

COVID-19 Mitigation Measures

Business Name:

Cinnabar Arts Corporation

Facility Address:

3333 Petaluma Blvd North

This COVID-19 mitigation Measure was most recently updated on:

August 7, 2020

The person(s) responsible for implementation of this Plan is:

Name: Diane Dragone

Title: Executive Director

I, Diane Dragone certify that all employees have been provided a copy of it and have reviewed it and received training as required in this document.

Name: Diane Dragone

Signature:

Individual Control Measures and Screenings

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| <input checked="" type="checkbox"/> Employees whose work duties can be conducted remotely are doing so and will continue to do so until the Shelter in Place Order is lifted, with particular consideration for employees above the age of 65 and others at increased risk for more severe disease if infected. | <input checked="" type="checkbox"/> Employees are provided with all required protective equipment (i.e., face coverings) and the employer ensures this equipment is worn properly at all times. |
| <input checked="" type="checkbox"/> Require employees to conduct self-assessment for COVID-19 symptoms every day. Cinnabar staff will verify on site that all employees and students do not have a temperature of more than 100 Fahrenheit before reporting for work. No-touch thermometers will be used and wiped with alcohol before and after each use. | <input checked="" type="checkbox"/> Employees are provided with and use protective equipment when offloading and storing delivered goods. |
| | <input checked="" type="checkbox"/> Employees inspect deliveries and perform disinfection measures prior to storing goods in warehouses and facilities. |
| | <input checked="" type="checkbox"/> Face coverings are required when employees are in the vicinity of others. Face coverings are not shared at this worksite. |
| | <input checked="" type="checkbox"/> Employees take reasonable measures to communicate with the public that they should use face coverings. |
| | <input checked="" type="checkbox"/> Employees who are sick or exhibiting symptoms of COVID-19 are directed to stay home and Centers for Disease Control guidelines will be followed for when that employee can return to work. |

Types of protective equipment provided to employees at this worksite location include:

face masks, gloves, hand sanitizer, sanitizing wipes

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Additional control measures you are implementing at this worksite include:

- Arrange or eliminate non-essential items in the activity spaces to provide room for physical distancing.
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Encourage use of outdoor spaces for any activity where possible.
- Maximize physical distance between students, as well as students and employees through the following:
 - Design activities that encourage physical distancing.
 - Employees model and reinforce physical distancing during activities.
 - Implement phased or controlled drop-off/arrival and pick-up/departure of students from their vehicles and limit direct contact with parents.
- Clean and disinfect all shared and used equipment in accordance with proper cleaning procedures.
- Limit the quantity of supplies and equipment that are shared per activity.
- Designate certain supplies and equipment to individuals for the duration, decreasing the number of shared items.
- Ensure safe and correct application of disinfectants and keep products away from children.
- Utilize hands-free doors or prop/hold open by staff for entry where possible.
- Limit restroom occupancy to one individual to ensure physical distancing.
- Post visible signage re: social distancing and proper hygiene in appropriate locations for students and employees.
- Avoid sharing food utensils, electronic devices, toys, books, and other games or learning aids.
- All employees wash their hands or use hand sanitizer frequently and after any of the following activities: instructor-student interactions, using the restroom, sneezing, touching the face, cleaning, sweeping, mopping, eating, drinking, going on a break, and before or after starting Cinnabar.
- Monitor staff and students throughout the day for any sign of illness. At any sign of illness, procedures are in place to isolate and call caregiver.

Cleaning and Disinfecting Protocols

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| <input checked="" type="checkbox"/> Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected. | <input checked="" type="checkbox"/> Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels. |
| <input checked="" type="checkbox"/> All shared equipment and touchable surfaces are cleaned and sanitized between each use. | <input checked="" type="checkbox"/> Cleaning products are used that meet the Environmental Protection Agency (EPA)'s- approved for use against COVID-19 list. |
| <input checked="" type="checkbox"/> Customer entrances and exits, and points of sale are equipped with proper sanitation products, including hand sanitizer and/or sanitizing wipes. | <input checked="" type="checkbox"/> Business hours and/ or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures. |
| <input checked="" type="checkbox"/> Hand washing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed. | <input checked="" type="checkbox"/> Employees are provided adequate time to implement cleaning practices before and after shifts. |
| <input checked="" type="checkbox"/> Hand sanitizer will be provided where businesses do not have indoor plumbing. | <input checked="" type="checkbox"/> Hands-free devices have been installed, if possible, including motion sensor lights, contact-less payment systems, automatic soap and paper towel dispensers, and timecard systems. |

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Schedule for disinfecting high traffic areas and commonly used surfaces.

