



(860) 434-7802 90 Lyme Street, Old Lyme CT 06371 [www.LymeArtAssociation.org](http://www.LymeArtAssociation.org)

**Agenda**  
**BOARD OF DIRECTORS MEETING**  
**June 17, 2020, 4:00 pm, by videoconference**

|   |                             |
|---|-----------------------------|
| <b>Call to Order</b>                                | Harley Bartlett             |
| <b>May Meeting Minutes Review and Approval</b>      | Harley Bartlett             |
| <b>Treasurer's Report</b><br>Investment update      | John Beatty<br>Paul Sellier |
| <b>Gallery Report</b>                               | Jocelyn Zallinger           |
| <b>Development:</b><br>Annual Fund<br>Grants        | Elsbeth Dowd                |
| <b>Building and Grounds Report</b>                  | Paul Sellier                |
| <b>Education and Activities Committee Report</b>    | Laurie Pavlos               |
| <b>Strategic Plan</b>                               | Laurie Pavlos               |
| <b>Other Business</b><br>Adoption of Reopening Plan | Harley Bartlett             |
| <b>Adjournment of Meeting</b>                       |                             |

Next meeting, July 15, 2020, 4:00 pm.



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## BOARD OF DIRECTORS MEETING

June 17, 2020 by videoconference

**Board Member Present:** Galye Asher, Harley Bartlett, David Moore, Beverly Schirmeier, Carrie Walters, Michael Centrella, Del Bourree Bach, Jay Berryman, Paul Sellier, Kathy Simmons, Maura Cochran, Joan Wallace

**Members Absent:** Emily Reynolds, Lee Ruck, Serena Bates, John Beatty, Lisa DeFillippo, Sara Lucas, Kim Sapia.

**Staff Present:** Laurie Pavlos, Jocelyn Zallinger, Elsbeth Dowd and Ann Chan

**Call to Order:** Harley Bartlett called the meeting to order at 4: pm

**Minutes Review and Approval:** Harley asked for a motion to accept the May meeting minutes if there were no discrepancies. Jay made the motion to approve, David seconded. May minutes accepted.

**Treasurer's Report:** : As John was absent Paul reviewed the treasure's report, saying year to date numbers are surprisingly good due to a strong January and February. Membership dues continue to be strong. Thankfully there have been no major expenses. Commissions are down but not bad all things considered. Donations are down, as we had no major Spring Challenge appeal. We did receive close to \$33,000 from the Payroll Protection Plan for payroll, always our biggest expense. This will essentially be a grant since we should qualify to have the loan forgiven.

**Investment Report:** Paul reported that the portfolio is performing well. It is approximately \$820,000 which is about 6% lower than the year-end figures. Harley asked for a motion to accept the treasurer's report as presented. Maura made a motion, seconded by Carrie, all in favor. Report accepted.

**Gallery Report:** Jocelyn reported that the gallery is slow, but it has been an active month for the staff. We had four days of scheduled drop off for the Marine show. We have been receiving many paintings from FedEx for Hudson Valley Art Association works. Our cleaning company has restarted weekly service and we have all the necessary cleaning supplies on hand. A Plexiglass barriers is being made for the front desk area. The coming shows, Wind, Waves and Water, and the Hudson Vally Art Association, open next week on Friday June 26.

**Development:** Elsbeth reported that between March 15 and today, we have brought in approximately \$7,800 in our Spring Challenge and Annual Fund donations. We are going to be sending out an appeal to regular donors who have not yet contributed this year. We have applied for the Connecticut Supporting Arts Grant once again, last year we received about \$5,000. We do not know exactly what we will receive this year and we should hear by August or September. Laurie applied a couple weeks ago to a Care Act Emergency Relief Grant for \$3,000.



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**Building and Grounds:** Paul reported that we had some stone delivered to fill in low areas in the parking lot. A utility sink for the studio is on order. Air conditioning and furnace maintenance is set for early July. Roof leak repairs appear to be working.

