



## **Hearth Health & Safety Measures (COVID-19)**

Last updated: August 28th, 2020

### **Practices for Visitors, Collaborators and Co-directors**

- Social Distancing

Public health guidance encourages everyone to keep a distance of at least 6 feet (two meters) from the person closest to them. Though Hearth co-directors and collaborators will be working remotely, upon in person work such as installation, de-installation appointments, gallery hours and other in person meetings (if any), all participants must maintain the recommended distance apart.

For gallery visiting: Only two visitors will be allowed into the garage at any one time. Visitors will be asked to stay the recommended 6 feet away from one another. Should more than two visitors wish to enter the space at one time, they will be asked to remain outside until the two visitors have left the space.

- Hand Washing

Hearth currently does not have any sinks or handwashing stations on site. As a backup, staff, visitors and collaborators may use sanitizer containing at least 60% ethanol or 70% isopropanol which will be available onsite. Staff, visitors and collaborators must sanitize their hands at the beginning and end of each session in the space and/or break, after using a restroom (off site), sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking. Hearth will supply the necessary hand sanitizer and other sanitary equipment such as wipes and paper towels.

Upon use of a restroom off site, hands must be washed for twenty seconds at least every 60 minutes, and dried thoroughly with disposable paper towels, available onsite.

- Gloves (optional)

Gloves are not a substitute for regular hand washing. Gloves made of vinyl or similar non-absorbent material that allows fine motor function without possibility of contaminating the wearer's hands should be worn when handling communal items on which infection can be transmitted (doorknobs, tools, artworks and other supplies). Gloves should also be used when cleaning or disinfecting and later disposed of. Hearth will supply the necessary gloves and sanitary equipment for cleaning and disinfecting.



- Face Coverings

Physical respiratory protection such as reusable cloth face coverings, single-use surgical masks, or N95 masks should be worn whenever people in the space are within six feet (two meters) of each other. COVID-19 is spread through respiratory droplets and a significant number of infected people will show no outward symptoms of illness. Hands should be washed or sanitized before putting on a face covering, and the same side should be put against the face each time to avoid wearing the “contaminated side” against the nose and mouth. Face covering should be removed by using the straps to avoid touching the part that protects the face. Masks and/or cloth face coverings will be provided to each Hearth co-director and washed after each use. Hearth will provide disposable masks to visitors/collaborators on site, but should a visitor/collaborator not have a face mask, they may not be permitted entry into the space if the gallery supplied stock runs out.

- Temperature Screening

Temperature screening is encouraged at venue points of entry, but Hearth unfortunately does not have the capacity to provide this service. Hearth co-directors/gallery visitors/collaborators will be encouraged to stay home and will be denied entry if they show any symptoms. (see “Symptoms” below)

- Touching Your Face

Hearth co-directors, visitors and collaborators should avoid touching their eyes, nose, and mouth. Microphones, headphones, and other personal equipment should not be shared, and should be sanitized before and after each use.

- Cough and Sneeze Etiquette

Hearth co-directors, visitors and collaborators should always cover their cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough handwashing or sanitizing.

- Staff Showing Symptoms

Hearth co-directors, visitors and collaborators must notify the an appointed Hearth Co-director and stay home if they have symptoms of acute respiratory illness consistent with COVID-19 symptoms – such as fever, cough, chills, muscle pain, headache, sore throat, or shortness of breath – that is not explained by another medical or allergic condition.



If a Hearth co-director, visitor, or collaborator exhibits symptoms of acute respiratory illness upon arrival to work, or becomes sick during the day, the appointed Hearth co-director must separate them from other folks and send them home. The designated Hearth co-director should document the circumstances of the symptoms to help with contact tracing, as applicable.

- **Contact with Those Showing Symptoms**

Because one can carry COVID-19 with no symptoms at all, anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should behave as if they are infected, isolate themselves, and contact their physician. Workers with symptoms of acute respiratory illness associated with COVID-19 may return to work after home isolation for 14 days since their first symptoms or positive test, and medical authorization.

