

Gallery Uptown COVID 19: Preparedness and Response Plan Michigan Executive Order 2020-97

General Responsibilities:

This Plan is linked to our Website and our Facebook page, and hard copy is available at the Gallery for customers. Gallery Uptown members and any substitutes are receiving this Plan via email and are required to review it prior to working at the gallery.

Point-Person Responsibilities:

The Gallery Uptown has two Point-Persons for this Plan. The point-persons, their phone numbers and email addresses are found at the end of this document. They will:

- Monitor state and local COVID 19 developments
- Oversee and adjust protocols, communicate changes as necessary
- Communicate with members and the Health Department, as required, should an exposure exist
- In their absence, the point-persons will select designees
- Assist Members in fulfilling their responsibilities
- Purchase cleaning and sanitizing products from the EPA N list for use in the gallery
- Purchase masks and gloves for Member use
- Create and appropriately post signage for customer safety and cleaning requirements
- Select and help Members use a health screening protocol to be used before working
- Document training, cleaning, and screening protocols

Gallery Member Work Responsibilities

- Before coming to work each day, members will:
 - Complete a personal screening for COVID 19 using the MI Ottawa Department of Public Health Screening protocol, which includes taking one's temperature.
 - Members with symptoms or exposure will not report to work and will phone one of the gallery point-persons.

- Members arriving to work will place their screening document for the day in the sales envelope, which goes into the safe. Records of these screenings need to be retained by the gallery.
- Before working at the gallery, Members will review the following CDC web pages:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

You will be asked to signify you have reviewed them, as we need to document this as training.

- While working at the gallery, Members will:
 - Wear a face covering while others are in the gallery, wash or sanitize their hands frequently, and practice social distancing.
 - Handle the artwork for customers, after washing your hands or donning gloves, to avoid multiple cleanings due to over-handling (most artwork will not tolerate sanitizing). Signs telling customers to ask for assistance/not handle the merchandise are placed throughout the gallery.
 - Review all gallery signage to become acquainted with customer and Member responsibilities, including no customer returns at this time, due to COVID 19.
 - Clean high-touch areas and tools upon arrival, and again after each use: check-out area, credit card terminal, pens, any other surfaces touched by a customer. Review gallery signs explaining which cleaning products to use for which surfaces.
 - Check for customers wearing their own face coverings and practicing social distancing while inside the gallery (some may not be able to medically tolerate a mask, but all others must). Face coverings are currently required in stores in Michigan and gallery signs detail these requirements. Those refusing should be nicely told not to shop in the gallery.
 - Monitor the number of persons in the store; no more than 10 at a time. Unlock only the front main gallery entrance to help monitor numbers. Signs to this effect have been placed around the store, and only one customer should be in the vicinity of the check-out counter at any time.

- Report exposures and COVID 19 related issues to a Point-Person.

Customer Responsibilities

While in the Gallery Uptown, customers will:

- Not enter if symptomatic or exposed to COVID 19
- Wait to enter if the gallery has reached maximum capacity
- Wear face coverings
- Practice social distancing, including only one person at a time at check-out
- Not handle the artwork; ask for assistance
- Understand there are no merchandise returns at this time

Gallery Uptown COVID 19 Plan Point-Persons:

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