**Education and Activities:** Laurie started by reporting that outdoor classes have started. Hollis has been running his landscape classes on Tuesday afternoons as well as his Wednesday figure class outdoors. We have two outdoor workshops scheduled for July. We have opened the downstairs bathrooms for the students, but other than that the downstairs use is limited. Looking toward the fall, we are thinking of small classes in the studio with masks and six-foot distance, which Laurie has run by the dean of the Yale School of Public Health. It is not clear, however, that students will be comfortable enough to sign up. Beverly mentioned that a pop up tent could be used in inclement weather, but distancing would then be a problem. Maura noted that Tiffany Farm has wide open sheds with cover. Laurie did a zoom interview with Sara Lucas a little while ago and put it up on YouTube and will add a link to our home page.

Maura reported on the Plein Air painting group's first five meetings. Maura polled where everyone was coming from, some come from far, such as Bristol, RI, West Hartford, and Ansonia. She asked them what they thought about the locations. Many want to go back to the current locations. Baldwin Bridge they either love or they hate. Maura also gave Laurie links to other museums who have online tours and videos. Laurie was able to add those virtual tours to our website.

At this point Laurie asked if anyone wanted to comment on putting off opening the studio until the fall. After discussion, Harley asked Laurie if she would like the board to ratify some wording not opening until the fall. A motion was made by Jay with clarification from Laurie to state we will be keeping the studio closed to group educational programs until Tuesday after Labor Day at which time we will reevaluate. Gayle Asher seconded, all were in favor. Laurie will put that on the website under classes.

**Strategic Plan:** We hired Tom Gezo to help LAA complete a strategic plan, but this was put on hold in the spring. Now that the initial chaos of the pandemic has settled, it seems we should be able to re-start this process. Emily has been the point person for this effort but now has very limited time since she is running her business from home and has no childcare. Laurie and Maura will meet to see if Maura thinks she can help lead this committee.

**Other Business:**

- Harley has talked to Laurie earlier about the Reopening Plan and suggests the board should make a motion to ratify the reopening plan as it was sent out. Jay made a motion to ratify and David seconded. The only discussion was that it is very thorough, and it helps support the staff, to have a policy in place. Jay brought up the subject of waivers. After discussing, Jay volunteered



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to come up with some good language to add to the door and not have something that visitors will have to sign. All voted in favor and the Reopening Plan was ratified.

- Harley asked whether we should be responding to the Mystic Maritime Gallery closing, to strategize about meeting the need or filling the space left by them. Del, Maura, Harley, Laurie, and Jocelyn will meet to talk about some ideas.
- Maura asked how the Elected Artist application process will work during this year. Laurie said that this is an important issue for APEC to discuss and should be brought to the committee's attention as soon as possible.

**Adjournment of Meeting: At 5:09 asked for a motion to adjourn and Del made the motion. David seconded, all voted in favor. Meeting adjourned.**

