June 24, 2020

Dear Staff, Students, Faculty and Guests:

Welcome back to Anderson Ranch Arts Center! While you are on campus, your health and safety is our number one priority.

Anderson Ranch is closely following guidance released by the Centers for Disease Control and Prevention, the State of Colorado, the Pitkin County Health Department and the Occupational Safety and Health Administration. We have established this COVID-19 Business Safety Plan with added layers of precaution that prioritizes the health and safety of our staff, students, faculty and guests while continuing to provide you with the Anderson Ranch experience that you know and enjoy.

Our modified policies and procedures are a cautious and actionable approach to Pitkin County Public Health’s Phase 2 Guidelines and apply to Anderson Ranch operations taking place June through August 2020.

I would like to thank the Business Safety Task Force made up of Board of Trustees members Charles Burson and Dr. Jeannie Seybold, an at-large member of the Pitkin County Board of Health, for their time and invaluable contributions to the creation of this plan. I would also like to thank Operations Manager, Jessica Cerise, for agreeing to serve as the Business Safety Plan Workplace Coordinator.

Thank you for helping to keep our community safe by following the Five Commitments of Containment and adhering to our Business Safety Plan. As guidelines change, we will revise this plan and notify you of changes to our operations.

Sincerely yours,

Ashley Todey
Vice President, Operations and Business Units
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Thank you for helping to keep our community safe by following the Five Commitments of Containment, established by Pitkin County Health & Human Services. These commitments help contain the virus and require committed action from the entire community.

5 Commitments of Containment

1. I will maintain six feet of distance from anyone not in my household.
2. I will wash my hands often.
3. I will cover my face in public.
4. I will stay home when I am sick.
5. I will seek testing immediately and self-report if I experience symptoms.

To ensure commitment from our community, all Anderson Ranch staff are required to complete the Five Commitments of Containment Agreement Form prior to returning to work on campus. See Exhibit 9: Five Commitments of Containment Agreement.

Plan Lifespan

This plan is intended for Anderson Ranch operations taking place June through August 2020 and reflects Phase 2 guidelines of Pitkin County Public Health’s Roadmap to Reopening. Local officials will begin discussing Phase 3 on June 25. If the five criteria from the Roadmap to Reopening are met, including a sustained decrease in the number of new COVID-19 cases for at least 14 days, Pitkin County may progress to Phase 3. As State and County guidelines change, we will revise the plan and notify you of changes to our operations.

Roadmap to Reopening

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Pitkin County

Roadmap to Reopening

5 Criteria that must be met to move to the next phase

1. Pitkin County sees a sustained decrease in the number of new COVID-19 cases for at least 14 days.
2. Hospitals are safely able to treat patients without resorting to crisis standards of care.
3. Testing is performed for all people with symptoms consistent with COVID-19 infection.
4. Active and timely monitoring can be accomplished for all COVID-19 cases and their contacts.
5. Clear protocols are in place that require social distancing and assist with case identification.
KEY MESSAGES

- Anderson Ranch is closely following guidance released by the Centers for Disease Control and Prevention, the State of Colorado, the Pitkin County Health Department and the Occupational Safety and Health Administration.

- To protect our staff, students, faculty and guests during the pandemic, we have made changes to our policies, procedures and the physical structures of the Ranch.

- Some facilities are closed, limited to select individuals or out of service to reduce exposure. Please pay extra attention to the signage posted throughout campus and respect all guidelines.

- Maintain six feet of distance between yourself and others whenever possible.

- Face coverings should be worn according to the Anderson Ranch face covering policy.

- Anderson Ranch trains employees on health and safety standards, requires employees to stay home when sick, screens the health of employees and provides employees adequate personal protective equipment.

- Before coming to the Ranch campus, all individuals should self-screen for COVID-19 symptoms. If you have a cough or fever, please stay home.

- Staff and program participants are required to complete a daily Health Screening. Anyone with a fever greater than 100.4°F or experiencing two of the COVID-19 symptoms will not be permitted on campus.

