

Creative 360 Complete COVID-19 Preparedness and Response Plan

Updated June 24, 2020

***Intro:** The following COVID-19 Preparedness and Response Plan has been designed for Creative 360 in accordance with the requirements of the most recent [Executive Order](#) (EO) concerning employee and customer safety and health. And all requirements therein signed by Governor Gretchen Whitmer, and in accordance with Guidelines on Preparing Workplaces for COVID-19 as referenced by EO. Specific requirements for employers in various industry sectors are contained in the associated EO. This plan is being made available on the website and in house. The purpose of the plan is to minimize or eliminate employee and guest exposure to COVID-19. Refer to the EO and the CDC website for additional information.*

I. Exposure Determination

Creative 360 has evaluated staff job responsibilities and routines and has reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to COVID-19. We have determined the following Categories and Job Responsibilities associated with them:

Lower Exposure Risk: Jobs that do not require contact with people known or suspected to be COVID-19 infected, nor frequent, close contact (within 6 feet) with the general public. Jobs in this category are: Maintenance/janitorial (there are times where this job will have public contact) and Bookkeeper.

Moderate Exposure Risk: Jobs that require frequent and/or close (within 6 feet) contact with people who MAY be infected with COVID-19 but who are not known or suspected COVID-19 patients. Workers in this category may have contact with the general public and co-workers. Jobs in this category are: Office Manager, Program Director, Office Assistant, Artshop Coordinator, Class Teacher, Executive Director.

High Exposure Risk: Creative 360 does not have any positions that have a high exposure risk due to working directly with known, infected COVID-19 patients.

II. Engineering Controls:

Creative 360 has implemented all feasible engineering controls to prevent employee and visitor exposure to COVID-19. These include, but are not limited to:

- a. Installing physical barriers, such as clear plastic guards
- b. Ensuring that employees working in the same general area are not facing each other
- c. Arranging meeting spaces so that each employee can have their own table
- d. Arranging classroom spaces so that all participants are at least 6 feet apart AND wearing an appropriate non-medical grade face covering.
- e. All employees will wear a face covering
- f. Food or drink, when served, will be served in single serve containers or will be served by an employee using appropriate PPE. No buffet serving will be utilized.
- g. All gatherings that involve more than 2-3 people will be set up so that all participants can be at least 6 feet apart
- h. Physical markings will be placed on the floor or grounds during any event that will bring more than 10 guests to the facility.

III. Administrative Controls:

Creative 360 has revised current policies and implemented new policies and practices to minimize or eliminate employee and visitor exposure to COVID-19. These policy revisions and creations have been made following guidelines from the EO and the CDC and include, but are not limited to, the following:

- a. All Creative 360 staff will wear a non-medical grade face covering while in the building or on the grounds. This includes staff and faculty.
- b. Entry to the facility is limited to the main entrance only and all non-registered guests will be asked to sign-in upon entry.
- c. Meetings will be held in a manner that allows appropriate distancing, which includes having all meetings available for virtual participation.
- d. Staff is actively encouraged to NOT share desk items, such as staplers, phones, desks. All shared office items are to be disinfected after use.
- e. Hand sanitizers are available throughout the facilities for use by guests and staff.
- f. All Creative 360 visitors and students will be asked to wear a face covering while in the building or on the grounds. Masks will be made available to guests and students. Visitors and students who choose not to wear a face covering will be expected to maintain at least 10 feet of distance between themselves and any other persons present. Visitors and students who cannot maintain that distance will be asked to leave.

- g. Event capacity will follow the most recent [EO](#) from the State of Michigan (June 5: 50 indoor or 25% of specific venue capacity and 250 outdoor).
- h. Guests who attend an outdoor function, where Welcome Desk sign-in is impossible, will be greeted by a staff member and informed of the face covering and social distancing requirements for participation.
- i. All guests to Creative 360 will be kept informed of the symptoms of COVID-19. Signs displayed will remind guests and students who are not feeling well to not enter the building. All visitors will be asked to sign in at the Welcome Desk where they will be asked if they are feeling well and also their reason for being at the facility – this in order to prioritize immediate cleaning of the areas that they have used once they leave.
- j. Restroom use will be limited to guests who have signed and students who are registered for a class. Restrooms will carefully be monitored and cleaned as needed.