*The next meeting is Wednesday July 15 at 4 pm.*

**Lyme Art Association**  
**Profit Loss Prev Year and Budget Comparison**  
January through May 2020

|                                       | <u>Jan - May 20</u> | <u>Jan - May 19</u> | <u>\$ Change</u>  | <u>Budget</u>     |
|---------------------------------------|---------------------|---------------------|-------------------|-------------------|
| <b>Ordinary Income/Expense</b>        |                     |                     |                   |                   |
| <b>Income</b>                         |                     |                     |                   |                   |
| 4002 · Membership - Dues              | 16,588.75           | 15,160.00           | 1,428.75          | 15,800.00         |
| 4003 · Entry Fees                     | 10,711.00           | 12,695.00           | -1,984.00         | 14,100.00         |
| 4004 · Donations                      | 21,568.30           | 27,581.50           | -6,013.20         | 28,320.00         |
| 4004.10 · Fundraising Events          | 3,050.00            | 12,679.23           | -9,629.23         | 12,700.00         |
| 4005 · Exhibition Rental              | 2,700.00            | 4,100.00            | -1,400.00         | 2,700.00          |
| 4005.5 · Facility Rental              | 2,683.45            | 2,800.00            | -116.55           | 3,000.00          |
| 4006 · Misc Sales                     | 90.51               | 384.47              | -293.96           | 650.00            |
| 4007 · Education                      | 11,643.67           | 31,867.50           | -20,223.83        | 26,245.00         |
| 4009 · Commissions - Sales of Artwork | 14,935.40           | 17,254.68           | -2,319.28         | 19,000.00         |
| 4011 · In Kind Donations              | 0.00                |                     |                   | 1,000.00          |
| 4100 · Grants                         | 7,844.00            | 5,605.00            | 2,239.00          | 5,600.00          |
| 4200 · Interest & Dividends           | 8,754.73            | 8,750.41            | 4.32              | 8,750.00          |
| <b>Total Income</b>                   | <u>100,569.81</u>   | <u>138,877.79</u>   | <u>-38,307.98</u> | <u>137,865.00</u> |
| <b>Gross Profit</b>                   | 100,569.81          | 138,877.79          | -38,307.98        | 137,865.00        |
| <b>Expense</b>                        |                     |                     |                   |                   |
| 5000 · Education -Class Expense       | 347.35              | 5,934.68            | -5,587.33         | 4,600.00          |
| 5200 · Professional Services          | 612.00              | 0.00                |                   | 7,000.00          |
| 5300 · Utilities                      | 5,554.13            | 6,511.06            | -956.93           | 7,025.00          |
| 5401 · Maintenance-Cleaning           | 1,460.00            | 1,795.24            | -335.24           | 2,225.00          |
| 5402 · Maintenance                    | 1,808.11            | 5,819.80            | -4,011.69         | 3,800.00          |
| 5404 · Grounds                        | 1,437.18            | 9,020.60            | -7,583.42         | 7,000.00          |
| 5451 · Office                         | 3,167.27            | 2,616.64            | 550.63            | 3,350.00          |
| 5453 · Miscellaneous                  | 148.47              | 933.79              | -785.32           | 500.00            |
| 5461 · Fund Raising                   | 0.00                | 769.66              | -769.66           | 750.00            |
| 5650 · Insurance                      | 9,149.03            | 8,051.32            | 1,097.71          | 8,200.00          |
| 5701 · Exhibits                       | 5,360.04            | 7,097.84            | -1,737.80         | 8,135.00          |
| 5725 · Postage & Shipping             | 282.95              | 792.18              | -509.23           | 750.00            |
| 5751 · Printing                       | 406.50              | 0.00                | 406.50            | 0.00              |
| 5801 · Publicity/Advertising          | 3,510.13            | 4,426.09            | -915.96           | 4,000.00          |
| 5802 · In Kind Expenses               | 0.00                |                     |                   | 1,000.00          |
| 5850 · Capital Expenses               | 0.00                | 18,618.51           | -18,618.51        | 17,500.00         |
| 5901 · Bank & Credit Card Fees        | 3,505.84            | 4,342.70            | -836.86           | 4,200.00          |
| 5902 · Interest                       | 0.00                | -0.56               | 0.56              | 0.00              |
| 6500 · Payroll                        | 56,755.27           | 63,723.89           | -6,968.62         | 69,600.00         |
| 6561 · Gallery use expense            | 0.00                | 229.41              | -229.41           | 230.00            |
| 6800a · Scholarships                  | 1,500.00            | 0.00                | 1,500.00          | 0.00              |
| 7500 · Other personnel expenses       | 0.00                | 100.00              | -100.00           | 0.00              |
| 8300 · Promotion and Travel           | 388.52              | 510.00              | -121.48           | 1,000.00          |
| 8401 · Training                       | 87.00               | 350.90              | -263.90           | 450.00            |
| <b>Total Expense</b>                  | <u>95,479.79</u>    | <u>140,874.09</u>   | <u>-45,394.30</u> | <u>151,315.00</u> |
| <b>Net Ordinary Income</b>            | 5,090.02            | -1,996.30           | 7,086.32          | -13,450.00        |

