

Auburn Old Town Gallery
Covid-19 Worksite Specific Plan
June 1, 2020

Businesses are required to have a Covid-19 Worksite Specific Plan for the safety and protection of staff and customers. Please review and adhere to these guidelines when working at the gallery.

Do not come to work if you have symptoms of COVID-19 such as a frequent cough, fever, difficulty breathing, chills, muscle pain, sore throat, recent loss of taste or smell. The gallery will provide a list of members willing to work shifts. Do not come in to work even if there is no replacement for you. If you become ill during your shift, you must leave immediately. Again, If you are not feeling well the day of your shift do not come to the gallery.

Personal and Customer Safety:

- Frequent hand sanitizing is crucial. Wash with soap and water, including scrubbing with soap for 20 seconds or use hand sanitizer with at least 60% ethanol or 70% isopropanol. Hand sanitizer will be provided by the gallery. Be sure to sanitize hands after every sales transaction or handling and use of objects.
- Hand sanitizer will be provided at the gallery entrance for customers.
- Members should wear face coverings and customers are strongly recommended to wear face coverings as well. Masks will be made available to customers, if possible. Face coverings should be washed after each shift. (Note: Face coverings do not protect the wearer. Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing. Face coverings must cover the nose and mouth.)
- A Plexiglass barrier is set up at the sales counter to minimize exposure between cashiers and customers. Large items and packages can be placed on the side counter for customer pick up.
- Disposable gloves may be worn, but it must be remembered that gloves can pick up and transmit virus just the same as hands. Gloves do not replace hand sanitizing.
- There will be signage at the entrance and register to remind customers of wearing masks and physical distancing at every opportunity.
- Encourage customers to use ATM or credit cards for purchase to avoid handling of cash.
- Indicators will be used to ensure physical distancing of at least six feet between customers at the sales counter.
- The members working should monitor the number of customers in the gallery

for appropriate distancing. If needed, customers allowed inside the gallery can be limited and controlled at the front door by one of the working members.

- Members wanting to work on their space in the gallery should make an effort to do so during closed hours.

Cleaning and Disinfecting Protocols:

- Every member is responsible to implement cleaning practices during his/her shift. Be sure to sanitize everything that has been touched during your shift. Routine disinfecting should take place during opening and closing of the gallery.
- Perform thorough cleaning in high traffic and touchable surface areas, such as counters, glass cases, door handles, and light switches. Frequently disinfect commonly used surfaces, including registers, keyboards, jewelry case locks and keys, scanners, telephones, hand-held devices, ATM PIN pads, alarm PIN pad, pens and pencils, water dispenser, microwave, etc. Preferably, disinfect these items following each use. Disinfect front door handle as often as possible. The front door can be propped open if weather permits. Disinfectant spray, wipes, and towels will be provided by the gallery. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface.
- Clean and sanitize shared equipment such as tools, ladders, step stools, etc.
- Clean and sanitize all touchable surfaces in the restroom after each use.
- Don't forget to sanitize the barn door locks and handles when opening.
- There will be a touchless garbage can provided for used masks and cleaning supplies.

