face masks when dropping off, picking up, accepting delivery or visiting a Fuse tenant. Safety signage will be placed in conspicuous areas throughout Fuse.

Tenants and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. This COVID-19 Preparedness Plan has been certified by **C4 Atlanta**. It will be updated as necessary. Fuse users will be notified in a timely manner to any changes to this document, including ease of restrictions in accordance with data-driven updates about COVID-19.

Certified by: The C4 Atlanta Board of Directors, May 2020