**Gross Sales  
Month**

| Year | January     | February   | March    | April      | May        | June     | July     | August   | September | October  | November | December | Gross Sales |
|------|-------------|------------|----------|------------|------------|----------|----------|----------|-----------|----------|----------|----------|-------------|
| 2012 | \$1,900     | \$3,055    | \$6,320  | \$6,290    | \$7,308    | \$13,775 | \$14,241 | \$12,750 | \$5,750   | \$13,398 | \$17,114 | \$10,321 | \$112,220   |
| 2013 | \$3,975     | \$250      | \$4,076  | \$15,585   | \$9,635    | \$5,050  | \$8,578  | \$9,215  | \$13,635  | \$4,640  | \$17,538 | \$11,311 | \$103,487   |
| 2014 | \$8,545     | \$2,985    | \$5,425  | \$14,298   | \$5,785    | \$14,515 | \$15,565 | \$7,235  | \$5,945   | \$18,933 | \$18,125 | \$10,925 | \$128,281   |
| 2015 | \$7,115     | \$3,225    | \$3,285  | \$3,075    | \$3,610    | \$18,999 | \$27,379 | \$12,098 | \$2,770   | \$12,155 | \$5,525  | \$23,698 | \$122,933   |
| 2016 | \$2,520     | \$2,787    | \$10,255 | \$22,425   | \$8,065    | \$26,915 | \$6,367  | \$5,525  | \$13,580  | \$6,700  | \$20,570 | \$9,580  | \$135,288   |
| 2017 | \$10,290    | \$2,545    | \$10,037 | \$6,520    | \$9,195    | \$17,127 | \$13,150 | \$8,054  | \$21,955  | \$11,775 | \$18,685 | \$10,040 | \$139,372   |
| 2018 | \$12,840    | \$1,250    | \$6,900  | \$2,893    | \$15,920   | \$7,344  | \$18,021 | \$31,481 | \$22,030  | \$12,340 | \$14,777 | \$11,793 | \$157,588   |
| 2019 | \$8,080     | \$10,468   | \$9,017  | \$10,175   | \$13,801   | \$11,547 | \$24,352 | \$5,961  | \$6,193   | \$18,082 | \$5,065  | \$29,498 | \$152,237   |
| 2020 | \$29,361.00 | \$4,865.00 | \$750.00 | \$3,795.00 | \$1,400.00 | \$300.00 |          |          |           |          |          |          |             |

**Total Pieces Sold**

**Month**

| Year | January | February | March | April | May | June | July | August | September | October | November | December | Total Pieces |
|------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--------------|
| 2012 | 5       | 8        | 12    | 11    | 13  | 16   | 33   | 17     | 12        | 14      | 22       | 21       | 184          |
| 2013 | 9       | 1        | 9     | 32    | 16  | 7    | 21   | 24     | 16        | 6       | 26       | 22       | 189          |
| 2014 | 17      | 7        | 20    | 14    | 11  | 16   | 36   | 16     | 7         | 27      | 19       | 20       | 210          |
| 2015 | 17      | 4        | 8     | 5     | 7   | 30   | 62   | 23     | 6         | 18      | 7        | 47       | 234          |
| 2016 | 7       | 8        | 17    | 17    | 6   | 29   | 17   | 12     | 13        | 7       | 28       | 16       | 177          |
| 2017 | 17      | 6        | 18    | 10    | 9   | 30   | 36   | 17     | 21        | 13      | 40       | 19       | 236          |
| 2018 | 15      | 2        | 18    | 5     | 24  | 12   | 37   | 38     | 7         | 14      | 26       | 25       | 223          |
| 2019 | 14      | 18       | 16    | 13    | 22  | 19   | 18   | 12     | 11        | 26      | 8        | 55       | 232          |
| 2020 | 34      | 6        | 2     | 3     | 3   | 1    |      |        |           |         |          |          | 49           |