IV. Hygiene and Disinfection of Surfaces:

Staff are expected to follow the CDC guidelines for handwashing and to wash hands frequently, especially after contact with surfaces that could carry the COVID-19 virus. The Executive Director will ensure that adequate hand washing supplies are available, and that hand sanitizer is available at various stations around the building.

Hygiene and sanitization will be especially important for classes. Each individual teacher is responsible for having their students use proper hand washing hygiene and for ensuring that surfaces that are contaminated by students touching them are frequently disinfected. The Executive Director will ensure that the appropriate materials are available for sanitizing workstations and materials. All products used will be EPA-approved for viral pathogens. Creative 360 will adhere to the manufacturer' instructions for all cleaning materials. Appropriate materials will be used for areas that could be used for food preparation or eating.

Additionally, the following guidelines will be adhered to:

- a. Staff, including teachers, are to be responsible and diligent in disinfecting all surfaces that are contaminated in the course of their work processes.
- b. All visitors and students will have ready access to hand sanitizers.

- c. If there is a report of a positive or presumed positive COVID-19 contamination, Creative 360 will follow the CDC protocol for thorough cleaning of the facility.

V. Personal Protective Equipment (PPE)

Creative 360 will provide employees with PPE for protection from COVID-19 appropriate to their exposure risk associated with their job responsibilities and following CDC and OSHA guidelines for the industry. This will be implemented as follows:

- a. All employees will wear a cloth face mask and will CONSTANTLY maintain at least 6 feet of separation from other individuals, staff or visitors or students, in the workplace (inside or outside). If students or staff cannot routinely maintain more than 3 feet of separation from another person, face shields will be required.
- b. The Creative 360 staff are empowered to ask all guests and students to maintain appropriate distancing and to wear a cloth face covering. Guests and students who cannot wear a mask for a medical reason will always have to maintain at least 10 feet of separation.
- c. Janitorial/maintenance staff will have access to the appropriate gloves to be used for disinfection of contaminated surfaces.
- d. Visitors are requested to wear cloth face masks via a sign on the main entrance door and at the Welcome Desk. Those who do not have a mask will be given a disposable mask upon sign in.
- e. Visitors for outdoor events will be informed of the face covering policy as well as the distancing requirements.

VI. Health Surveillance:

All staff will be asked to self-screen for COVID-19 symptoms regularly. This will consist of answering a series of questions and signing a statement. These will be submitted with timecards. Any staff member or teacher who has ANY symptom associate with COVID-19 will report such to the Executive Director who will make the determination on next steps.

VII. Training:

Creative 360 will make available to all staff video trainings on the following topics:

- a. Viral transmission routes, particularly person to person.
- b. Virus viability and lifespan

- c. Symptoms of COVID-19
- d. Steps necessary to notify Creative 360 of any suspected or confirmed diagnosis of COVID-19
- e. Measures that Creative 360 is taking to protect workers and visitors from COVID-19
- f. Rules that workers must follow to prevent exposure and spread of the virus.
- g. The use of PPE

VIII. Rental Facilities and Agreements:

- a. All indoor events will follow the capacity guidelines set by the [EO](#), which at this time are 50 persons indoors and 250 persons out of doors.
- b. All persons who rent the space at Creative 360 will sign an amended agreement that states that Creative 360 has shared with them the guidelines for safe set up and for hosting a safe gathering. Renters who choose not to follow said guidelines are informed that they are doing so at their own risk.
- c. All renters will be asked to sign an agreement that states that they are responsible for informing the county health department, who will then inform Creative 360, if any attendee at their event tests positive or presumptive positive for COVID-19
- d. Creative 360 will be responsible for disinfecting all areas used by the renters. Additionally, Creative 360 will be responsible for adequately blocking access to all areas that are not available to the renters so that they do not become contaminated.