- Campus hours of operations are Monday-Friday, 9AM to 5PM. Only essential visits are permitted after hours and on Saturday and Sunday.

- Cleaning frequency has increased across campus and all individuals on campus are asked to help to keep campus sanitized by wiping down commonly touched surfaces and frequently washing their hands.

- No group gatherings larger than 10 people are permitted.

- We appreciate you helping to keep our community safe by adhering to the Public Health guidelines during the COVID-19 pandemic.

- If you have any questions, please contact Jessica Cerise, Business Safety Plan Workplace Coordinator, at 970-924-5049 or jcerise@andersonranch.org.
KEY CONTACT INFORMATION

**Jessica Cerise**
Business Safety Plan Workplace Coordinator
Operations Manager
Phone: 970-924-5049
Email: jcerise@andersonranch.org

**Ashley Todey**
Vice President, Operations and Business Units
Phone: 770-289-2372
Email: atodey@andersonranch.org

**Pitkin County COVID-19 Response and Recovery Information**
970-429-6186
businessliaison@pitkincounty.com
This hotline is available seven days a week from 8AM to 5PM.

**Aspen Valley Primary Care**
970-279-4111
GENERAL PRACTICES

Face Covering Policy

As required by Town of Snowmass Village ordinance, all persons over the age of two (with limited exceptions) are required to wear face coverings when in public indoor spaces and where six feet of physical distancing is not possible. Face coverings should not be worn when doing so poses a greater health, safety or security risk to the person or to the public.

Face coverings should be worn upon entering the Ranch campus, when receiving the health screening and inside any building except when alone in a private office, in a private residence, when eating or drinking or outdoors when six feet of physical distancing is not possible.

Anderson Ranch will provide one cloth face covering and disposable masks to employees. Staff may use their own personal face covering if they prefer. Appropriate face coverings include non-medical grade masks, homemade masks, scarves, bandanas or handkerchiefs.

FAQs | Do I need to wear a face covering when....

Q: Entering the Ranch campus?
   A: Yes. Please wear it when you enter the Ranch and when you have your wellness check.

Q: Outside by myself?
   A: No. Face coverings are not required when you are outdoors and six feet or more from another person.

Q: Outside alone and someone approaches me?
   A: Yes. Face coverings are required outdoors when you are within six feet of another individual.

Q: Alone in a studio?
   A: Yes, it is a communal space. Face coverings are required inside all buildings except when alone in a private office, in a private residence or when eating or drinking.

Q: Alone in my office?
   A: No, however a face mask is required when you leave your office.

Q: Waiting for a meal in the cafe?
   A: Yes. Face coverings are required at all times in the Cafe except when eating or drinking.
Q: Eating my meal or having a beverage in a communal space?

A: No, however you should put your face covering back on as soon as you have finished having your meal or beverage.

Resources:

- How to Safely Wear and Take Off a Cloth Face Covering
- How to Wash a Cloth Face Covering
- How to make your Face Mask fit better - 3 Methods
- Where to purchase one: Rustico Face Masks

Health Screening

All employees, guests and program participants should self-screen for symptoms. An employee or program participant who experiences fever and/or dry cough, shortness of breath, runny nose, head or body aches, sore throat, nausea, vomiting or diarrhea, loss of taste or smell should not report to work or their program. Instead, the employee should stay home and contact his or her immediate supervisor. Program participants should contact the Studio Coordinator in charge of their program.

All employees, guests and program participants on campus will be screened for dry cough, shortness of breath, runny nose, head or body aches, sore throat, nausea/vomiting/diarrhea and loss of taste or smell and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Upon arrival at Anderson Ranch and prior to entering the campus, employees and program participants should report to the Welcome Tent located at the campus entrance. Please allow for physical distancing and wear a face covering when being screened.

