

COVID-19 Preparedness & Response Plan

The COVID-19 pandemic and related Executive Orders in spring 2020 have resulted in KAC's closure. Executive Order 110 permits KAC to reopen. Executive Order 97 details required plans to be in place to protect employees, visitors and volunteers.

1. Designation of leadership
 - a. KAC's office staff will share responsibilities serving as Managers on Duty (MOD). The MODs & Facilities Manager serve as workplace supervisors and are empowered to implement, monitor and report on COVID-19 strategies as detailed within KAC's plans.
 - b. KAC's Executive Director will follow Federal, State, County, and Local guidelines and assessment of COVID trends locally to determine when KAC and its programs may run or must be suspended.
2. KAC will implement the following trainings prior to opening to the public
 - a. COVID-19 cleaning & safety
 - i. Infection control
 - ii. PPE
 - iii. Outbreak Response
 - iv. Reporting Unsafe conditions
 - b. Guest Services communication strategy
 - c. General opening & closing procedures & security review
 - d. Data management, shop transactions, class registration
3. General safety expectation of all people within the KAC
 - a. Policies.Staff & Volunteers
 - b. Policies.Guests
4. Employee Work Plans (as detailed in Policies.Staff & Volunteers)
 - a. Employees who are able to perform their work from home will continue to do so with limited days in the office
 - b. During public hours, KAC will schedule 2 employees on site per day and require additional in office time to be scheduled by the employee ensuring limited employees on site at a given time.
 - c. Office spaces will be tidied and employees responsible for sanitizing workspace after each use
 - d. Business travel and in person meetings will be avoided whenever possible.
5. Cleaning & Preventative Efforts for Employee & Visitor Safety
 - a. Cleaning plans
 - i. Common Areas
 - ii. Galleries

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- iii. Studios General & Ceramics
 - b. KAC Outbreak Response

- 6. Program & Activity Plans include limitations on capacity and spatial configurations
 - a. Events.Indoor
 - b. Exhibitions
 - c. Guest Services
 - d. Outdoors
 - e. Outreach Programs

- 7. Communications & Messaging
 - a. Signage in KAC & on grounds
 - i. Requirements - Mask, sign in, distance and sanitize
 - ii. Capacity - each space is limited
 - iii. Additional considerations - limit food and drink consumption
 - b. Website and social media messaging
 - c. Internal Messaging
 - d. External Messaging