### **Venue Sanitation at Hearth**

- **Sanitizing High-Touch Areas**

Surfaces and objects that are touched frequently, such as the ones listed below, should be regularly disinfected using products approved by the applicable health authority:

- Door handles, handrails, push plates
- Tables, desks and chairs
- Trash receptacle touch points
- counter surfaces
- Lids of containers for disposal of sanitary products
- Light switches and key pads (ex. Garage remote)
- Technical equipment and tools (ex. hammers, drills, receptacles, pens etc.)
- Plinths, ladders and stools
- Cleaning tools and buckets

- **Cleaning and Disinfecting**

Cleaning removes dirt and impurities from surfaces and objects and may lower germ counts by removing but not necessarily killing them. Disinfecting reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.



- Cleaning Technique

Clean high-touch areas by using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects and reduce germ counts.

- Disinfecting Technique

High-touch areas mentioned above should be disinfected using materials effective against COVID-19.

- Disposal

Place gloves and other disposable items used for cleaning and disinfecting in a bag that can be tied before disposing of them with other waste.

- Frequency

The frequency of cleaning high-touch areas should be determined based on the surface or object and how it is used, applying guidance from local health authorities.



**BASED ON Event Safety Alliance Re-Opening Guide:**

[!https://static1.squarespace.com/static/5aec979d3e2d09db8bcad475/t/5eb86f694a67d30048528163/1589145456606/2020-05-11+Event+Safety+Alliance+Reopening+Guide.pdf?fbclid=IwAR3PQICOnWiCHplsRsKPX62lfW94BXImS9XK93DoqvwIM3sev3wKMV63co](https://static1.squarespace.com/static/5aec979d3e2d09db8bcad475/t/5eb86f694a67d30048528163/1589145456606/2020-05-11+Event+Safety+Alliance+Reopening+Guide.pdf?fbclid=IwAR3PQICOnWiCHplsRsKPX62lfW94BXImS9XK93DoqvwIM3sev3wKMV63co)

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Resources for Ontario Galleries for COVID-19:

<https://members.museumsonario.ca/resources/tools-for-museum-practice/COVID19>

Re-Launch Guide for Galleries (Alberta) this is a great resource  
(haven't found a relaunch guide yet for Ontario):

<https://members.museumsonario.ca/resources/tools-for-museum-practice/COVID19>

Feel free to add to doc when necessary- still collecting and will add more

**Some Guides for Handwashing and Masks:**



## The Notification of New Coronavirus Prevention



### What is a new coronavirus ?

Coronaviruses only infect vertebrates and can cause respiratory/digestive/neurological diseases in humans and animals. The virus this time is a new coronavirus strain that has never been found in humans before. Named 2019-nCoV. Make sure people can be passed from person to person.

### How is it transmitted ?

1. Generally transmitted by droplets (sneezing/coughing), contact (digging nostrils/rubbing eyes with a virus-exposed hand).
2. The virus is highly transmissible. If no protective measures are taken, theoretically one patient can transmit the virus to two to three people.
3. The maximum time from the virus exposure to the onset of new coronary disease is 14 days, so close contacts should be observed for 14 days.

### How to prevent it ?

1. Avoid going to high-endemic areas, avoid crowded places, and avoid closed, empty places. Airless public places and crowded places, strengthen window ventilation.
2. Cover your mouth and nose with a tissue or elbows (rather than your hands) when coughing and sneezing.
3. It is best to wash your hands thoroughly with soap or hand sanitizer after sneezing and coughing. Put paper towels in a covered trash bin.
4. When the employee wears a mask, the folded surface should be fully unfolded, and the mouth, nose and jaw should be completely covered. Then press the nose clip tightly so that the mask fits the face completely.
5. The light-colored side of the mask is the inner side, and the inner side should be close to the mouth and nose, with the dark side facing outward; the end with the metal strip (nose clip) is above the mask. Masks should be replaced regularly, not on the inside or outside, not on both sides.
6. When washing your hands, pay attention to washing with running water and using soap (hand sanitizer), rubbing for at least 20 seconds.



### What should I do if I have related symptoms ?

1. If you have symptoms such as fever, fatigue, muscle aches, cough, sputum, shortness of breath, etc., you should seek medical treatment in time, and also tell the doctor the travel history of the two weeks before the illness so that the doctor can quickly make a diagnosis.
2. If the employee's temperature exceeds 37.3 degrees or cough, the department head or the administrative department must be notified immediately.