A touchless forehead/temporal artery thermometer will be used to take body temperatures. The temperature and answers to respiratory symptom questions will be documented and the record will be maintained as a private medical record. Only the Vice President of Operations and Business Units, Ashley Todey, and the Business Safety Plan Workplace Coordinator, Jessica Cerise, have access to health screening documents. Time spent waiting for health screening should be recorded as time worked for nonexempt employees.

Electronic Form: Adult Health Screening Form
Instructions for Health Screening:

Important reminders:

● Remind all people in line to stay six feet apart.
● Clean thermometers after each use.
● Maintain a clean work space.
● Clean and disinfect all surface areas at the end of the day.
● Wash your hands frequently.

Temperature screening:

● Temperature takers ensure they put on a face covering and medical gloves.
● Using a temple thermometer, take the person’s temperature.
● A fever is defined as a temperature of 100.4 °F or above. Ask people who have a fever to return home and notify their supervisor.
● If an individual has a temperature of 99.2 °F or higher, but less than 100 °F, they should begin monitoring their temperature twice a day for a minimum of seven days to determine if the temperature is going up or down. The person should notify their supervisor. Continue completing the Health Screening form by entering the name of the person, recording their temperature and proceeding to the screening questions.
● If no fever is present, begin completing the Health Screening form by entering the name of the person, recording their temperature and proceeding to the screening questions.

Screening questions:

1. Do you have any of the following symptoms: dry cough, shortness of breath, runny nose, head or body aches, sore throat, nausea, vomiting or diarrhea, loss of taste or smell?

   How to respond to a positive answer: Individuals should be instructed to go home and get tested if they have:

   A) ONE of the following symptoms (fever 100.4 °F degrees or more, cough, shortness or breath, loss of taste/small) or

   B) TWO OR MORE of the following symptoms (head or body aches, sore throat, nausea, vomiting or diarrhea).
2. In the past two weeks, have you been in close contact with anyone who confirmed or presumptive case of COVID-19 or have you been contacted by a tracer to let you know of a known exposure?

   How to respond to a positive answer: Ask the individual to return home and notify their supervisor or program support staff. If they have been in contact with a presumptive positive or confirmed case, they should reach out to their primary care provider for recommendation on testing and isolation. If they have been contacted by a tracer they should notify their supervisor or program staff lead and comply with the recommendations provided by the tracer.

3. Are you complying with state or local public health orders?

   If the individual answers “no”, notify the Business Safety Plan Workplace Coordinator

FAQs

Q: What if an employee has to come to campus during a time that the Welcome Tent is not staffed?

   A: If an employee must come to campus during a time that the Welcome Tent is not staffed, the employee should complete the Adult Health Screening Form prior to entering campus.

Q: What if an employee/program participant refuses to participate in the screening?

   1. The Health Screener will request the employee depart the Anderson Ranch campus, obtain medical clearance and provide an official certificate prior to returning to the company premises, following the country’s medical leave regulation.

   2. If an employee refuses the screening and refuses to follow the protocol above and proceeds on to the Anderson Ranch campus, the Business Safety Plan Workplace Coordinator, Jessica Cerise should be notified.

Q: When can an employee/program participant return to campus after experiencing a fever or other symptoms?

   A: An employee/program participant may return to work if a doctor confirms the cause of an employee’s fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

Resources:

- How to conduct a facility health screening

- CDC on Symptoms of Coronavirus

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Responding To Sick, Symptomatic or Positive COVID-19 Cases On Campus

For Anderson Ranch:

What if an employee or program participant comes to the Ranch sick or gets sick at the Ranch?

- Isolate the individual immediately.
- Protect the individual’s privacy; this is a private medical matter.
- Help them get home without impacting others.
- Ask them to call their primary care physician for an evaluation and referral to get tested; or call Aspen Valley Primary Care at 970-279-4111 if they do not have a doctor.
- Notify Business Safety Plan Workplace Coordinator, Jessica Cerise, as well as their supervisor if they are an employee.
- Clean and disinfect areas the individual may have touched or come into contact with.

What if an employee or program participant tells you they have tested positive for COVID?


