

During the COVID-19 outbreak and in the event of any infectious disease outbreak, Krasl Art Center (KAC) will implement these and other practices recommended by authorities and as required by Executive Order 97 to minimize the spread of the disease among employees and visitors.

This plan includes KAC's staff, contractors, tenants and volunteers.

Overview:

- KAC has provided all staff with up to two washable fabric face coverings
- Staff advised to wear goggles, glasses or face shield as additional protection
- Face coverings must be worn at all times. In general, "Stand up, Mask up"
- Staff will perform regular disinfecting using a provided cleaning kit
- Whenever possible use dedicated office equipment in lieu of shared equipment
- When using shared equipment or shared workspace - disinfect before use and after
- Front Desk - use your KAC provided laptop
- Continue to work from home when possible

Personal Health:

- Do not report to Krasl Art Center's property if you have any symptoms of COVID-19. Symptom tracking and increase in temperature may suggest the need to stay home. Employees notify your supervisor as soon as possible. Remain at home to avoid exposure to others.
- If you have been ill with symptoms or have tested positive for COVID-19, you must be cleared before returning to KAC's property or wait until symptom-free for 72 hours.
- If symptoms arise while on Krasl Art Center's property, leave immediately then contact your supervisor or your primary KAC contact.
- Employees
 - Must register and complete the [MI Symptom](#) questionnaire before leaving home to come to work.
 - Indicate and all symptoms which are new or unexplained
 - **Employer code is 6569-3881.**
 - Please note, "Individuals who register with this code will be included in Krasl Art Center's MI Symptoms report, which will include the number of employees who filled out MI Symptoms, number of employees 'At Risk' based on symptoms, and names and dates of birth of employees 'At Risk'. Please ensure employees are aware of this before registering using this employer code on misymptomapp.state.mi.us."
- If an employee receives a "at risk" response from MI Symptoms they must take the following precautions:
 - Do not report to work - call your supervisor and work from home
 - Contact a medical professional to determine if a test is required. (Some options include: Walk -in clinic, your family physician, virtual doctor, Spectrum's Assessment line: 833.559.0659 where you can schedule a phone screening)
 - Should the medical professional clear you to return to work, provide

documentation of this clearance.

- If COVID-19 test is required you may wish to phone Spectrum Health Lakeland to schedule at 269-559-0659
- Evidence of clearance by a medical professional (may be via MY Chart, physicians note or other method of clearance) or a negative COVID-19 test is required before returning to work.

While at Work:

- Follow [CLEANING.CommonAreas](#) plan upon entering and leaving work.
- Masks must be worn but may be removed while in a private office or room with a door, or while no other individuals are in proximity. When moving from place to place, mask up.
- Eat at your desk or away from others. Please provide your own dishes, mugs and utensils which return to your home for cleaning after each use.
- Gloves may be deemed appropriate for use when handling materials or resources for general public use. Gloves will be discarded immediately after single use. Fresh gloves will be used each time.
- If possible, do not use a workspace, computer, phone, etc. that belongs to someone else. If you must use equipment that is handled by others, disinfect the item before and after use with disinfectant.
- Do not gather in private offices, studios, kitchen, copier rooms, or any other enclosed areas.
- Wash or disinfect your hands upon entering the building, after using items touched by others, and when exiting the building. Wash hands often with soap and water for at least 20 seconds. If unable to wash hands, use alcohol-based hand sanitizer.
- A distance of no less than 6 feet must be maintained between people (both indoors and outdoors) who do not reside in the same household.
- No person-to-person contact such as shaking hands.
- When sneezing or coughing, use the crook of your elbow or sneeze into a tissue, then dispose of the tissue.
- Do not touch your face, nose, and mouth, especially with unwashed hands.

Meetings:

- Avoid meeting people face-to-face. Employees should use the telephone, online conferencing, email, or instant messaging to conduct business.
- If a face-to-face meeting is unavoidable, meet outdoors, minimize the meeting time, choose a large room or open area, and maintain at least 6 feet from one another.
- Avoid unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, training sessions, etc.

Office space:

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- No KAC Staff in Yellow on Thursday so Facilities may thoroughly clean
 - Increase ease of cleaning and disinfecting office space
 - Remove all small items from public desks
 - Keep only what is essential for effective working
 - Take personal items home with you
 - Disinfect your office workspace at the end of each workday. This includes but is not limited to phones computer keyboard & mouse, desk, door knobs, light switches, pens, chair arms, and other frequently touched surfaces
 - Big clean of Yellow will take place on Thursdays to include
 - Vacuuming common areas
 - Cleaning kitchenette and break room
 - Disinfecting all touched surfaces (lightswitches, knobs, etc) in common areas
 - Facilities will NOT enter private offices
 - Move trash to hallway at end of day Wednesday
 - Notify facilities if your office requires vacuuming