**Year-to-date Comparison**

| Year | January  | Jan. - Feb. | Jan. - March | Jan. - April | Jan. - May | Jan. - June | Jan. - July | Jan. - August | Jan. - Sept. | Jan. - Oct.  | Jan. - Nov.  | Jan. - Dec. | Yearly Sales |
|------|----------|-------------|--------------|--------------|------------|-------------|-------------|---------------|--------------|--------------|--------------|-------------|--------------|
| 2012 | \$1,900  | \$4,955     | \$11,275     | \$17,565     | \$24,873   | \$38,648    | \$52,888    | \$65,638      | \$71,388     | \$84,786     | \$101,900    | \$112,220   | \$112,220    |
| 2013 | \$3,975  | \$4,225     | \$8,301      | \$23,886     | \$33,521   | \$38,571    | \$47,149    | \$56,364      | \$69,999     | \$74,639     | \$92,176     | \$103,487   | \$103,487    |
| 2014 | \$8,545  | \$11,530    | \$16,955     | \$31,253     | \$37,038   | \$51,553    | \$67,118    | \$74,353      | \$80,298     | \$99,231     | \$117,356    | \$128,281   | \$128,281    |
| 2015 | \$7,115  | \$10,340    | \$13,625     | \$16,700     | \$20,310   | \$39,309    | \$66,687    | \$78,785      | \$80,298     | \$93,710     | \$99,235     | \$122,933   | \$122,933    |
| 2016 | \$2,520  | \$5,307     | \$15,562     | \$37,987     | \$46,052   | \$72,967    | \$79,333    | \$84,858      | \$98,438     | \$105,138    | \$125,708    | \$135,288   | \$135,288    |
| 2017 | \$10,290 | \$12,835    | \$22,872     | \$29,392     | \$38,587   | \$55,714    | \$68,864    | \$76,917      | \$98,872     | \$110,647    | \$129,332    | \$139,372   | \$139,372    |
| 2018 | \$12,840 | \$14,090    | \$20,990     | \$23,883     | \$39,803   | \$47,147    | \$65,168    | \$96,649      | \$118,679    | \$131,019    | \$145,796    | \$157,588   | \$157,588    |
| 2019 | \$8,080  | \$18,548    | \$27,564     | \$37,739     | \$51,540   | \$63,086    | \$87,438    | \$93,399      | \$105,785    | \$119,543.00 | \$122,738.89 | \$152,237   | \$152,237    |
| 2020 | \$29,361 | \$34,226    | \$34,976     | \$38,771     | \$40,171   | \$40,471    |             |               |              |              |              |             |              |

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# Re-Opening Plan

Lyme Art Association

June 17, 2020

## Purpose of the Reopening Plan

The Lyme Art Association (LAA) is establishing a reopening plan in preparation for the opening of the gallery and later the studio after closure due to the COVID-19 pandemic. The purpose of the plan is to establish practices and controls to reduce the risk of transmission of COVID-19 to the staff and public.

The Occupational Safety and Health Administration (OSHA) developed a COVID-19 planning guidance based on traditional infection prevention and industrial hygiene practices. It focuses on the need for employers to implement engineering, administrative, and work practice controls and personal protective equipment (PPE) use, as well as considerations for doing so. The LAA re-opening plan uses OSHA's planning guidance as well as recommendations from other federal, state, and local authorities.

As the COVID-19 situation in the country is changing, and guidance from authorities change as well, this document will be revised to remain current. This document and subsequent revisions will be distributed to all staff and discussed to ensure understanding and compliance.

The Program Administrator, accountable for implementing these rules, is Laurie Pavlos.