2. The Public Health Disease Investigation Team will initiate contact tracing with the individual. Do not notify other employees about the individual’s positive test result (this is a private medical matter) or attempt to contact trace yourself.

3. If the Ranch is identified as a location where exposure may have occurred, a member of the Disease Investigation Team will reach out directly. The CDC defines a “contact” or an “exposure” as a person who has been closer than six feet to a positive person for more than 15 minutes, while that positive person is considered contagious. People who are identified as “contacts” are required to quarantine for 14 days.

4. Unless your employee self reports to you as the employer, you as the employer may or may not be aware if your employee has tested positive. CDC Guidelines for Businesses provide precautions and steps any place of work can enact if they presume they may have an employee that tests positive.

Who will contact the Ranch?

As an employer in Pitkin County, the Ranch will be working directly with Pitkin County Public Health. However the lead for the investigation is based on the employee’s county
of residence, and may be led by Garfield, Eagle, Pitkin or other county health departments.

Will the Ranch close?

The Ranch may or may not be required to close depending on the contact tracing and level of exposure identified. If a recommendation to close is being considered, Pitkin County Public Health will reach out to the Ranch to discuss the concerns and process in detail.

How should Anderson Ranch clean and disinfect?

If it has been less than seven days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person; clean, sanitize and disinfect the employee’s working area. If practical, wait 24 hours before using or cleaning the area with windows open to minimize other employees being exposed. If waiting 24 hours is not feasible, wait as long as possible.

If it has been seven days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

OSHA Reporting

OSHA requires employers only report work-related COVID-19 illnesses that result in a fatality or an employee’s in-patient hospitalization, amputation, or loss of an eye.

For the Employee or Program Participant:

- Employee should stay home, notify their supervisor and call their primary care physician. Only a primary care physician can give a referral to be tested after evaluation of symptoms. If staff do not have a primary care physician, please call Aspen Valley Primary Care at 970-279-4111.

- The AVH Respiratory Evaluation Tent is still open to see patients who need help managing moderate to severe respiratory symptoms. The tent is open to patients seven days a week: 12PM – 4PM. Again, please call a primary care physician for further evaluation or if staff do not have a primary care physician, please call Aspen Valley Primary Care at 970-279-4111.

- For further reference, the CDC has developed a self-checker found at this site: Symptoms of Coronavirus. This is not a replacement for the Ranch symptom tracking.

- If an employee has COVID-19 symptoms, they should consider a telehealth visit or nurseline advice before seeking in-person care. Cigna Telehealth Connection is an online
medical service available to Ranch employees with medical insurance benefits. Cigna provides access to two telehealth services as part of the employee medical plan - AmWell and MDLIVE. Further instructions to register for AmWell or MDLIVE are found in the Cigna Telehealth Flier and at the links below.

- MDLIVE - $55 Fee (Applied to Deductible)
  Phone: 888.726.3171
  Website: www.MDLIVEforCigna.com

- AmWell - $55 Fee (Applied to Deductible)
  Phone: 855.667.9722
  Website: www.AmWellforCigna.com

Resources:

- Information on Getting Tested
- Colorado Telehealth & Nurselines
- Cigna Telehealth Flier
- CDC on If You are Sick or Caring for Someone
- CDC Recommendations on Cleaning: Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019
- Spanish Version: Recomendaciones provisionales para establecimientos comunitarios de los EE. UU. con casos sospechosos/confirmados de la enfermedad del coronavirus 2019

Handwashing

All individuals should wash their hands especially after going to the restroom, before eating and after blowing their nose, coughing, or sneezing, before and after touching their face, nose, and mouth or at any point if hands become visibly dirty. Hands should be washed before putting on a face covering and immediately after removing a face covering.

Follow these five steps every time hands are washed:

- Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather hands by rubbing them together with the soap. Lather the backs of hands, between fingers, and under nails.
- Scrub hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse hands well under clean, running water.
● Dry hands using a clean towel or air dry them.

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer stations are placed throughout campus. Hand sanitizer is not a substitute for hand washing and is not effective when hands are visibly dirty.