Fill in the fields below with the schedule for how often each area is disinfected.

Mark N/A for all that do not apply to your specific worksite and add any that are missing to "Other"

Break rooms: N/A	Scanners: N/A
Bathrooms: Toilet and sink handles cleaned before and after each use.	Telephones: N/A
Handrails/door handles/counters/shelving: Door handles cleaned at the beginning and end of each day at minimum.	Time clocks: N/A
Shopping carts/baskets: N/A	Handwashing facilities: Sink handles cleaned before and after each use.
Hand/held devices (payment portals, including ATM PIN pads, stylus): N/A	Custom equipment and tools (i.e., pallet jacks, ladders, supply carts): N/A
Registers: N/A	Conveyor belts: N/A
Others:	

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Description of specific operational procedures being implemented to ensure there is adequate time for cleaning/disinfecting:

A complete deep cleaning of the Cinnabar space will be conducted prior to each class or rehearsal.

Additional measures that have been taken at this business location:

Physical Distancing Guidelines

- ☒ Employee breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.
- ☒ Customers are not permitted to bring their own bags, mugs, or other reusable items from home.
- ☒ Tape or other markings have been placed at least six feet apart in customer line areas on sidewalks or other walkways near public entrances with signs directing customers to use the markings to maintain distance.
- ☒ All desks or individual workstations are separated by at least six feet or employees otherwise maintain six feet if workspace is limited.

Description of the layout of your worksite and how we accomplish physical distancing measures:

Cinnabar Theater will primarily use the following locations: inside the theater, the lobby, the lobby bathrooms and outside as much as possible. No more than 12 children will be present at any time.

Areas will be taped at least 6' distance for activities, and snack breaks.

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Notification of COVID-19 Positive Case at your Worksite

- ☒ County of Sonoma Public Health is notified of all positive COVID-19 cases.
- ☒ If an employee is diagnosed with COVID-19, Sonoma County Public Health will provide assistance in the assessment of potential worksite exposures, and any recommended testing, quarantine, or isolation instructions.
- ☒ Employers and employees are aware that they can call Sonoma Public Health if a suspected exposure has occurred.

Training

Employees have been trained on the following topics

- ☒ Information from the [Centers for Disease Control and Prevention \(CDC\)](#) on COVID-19, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- ☒ Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- ☒ The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
- ☒ The importance of seeking medical attention if an employee's symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- ☒ The vulnerability of older adults and people with chronic medical conditions, and the need to practice particular caution to protect these groups.
- ☒ The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station, per CDC guidelines).
- ☒ Manufacturer's directions and Cal/OSHA requirements for safe use of personal hygiene and cleaning products.
- ☒ The importance of physical distancing, both at work and off work time (see Physical Distancing section above).
- ☒ **Proper use of face coverings, including:**
- ☒ Face coverings do not protect the wearer and are not personal protective equipment (PPE).
- ☒ Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
- ☒ The importance of washing and/or sanitizing hands before and after using or adjusting face coverings.
- ☒ Avoid touching eyes, nose, and mouth.
- ☒ Face coverings to be washed after each shift.

Other worksite training measures taken:

- A staff person has been designated as responsible for responding to COVID-19 concerns. Employees know who this person is and how to contact them.
- State and local health department notices are being checked daily about transmission in the area and operations will be adjusted accordingly.

In the case of a suspected or confirmed infection the following procedures would be followed:

- Local health officials, staff, and families would be immediately notified of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- Those exposed to a person with COVID-19 would be informed to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

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Compliance and Documentation

- ☒ This worksite is regularly inspected for compliance with this Mitigation Measures and any deficiencies are documented and corrected.
- ☒ All new business operations will continue to be accessible to consumers and employees with disabilities, complying with the Americans with Disabilities Act, Title III which covers private business entity.

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N/A