## Current Connecticut Retail Sector Rules (these will change over time)

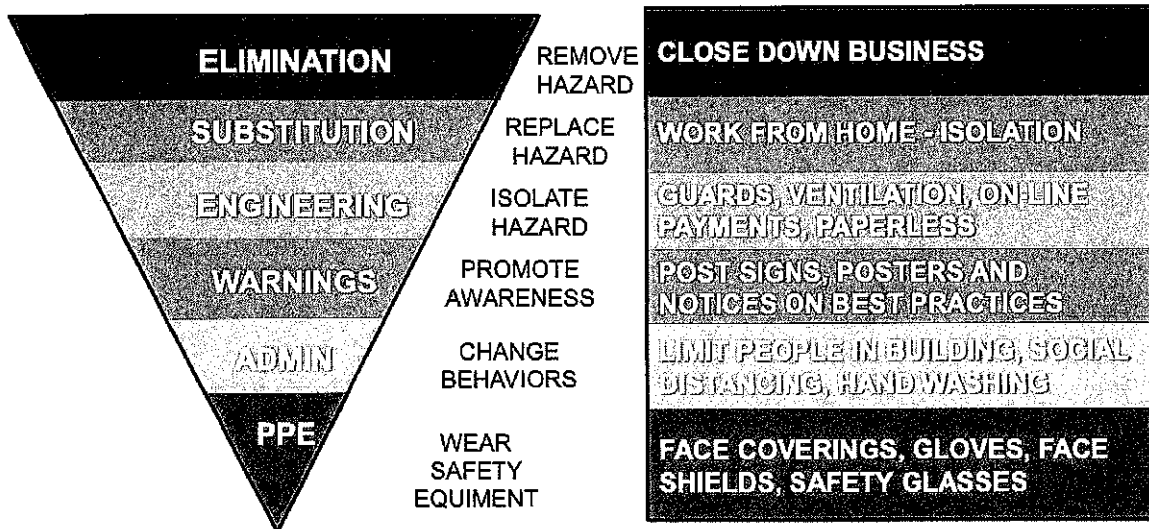
Overall rules in effect as of June 17:

- Capacity limit of 50% for businesses that reopen.
- Strict cleaning and disinfection protocols in all settings.
- Those who can work from home should continue to do so
- Those in high-risk groups (comorbidities) and over the age of 65 should continue to stay safe and stay home.
- Facemasks should continue to be worn in public at all times.
- Social gatherings will be restricted in accordance to the Governor's executive order, currently 10 people indoors, 25 people outdoors.



## Control Measures Implemented to Reduce Risk

The reduction of risk of transmission in the workplace will be accomplished by conscientious use of a series of control measures. All staff will be trained in these measures.



### OSHA Hierarchy of Controls

- **Elimination:**
  - The Lyme Art Association was entirely closed to the public from March 15 through May 20. During this time, staff visited the building individually, only when necessary, and used disinfectant on surfaces touched and hand hygiene when onsite.
- **Substitution:**
  - Staff have been working from home other than noted above. Work from home will continue, as possible, and to reduce onsite staff at any one time, providing for social distancing.
  - Both internal and external meetings will be conducted by phone or videoconference.
- **Engineering:**
  - Barriers and shields will be used to enforce social distancing and physically shield front desk staff from visitors.
  - Where practicable, doors will be propped open to reduce touchpoints.
  - Stairwells and bathrooms will be off-limits to gallery visitors. Only the upstairs gallery will be open to the general public.