Resources:

● [CDC Hand Washing Videos](#) (English and Spanish versions)

● [NY Times Video](#)

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**Physical Distancing**

Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Physical distancing, also called social distancing, means keeping space between yourself and other people outside of your home. To practice physical or social distancing stay at least six feet (about two arms’ length) from other people. The following measures are intended to provide a safe environment reducing risk of potential person-to-person infection:

● Maintain a physical distance of six feet throughout the Anderson Ranch campus.

● Exceptions may be made when needing to accept payment, deliver goods/services or when unavoidable.

● All desks and work stations are six feet apart or are separated by walls.

● Tape will be placed at least six feet apart in any customer line areas.

● Avoid gathering when entering or exiting the facility.

● Ensure six feet of space between each person while entering a building.

● Eliminate contact with others, such as handshakes or embracing coworkers, visitors or friends.

● Avoid touching surfaces touched by others to the extent feasible.

● Do not touch your face or face covering before you have a chance to wash your hands.

● Avoid anyone that appears to be sick, or is coughing or sneezing.

● Meetings are encouraged to be virtual and not in-person.

● Carpooling is not recommended unless traveling with a household member.

Resources:

● [CDC on Social Distancing](#)
Hours Of Operation

Anderson Ranch is open Monday through Friday, 9AM to 5PM. The campus is closed outside of business hours and on Saturday and Sunday. Exceptions will be made for special events. Please notify the Business Safety Plan Workplace Coordinator, Jessica Cerise, if you are planning to invite guests to campus outside of business hours.

Signage is posted on sandwich boards and door signage throughout campus; gates on both ends of the Ranch should remain closed during non-business hours.

Facility Access Restrictions

There will be areas of the Ranch closed to the public and to staff in order to comply with the strict guidance for cleaning and eliminate as much risk of exposure to COVID-19. See Exhibit 4: Facility Access Restrictions for more details on campus facilities and who may access the various campus areas.

In general, during business hours, the public is welcome to tour the grounds and the sculpture installation, visit the ArtWorks Store and Gallery and dine in the Ranch Cafe. Program participants are permitted in their specific studio areas and areas open to the general public.

If you have visitors on campus, please arrange to meet them in public and outdoor spaces. If that is not possible in a very special circumstance, please contact the Workplace Coordinator to arrange an additional cleaning service in the respective area.

Campus Restrooms

Public restrooms are located in the Welcome Center and the Cafe and will be cleaned multiple times per day during business hours. Staff should use non-public restrooms closest to their office. Staff with private residences on campus are encouraged to use the restroom facilities in their homes.

In order to provide regular cleaning that meets health and safety guidelines, some restrooms on campus will be rendered “out of service” to eliminate the need to frequently clean them when programming is not taking place. See Exhibit 5: Campus Restroom Plan for a list of all campus restrooms, how they are being used and the frequency of services provided by Ranch housekeeping staff.
Cleaning and Disinfection Protocol

The Ranch will be cleaned and sanitized on a regular basis per the Master Campus Cleaning Schedule.

Staff are required to clean their own individual work area and commonly touched surfaces frequently. Supplies like disinfectant wipes and hand sanitizer will be provided for each workstation. Program participants and other guests are encouraged to clean and sanitize after themselves as well.

Cleaning Tracking Chart and Checklist

- Each department will be provided with copies of the Cleaning Tracking Chart and Checklist (CTCC). The CTCC will be posted on a clipboard by the main entrance in each department.
- One person in each department should be assigned to ensure the cleanings are taking place and that the CTCC is completed and filed in the binder each week.
- Commonly Touched Surfaces and End of Day Cleanings are the responsibility of the staff in each department.
- End of Day restroom cleanings and End of Week sanitations are the responsibility of housekeeping staff.
- The date and initials of the person who completed each cleaning should be tracked on the CTCC after the cleaning is complete.
- The Business Safety Plan Workplace Coordinator will review the binders in each department on Mondays to ensure proper records are being maintained.
- Each department should determine the best time for Commonly Touched Surface cleanings based on the use of that building.
- Only approved cleansers provided by the Business Safety Plan Workplace Coordinator should be used.

Cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:

- It is recommended to close off areas used by the ill person(s) and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. Restrict access for two hours after the ill person(s) has left. If possible, wait up to 24 hours before beginning cleaning and disinfection.
• Clean and disinfect all areas used by the ill person(s), focusing especially on frequently touched surfaces. Continue to follow all cleaning and disinfecting recommendations provided above.

Resources:

• State of Colorado Cleaning guidance

Monitoring The Plan and Business Safety Plan Workplace Coordinator Responsibilities

Per Pitkin County and OSHA guidance suggests Anderson Ranch has designated one person, Operations Manager, Jessica Cerise, to serve as the Business Safety Plan Workplace Coordinator to manage implementation of the response plan and address employee concerns. We have also designated two Workplace Observers, Meg Reilly and Zakriya Rabani. The Workplace Observers will work closely with the Workplace Coordinator to ensure COVID-19 response plan directives for employees are followed consistently.

Workplace Coordinator Responsibilities

• Ensures the Business Safety Plan has been submitted to local authorities, reflects the most current guidance, best practices and that it is updated and distributed to key constituents as needed.

• Works with each department and business unit to create and implement a plan for their respective areas.

• Conducts training for all staff and departments.

• Ensures health screenings take place using proper protocol, all staff and program participants participate in daily health screenings and private medical records are properly handled.

• Works with department heads to ensure key policies are being adhered to related to face coverings, personal protective equipment, physical distancing, social gathering limits, cleaning procedures, etc.

• Tracks, orders and distributes personal protective equipment and cleaning supplies, anticipating needs and ensuring ample supplies at all times.

• Reviews binders in each department on a weekly basis to ensure proper records are being maintained and to answer any questions or concerns.

• Oversees campus cleaning, ensuring that the Master Cleaning Schedule is followed and that all areas have ample hand sanitizer and soap at all times.

• First line of response for cases or business safety issues on campus.
Non-Compliance

Staff

All staff are responsible for being familiar with all information included in this manual, educating guests and program participants and ensuring compliance in their respective areas. Should a Ranch employee fail to comply with the guidelines, the Workplace Coordinator will notify their supervisor and disciplinary actions will be taken first via a verbal warning and then a written warning. If the behavior continues permission to come to campus may be suspended.

Adult Program Participants and Guests

Should a program participant or an adult Ranch guest refuse to comply with local and state Public Health Guidelines, Anderson Ranch reserves the right to refuse them service. Should a program participant’s behavior put the health of their classmates and/or staff of the Ranch at risk, verbal communication will be made and then a written warning if the behavior continues. Anderson Ranch reserves the right to refuse guests or program participants who are deemed non-compliant. No refunds will be given for program participants who behave in a way that puts others at great risk.

Children

Children who are putting the health of their classmates and/or program staff at risk will be asked to stop unsafe behavior. If multiple incidents occur where their behavior is not appropriate and they are not obeying the faculty and program staff, parents or guardians will be notified and asked to intervene. If several incidents occur, Anderson Ranch reserves the right to refuse the child for the program and no refund will be given.
HEALTH AND SAFETY PLANS

Employee Offices

General Information

- All employees should familiarize themselves with all health and safety standards included in this manual.

- Employees who are sick, have symptoms or have sick family members should stay home and notify their supervisor. Up to five days of paid sick leave will be provided to hourly employees so that they may stay home if they are experiencing symptoms or think they have contracted the illness.

- Face coverings should be worn in accordance with the Ranch face covering policy.

- Daily health screening is required for all employees.

- When coming and going from the office, Administrative staff should use the Administration Building entrance closest to the parking lot or the Patton Malott Gallery, whichever is closest to your work area. To avoid congestion and overcrowding, staff should not use the Welcome Center entrance.

