

12 March 2020

FINE ARTS WORK CENTER'S COVID-19 PRECAUTIONS AND GUIDELINES

The Fine Arts Work Center acknowledges concerns regarding the spread of coronavirus (COVID-19) and the potential impacts on our Fellows, staff, trustees and students.
At present, the guidance is to proceed with common-sense protections.

Following are recommendations for personal vigilance to ensure minimal contact with potentially ill individuals, based on health and safety guidelines established by public health officials:

1. Practice good hand hygiene. Wash your hands often and thoroughly with soap and water for at least 20 seconds. Avoid touching your eyes, nose, and mouth with unwashed hands. Use 60% alcohol-based hand sanitizer when soap and water are not available.
2. When coughing and sneezing, cover your mouth and nose with a tissue. You can also cough or sneeze into your sleeve. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds.
3. Avoid sharing drinking glasses, cups, eating utensils, dishes, towels or other items. Wash these items thoroughly with soap and water after use.
4. Avoid close contact with people who are sick whenever possible.
5. Practice other good health habits: clean and disinfect frequently touched surfaces especially when someone is ill.
6. Always stay home if you are ill.

The Work Center is recommending the following in-person program/convening support, including, but not limited to:

1. Increased availability of hand sanitizer and tissues.
2. Increased cleaning and disinfection of meeting spaces.
3. Recommending a 'no-handshake' policy.
4. Recommending reducing or eliminating business card exchanges. We encourage you to utilize technology (email, social media, and other services) to share contact information.
5. If you are not feeling well return home and if you are feeling well enough to work, work remotely.
6. If you or colleagues are traveling or have concerns about traveling for meetings or business, please review this advice from the World Health Organization – [who.int/emergencies/diseases/novel-coronavirus-2019/travel-advice](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/travel-advice)
7. As an advocate for equitable treatment of everyone in our community and to prevent stigma and discrimination, we ask staff, Fellows, trustees and all stakeholders not to make determinations of risk based on race or country of origin. While adopting precaution and safety measures into place, we encourage thoughtful consideration of the stigma associated with COVID-19 – [cdc.gov/coronavirus/2019-ncov/about/related-stigma.html](https://www.cdc.gov/coronavirus/2019-ncov/about/related-stigma.html)

FINE ARTS WORK CENTER MEETING AND EVENT GUIDANCE

If you are planning an event or meeting at the Fine Arts Work Center, we offer the following guidance. Remember this is an evolving situation. Let your participants know that you might need to cancel at the last minute and that they should make contingency plans just in case.

1. We discourage any non-essential large gatherings of 25 or more people. Organizers should postpone the meeting or event, or employ remote technology if possible (Zoom, Skype, etc.) to help avoid the spread of coronavirus. This meeting size is consistent with the guidance of our health care experts and professionals and with the policies of many peer institutions.
2. Meetings or events of any size should be reconsidered. We encourage using remote technology to collaborate via teleconferencing instead of meeting in person. For more information on how to utilize teleconferencing, please see Naya Bricher. Plans should be made well in advance.
3. For any gathering, remind attendees of simple measures to lower risk and prevent spread of viruses (not shaking hands, practicing social distancing, etc). This is elaborated elsewhere in these protocols. Ensure easy access to handwashing facilities, and make sure alcohol-based sanitizers are readily available to all participants.

Visitors to the Work Center Attending Your Event

Event organizers should know and understand restrictions and other considerations based on the COVID-19 status of the areas that participants are traveling from. In particular, anyone intending to visit our campus after recently being in a jurisdiction with CDC Level 3 travel warning for coronavirus will be required to self-isolate in another location for 14 days after leaving the COVID-19 risk area, before attending any event at FAWC. This also includes visitors who had only a stop-over in a CDC Level 3 jurisdiction, as well as those who originated from such jurisdictions. Organizers should be aware of all visitors scheduled to attend and have them review these guidelines.

Facilities Considerations

1. Choose an event space large enough to prevent crowding for the expected attendance. Consider staggering food and drink stations, and serve food in individual units like bag lunches, individual water bottles, etc. Avoid serving foods where multiple hands will touch the food (e.g., bowls of chips). Provide serving utensils if needed or arrange for food to be served by staff who are trained in safe food handling.
2. When possible, increase the frequency of any shuttle service provided to the event location so there is more space on board for passengers.
3. Facemasks are not recommended by CDC to prevent spread of the virus in people without symptoms. These should not be provided to the general community at events.

Before Event

1. Consider virtual options (e.g. livestream, group video chat).
2. Education and communication from event organizers should include:
 - Acknowledgement that coronavirus is a concern.
 - A link to FAWC's COVID-19 web pages.
 - Advise to stay home if ill (consider refunding ticket costs if someone needs to cancel).
 - Usual prevention precautions.
 - Notification that this is an evolving situation and events may be cancelled at any point.

During Event

1. Display signs, posters, table tents or digital images reminding participants of prevention measures.
2. Assign a point person for participants to use as a resource should they develop symptoms during the event
3. Announce actions participants should take to protect themselves and limit infection spread at the start and throughout the event.
4. Encourage people to replace handshakes with greetings that don't require skin contact (see recommendations on these pages).

What To Do If Someone Presents With Symptoms During the Event

1. Participants should not be encouraged to go directly to any health care provider without a phone call prior. Health care facilities need to prepare for the person's arrival.
2. If facemasks are available at the time of your event, they should only be used by individuals who appear ill.