



SMARTS Protocols for Safely Working In-Office during COVID-19 Pandemic June 8, 2020

SMARTS STANDARD PROTOCOLS

1. Employees should conduct a self-health evaluation one hour prior to beginning shift in-office to make sure they are fit for work. You will not work at SMARTS if you have a temperature of 99 degrees F or more.
 - a. Take your temperature. A low grade fever begins at 99 degrees F.
 - b. Monitor yourself for symptoms, such as
 - I. Cough
 - II. Shortness of Breath/Difficulty Breathing
 - III. Chills
 - IV. Fatigue
 - V. Muscle Aches
 - VI. Headaches
 - VII. New loss of taste or smell
 - VIII. Sore throat
 - IX. Congestion or runny nose
 - X. Nausea or vomiting
 - XI. Diarrhea

If you have ANY of these symptoms, please call Becky Keck at 330-507-0688 to determine if you should come to work.

2. Arrive promptly at your scheduled time. Arrival times will be staggered to limit the number of people in public spaces. There will be no guests, no deliveries, and no unplanned visitors at SMARTS. Any exceptions will need to be approved by Becky Keck. You may bring your own hand sanitizer and quantities are currently limited.
 - a. SMARTS public spaces include:
 - i. The Entryway
 - ii. The Depot
 - iii. The Gallery
 - iv. The Bathroom
 - v. The Creation Zone
3. EVERYONE who enters SMARTS will be required to sign in, have temperature taken and recorded, and sign out at the front door. This is in addition to and before clocking in. EVERYONE must maintain a distance of 6' apart from each other.
4. Face coverings or masks are required for all employees spending time in public space. Once teachers are in their 'assigned studio' they can stop wearing their masks unless someone else joins them. Then masks are required.
5. All employees are required to use good hygiene, wash hands with soap and water for at least 20 seconds and/or use hand sanitizer that contains at least 60% alcohol frequently, and maintain social distance.

6. Clean and sanitize work spaces throughout the day. All employees are responsible for their work areas and will be given supplies.
 - a. Clean surfaces with provided bleach solution (5 T bleach to 1 gallon room temperature water) and paper towels.
 - b. Electronics should be cleaned with appropriate sanitization only. Do not touch electronics that someone else has been working on until it has been sanitized. Do not share equipment unless it has been sanitized. Careful with equipment regarding water and sprays appropriately.
 - c. Routine cleaning will be done for high touch surfaces, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
 - d. All staff and teachers will be required to clean and sanitize.

SMARTS STUDIO PROTOCOLS

Teachers

1. Face coverings or masks must be worn in-office until the SMARTS studio door closes.
2. Face coverings or masks must be in place again before the SMARTS studio door opens and/or someone enters the room.
3. Keep your items in one space to limit the area where contact occurs. Do not leave your items in the Depot or anywhere else. They must stay with you. Do not enter the Depot. If you need something, please ask someone.
4. Wash your hands often.

Staff and Student Assistants

1. Wear gloves and a mask when cleaning SMARTS spaces.
2. Wash surfaces down with soap and water, then sanitize.
3. Electronics should be cleaned with appropriate sanitization only.
4. Make sure to take special care in cleaning high-touch areas, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
5. Throw away gloves after cleaning/sanitation is complete and wash your hands.
6. Wash your hands often.
7. Staff and Student Assistants are the only people allowed in the Depot.

If you have any questions, please see or call Becky Keck, SMARTS President, at 330-507-0688.