- Employees are encouraged to sanitize their hands upon arrival and frequently throughout the day. Hand sanitizer stations are located at the main door of all buildings and staff have been provided with individual hand sanitizer for their work areas.

- Frequent and thorough hand washing is highly encouraged in addition to using hand sanitizer.

- Physical changes have been made due to the pandemic, including spacing workstations farther apart and installing barriers to prevent the transmission of the virus, adjusting the heating, ventilation and air-conditioning system,

- Employees are encouraged to increase circulation of outdoor air as much as possible by opening windows and doors and using fans.

- Meetings are encouraged to be virtual and not in-person.

- No visitors or other staff are permitted in staff offices.

- Employees should not go in other staff members' offices, use other employees' phones, desks or other work tools and equipment when possible.

- Self-service stations such as the water cooler and coffee maker are out of service for the general public and will be relocated into the back area. They will be disinfected daily.

- When taking payments, staff should sanitize their hands and the payment device after each use.
• To reduce the flow of traffic and density in the administration offices the operations staff will be sorting and delivering mail and packages to staff who have offices in other parts of the Ranch.

Cleaning

• Staff are encouraged to clean and disinfect commonly touched surfaces in their work areas multiple times per day. Cleaning wipes have been provided to each staff member.

• Commonly touched surfaces in common areas (e.g., printer, door handles, etc.) will be cleaned three times a day and logged in the Cleaning Tracking Chart and Checklist.

• Ranch housekeeping staff will deep clean the administrative offices at the end of each week.

Employee Dining

Meals should be consumed in your respective office, outside at picnic areas or in your private residence. Employees should bring meals in disposable or reusable containers with personal flatware in an insulated container. The sink is only available for refilling water bottles and washing hands. It will not be available for cleaning dishes. Employees may not use the dishwasher, flatware and utensils in the Administration kitchen area. Personal refrigerators are permitted in private offices. Community refrigerators in the studio areas should be marked out of service.

When programs are running and the Ranch Cafe is serving lunch, employees are invited to dine. A staff discount will be available. Self-serve stations in the Cafe (e.g., water, ice and coffee) are rendered out of order. Employees should come prepared with beverages like coffee and a full water bottle for the day.

Employees should observe physical distancing when eating, stagger lunch breaks to reduce density at picnic areas, sanitize the picnic areas, tables and chairs before and after use and wash hands before returning to work.

Restroom Facilities

Staff should use non-public restrooms closest to their office. Administrative staff should use restroom facilities located off the Patton-Malott Gallery or in the Ranch House. Artistic staff should use the restrooms in their respective buildings as assigned on the Campus Restroom Plan. No staff should use restrooms that have been rendered out of service. For more information, please refer to Exhibit 4: Campus Restroom Plan.

Resources:

• State of Colorado: Safer at Home: Office-Based Business

• CDC: COVID-19 Employer Information for Office Buildings
Welcome Center and Artworks Store

For the Staff

- Anderson Ranch trains employees on health and safety standards, requires employees to stay home when sick, screens the health of employees and provides employees adequate personal protective equipment.
- Retail staff are required to wear face coverings and gloves whenever possible.
- Staff are encouraged to practice social distancing whenever possible.
- The retail spaces and back storeroom will be adequately cleaned and sanitized daily.
- A protective plexiglass shield will be in place at the cash register.

For the Guests

- The Artworks Store and Patton-Malott Gallery are open and appointments are recommended. The main entrance will be locked and guests will knock or call to gain entry.
- Touch-free payment is available.
- Touchless hand sanitizer stations will be at each entrance and a very strict handwashing schedule will be maintained.
- Doors and windows will be open to maximize ventilation.
- Supplies will be available for customers to participate in sanitizing surfaces and touched objects.
- No returns will be permitted due to health and safety concerns.
- Public seating areas have been removed. Physical distancing markings of six feet will be on the floor to help with physical distancing.
- Health and safety signage is posted for customers and employees.
- Orders for pickup or delivery will be taken over the phone or online. A staging area will be arranged outside for order pickup at the Welcome Tent.

