



## Lyme Academy of Fine Arts Covid Safety Protocols

As Lyme Academy reopens its campus, we want to assure our community that the safety and care of our visitors and participants is our highest priority. To that end we are diligently instituting and enforcing the standards mandated by the State of CT. Lyme Academy has completed the business reopen self-certification with the state and is following all of the necessary regulations.

*Capacity-* We are limiting our capacity in order to properly socially distance, 12 Students for Adult programs, 9 Students for Pre-College Academy and 8 Students for our Middle School Academy.

*Personal Protection-* All persons entering and leaving are required to wear face masks that covers the nose and mouth at all times to ensure the wellbeing of those working in and visiting our facility. We have hand sanitizer available all over the building.

*Social Distancing-* The 6' separation will be enforced. Students will have a designated locker for personal property and a designated work area that's clearly marked and spaced away from other students. Eating areas will be spaced 6' as well both inside and outside the buildings. All visitors will be discouraged from loitering in welcome areas and lobbies. Clear, one way entry and exits will be marked. Students will check in one at a time.

*Cleaning Standards-* Strict cleaning and disinfection protocols are in place for all settings. Cleaning logs have been established, supplies are in all studios and common areas, and training for all staff members is required.

*Program Administrators-* Lyme Academy has two individuals accountable for implementing and enforcing Covid policies on the campus. Kimberly Monson and Rick Lacey.

*Employee Training-* We have instituted a training program and ensure employee participation in the program. Training shall include relevant subcontractors, such as instructors. There should also be weekly refreshers on policies. Training shall include: • Guidelines outlined by the state of CT • Protocols on how to clean and use cleaning products (incl. disinfectants) safely •

Additional guidance can be found here:

[https://osha.washington.edu/sites/default/files/documents/FactSheet\\_Cleaning\\_Final\\_UWDEO\\_HS\\_0.pdf](https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEO_HS_0.pdf)

*Bathrooms-* We are disinfecting frequently and implemented the use of cleaning logs for tracking. We are cleaning multiple times a day and for youth programming we will encourage set times for bathroom use in order to properly maintain the facilities.

*Visitors Log-* We maintain a log on those who enter and exit the campus over time, to support contact tracing.

*Handwashing-* Employees are required to wash their hands routinely using soap and water for at least 20 seconds. Students in the youth programs will be encouraged to do the same.

*Daily Health Check-* Students will agree to be tested for fever by use of an infrared thermometer each day. Students and staff will confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms: • Fever • Chills • Repeated shaking with chills • Muscle pain • Headache • Sore throat • New loss of taste or smell Employees should stay home if sick.

*Quarantine-* In the unfortunate event that a visitor, staff member or student is symptomatic or contracts the Corona virus, the Campus administration must be notified of the case (privacy will be respected) within 24 hours. A log of areas of contact must be submitted for thorough cleaning. A 14 day quarantine will be in effect for the individual(s) and this person must submit a note of clearance to an administrator from a medical doctor to return to campus.

*General-* • We have removed all but needed seating from public areas and establish a cleaning schedule for exhibit galleries/areas that includes any public seating. • We have closed public water fountains. • We have installed physical barriers for areas not in use.

*Certification-* Lyme Academy has complete the self-certification on the DECD website and received a Reopen CT badge. This badge is posted on-site and on social media to advertise adherence to CT rules to encourage visitor confidence.

Please do not hesitate to contact us with any questions or concerns regarding our protocols.

Kimberly Monson – Programming Director [kimberly@lymeacademy.edu](mailto:kimberly@lymeacademy.edu)

Rick Lacey- Facilities Officer [rick@lymeacademy.edu](mailto:rick@lymeacademy.edu)