- Art receiving will be conducted online, with inventory forms, entry fee payment, and art submission all done electronically. The information will be shared and transmitted among the staff in a paperless manner.
- Credit card payments done in person will not require signature or input from buyer. Touchless (tap) payment will be encouraged, and credit cards will not change hands.
- Warnings:
  - Signs outside the front and back doors will require staff and visitors to self screen for symptoms, keep a 6-foot distance from others, and wear a mask
  - Signs upon entering will direct visitors to wear masks, maintain a 6-foot distance from other groups throughout the gallery and will indicate capacity of each gallery room.
- Administrative Controls:
  - Social distancing will be enforced
  - Staff will alternate in-person work with at-home work to stagger attendance in the office.
  - Staff will only use equipment at their own workstation where possible.
  - Staff will disinfect their workstation; surface, keyboard, phone, etc. prior to leaving after a workday.
  - Video meetings will be used for staff meetings, committee meetings, and board meetings.
  - Staff will be asked to review a list of symptoms prior to leaving home to come to work, including taking their temperature (see self-assessment sheet in appendix A).
  - Staff will wash hands thoroughly upon entering the building, before and after eating, and frequently during the day.
  - The capacity of each room in the gallery will be limited to 6 visitors or visitor groups to provide easy maintenance of social distancing.
  - A record of each employee's time spent at the gallery will be useful in tracking an infection if such occurs. Timesheets are kept by all staff showing hours worked. Additional notation will be made to indicate whether the hours worked are at the gallery or at home.
- Personal Protective Equipment
  - Staff will wear a face mask or other face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions.
  - Staff will be asked to provide their own face covering, but it will be provided if they do not have one.
  - Gloves and eye protection will be worn when using cleaning chemicals
  - Gloves will be worn when touching artwork.
  - In workplace settings where employees are working alone in segregated spaces, employees may remove their masks. However, workers shall wear a mask from

the time they enter the building until the time they arrive at their workstation, and at any time they are leaving their work station and moving around common areas. Continuous wearing of masks is not required in outdoor workspaces where employees do not regularly come within 6 feet of other employees or the public.

- Members of the public visiting the gallery are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth unless doing so would be contrary to his or her health or safety due to a medical condition. If the visitor does not have a mask then they will be provided one by the gallery. If they refuse to wear a mask for a reason other than a health condition, they will not be allowed to enter the gallery.

## Disinfecting and Cleaning Protocols

A spray disinfectant or disinfectant wipes listed by the EPA for use against SARS-Cov-2 will be used according to product directions.

Prior to opening each day, the following will be disinfected by using spray or wipes:

- Door knobs, door handles, touchpoints at front and back doors, staff office
- Bathrooms
- Stair railings in Goodman Gallery as well as the stairwell
- Surface of front desk, Platt table, staff workstations.
- Telephones, keyboards, mouses, credit card keypads
- Surfaces and handles in the staff kitchen

In public areas, additional disinfecting will be performed hourly

- Doorknobs, handles, and exit bars
- Stair rails

Staff responsible for cleaning public areas will be provided a daily checklist ( See Appendix B) and instructed in the use of the disinfectant products. Disinfectant products will be provided to staff for maintaining personal workstations. Staff will be discouraged from using one another's work stations, when possible.

## Hand Sanitizer

Hand Sanitizer will be available for visitor and staff use at entrance points and common areas.

## Disinfectant Products

A disinfectant that is on the EPA list of products approved for use against SARS-Cov-2 will be made available near frequently disinfected surfaces; at the front desk, in the kitchen, in the staff bathroom, and in the staff offices.

## Handwashing

Staff will be instructed to thoroughly wash hands upon entering the building, and frequently throughout the day.

## Bathrooms

Upstairs restrooms will be marked closed to the public. In emergencies, they may be used (at the discretion of the staff) and will be disinfected after use. The downstairs restrooms will be designated staff restrooms and will be used as needed by outdoor class students. It will be disinfected at the end of each day. The door to the staff bathroom will be propped open to eliminate the touchpoint after hand washing.

## Thorough Cleaning

Weekly professional cleaning of the facility will occur beginning the week of June 15th.

## Communications

### Training

The Program Administrator will hold a staff meeting to present the contents of this plan, covering proper use and disposal of PPE, proper use of disinfectant products, and dealing with staff questions and concerns. Each time there is a revision to this plan, it will be distributed and a training session will be held.

### Leave

The Families First Coronavirus Response Act requires certain employers to provide paid leave related to COVID-19 illness, quarantine, child-care emergencies, and care of a family member. Details of this benefit are posted on the staff office bulletin board and in Appendix C.

### Whistleblower Protection

Employers may not retaliate against workers for raising concerns about COVID related safety and health conditions.

## Appendix A: Self-Assessment Checklist

Employees shall stay home if they have had:

- close contact with a person who has been diagnosed with COVID-19
- a cough, shortness of breath, or any two of the following symptoms:
  - Fever (temperature above 100.4 using an oral thermometer)
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell

Employees should contact their doctor, seek testing, follow state contact tracing protocols.

You may return to work when you are free of fever, signs of a fever, and any other symptoms for at least 72 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants, and at least 7 days have passed since symptoms first appeared.

## Appendix B: Cleaning Checklist

| Daily Cleaning Checklist for Gallery  |   |          |          |         |         |         |         |         |  |  |
|---|---|----------|----------|---------|---------|---------|---------|---------|--|--|
| Hourly - With spray disinfectant  |   |          |          |         |         |         |         |         |  |  |
|   | Doorknobs - Front Door/No.& So.Closet Door/Bathroom Door/Doors at top of Stairwells |          |          |         |         |         |         |         |  |  |
|   | Stair Railings - Goodman Gallery/Stairwells to lower level                          |          |          |         |         |         |         |         |  |  |
|   | 10:00 AM  | 11:00 AM | 12:00 AM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | 5:00 PM |  |  |
|   |   |          |          |         |         |         |         |         |  |  |
| Prior to opening - With spray disinfectant  |   |          |          |         |         |         |         |         |  |  |
|   | Front Desk Computer / Keyboard and Mouse  |          |          |         |         |         |         |         |  |  |
|   | Front Desk phone and wireless phone   |          |          |         |         |         |         |         |  |  |
|   | Stapler/hole punch/calculator   |          |          |         |         |         |         |         |  |  |
|   | Credit card terminal - plus after public use  |          |          |         |         |         |         |         |  |  |
|   | Desk chair and any other chairs that are out in the gallery                         |          |          |         |         |         |         |         |  |  |
|   | Light Switches and AC/Heat switches   |          |          |         |         |         |         |         |  |  |
|   | Bathroom switches, faucets, and handles: touch points                               |          |          |         |         |         |         |         |  |  |
|   | Other surfaces that were used/touched and are in need of sanitizing                 |          |          |         |         |         |         |         |  |  |
|   |   |          |          |         |         |         |         |         |  |  |
| End of day - with appropriate cleaner   |   |          |          |         |         |         |         |         |  |  |
|   |   |          |          |         |         |         |         |         |  |  |
|   | Front Desk Plexi Glass Barrier - plexi cleaner                                      |          |          |         |         |         |         |         |  |  |
|   | Platt Table - disinfectant if used  |          |          |         |         |         |         |         |  |  |
|   | Caddell Table - disinfectant if used  |          |          |         |         |         |         |         |  |  |
|   | Wood Benches - disinfectant if used   |          |          |         |         |         |         |         |  |  |
|   | Glass Table in Goodman - glass cleaner  |          |          |         |         |         |         |         |  |  |
|   | Display Cases in Goodman - plexi cleaner  |          |          |         |         |         |         |         |  |  |
|   | Counter in EA Small Works - disinfectant  |          |          |         |         |         |         |         |  |  |
| <p style="text-align: center;"><b>Daily Cleaning Checklist for Staff Office/Downstairs</b></p> <p style="text-align: center;">These items must be cleaned with spray disinfectant prior to opening each day</p> |   |          |          |         |         |         |         |         |  |  |

|  |  |
|--|--|
|  | Doorknobs and handles throughout lower level                             |
|  | Bathroom touch points: handles, switches, doors                          |
|  | Desk and counter surface   |
|  | Copier controls  |
|  | Telephone, keyboard, mouse at workstation                                |
|  | Surfaces and handles in staff kitchen when used (not open to the public) |
|  | Stair railing  |

## Appendix C: Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.<sup>[1]</sup> Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.



Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible Employees: *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.<sup>[2]</sup>

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

#### Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

#### Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

#### Calculation of Pay:[3]

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). [4]

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[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.