Cleaning Protocol, Schedule and Record Keeping

ArtWorks Store staff will clean and disinfect their work areas, including the back storeroom at the end of each work day and between shifts. Commonly touched surfaces will be cleaned three times per day at minimum, more frequently when possible.

Ranch housekeeping staff will do a deep cleaning weekly. Cleaning checklists will be posted and completed checklists will be filed in the Business Safety Plan binder.
Adult Workshops

Keeping People Safe

- Anderson Ranch trains employees on health and safety standards, requires employees to stay home when sick, screens the health of employees and provides employees adequate personal protective equipment.

- All Anderson Ranch staff, faculty and program participants are required to wear face coverings and participate in a daily Wellness Check. Any individuals with a fever or symptoms are not permitted on campus.

- All participants are required to sign an electronic waiver.

- When multiple workshops are running simultaneously at Anderson Ranch each class will have an assigned lunchtime to decrease congestion and allow for social distancing.

- Handwashing will be required upon arrival to the studio. Touchless hand sanitizer stations will be at each entrance and frequent handwashing breaks are encouraged throughout the day.

Securing a Healthy Environment

- Workshop class sizes have been reduced.

- Studios will be physically distanced with six feet of space between each participant. Artmaking stations will be assigned; there will be no sharing of seats or workspaces.

- Studios will not be shared by multiple groups. The studios will be used exclusively by the students, faculty and support staff only. Substitute staff are available if staff become ill.

- Cleaning frequency has increased.

- Doors and windows will be open as much as possible to maximize ventilation.

- Each participant will have their own individual art supplies. There is no sharing of supplies.

- Commonly touched surfaces will be cleaned three times per day. Studios will be disinfected at the end of each day and deep cleaned after each class week.
Actively Responding and Staying Informed

- If a participant becomes symptomatic, they will be asked to leave campus and return to their local housing or accommodations.

- Anderson Ranch is complying with Pitkin County Public Health orders and our Business Safety Plan has been submitted to the Pitkin County Health Department of Health.

- Anderson Ranch will continue to follow guidance from local and state health orders closely and adapt our policies as required.

Electronic Form: Adult Programs Safety Form and Waiver

Check-In/Arrival Procedures and Health Screening

Upon arrival at Anderson Ranch and prior to entering the campus, program participants are required to report to the Welcome Tent located at the entrance of the campus for a Health Screening. Anderson Ranch staff, faculty and program participants are required to wear face coverings per public health ordinance. All staff, faculty and participants should wash hands upon entering the studio, prior to engaging in activities. For more information see the section on Health Screening.

Electronic Form: Adult Health Screening Form

What to do if a student becomes symptomatic during the workshop:

Should a program participant become symptomatic, the participant and staff will follow the steps outlined in Responding To Sick, Symptomatic or Positive COVID-19 Cases On Campus.

Cleaning Protocol, Schedule and Record Keeping

- Studio staff will clean and disinfect commonly touched surfaces three times a day and complete a full cleaning of the studio at the end of each day.

- Program participants will be provided supplies to disinfect their areas as well.

- When workshops are in session Ranch housekeeping staff will clean the restroom in that studio daily and sanitize the studios at the end of each week.

- A cleaning checklist will be posted and all cleanings recorded in a publicly available log.

Resources:

- State of Colorado: Safer at Home: Higher Education
Children’s Workshops And Young Artists Program

Keeping People Safe

- Anderson Ranch trains employees on health and safety standards, requires employees to stay home when sick, screens the health of employees and provides employees adequate personal protective equipment.

- All parents will be required to monitor their child daily for key symptoms. Symptoms will be recorded with a [Children’s Electronic Check In and Health Screening Form](#) each day.

- Electronic waiver and sign in/out forms will be provided so parents can complete forms from their own phones.

- Drop-off and pick-up will be curbside to reduce the number of people entering the classroom. Upon arrival, a Ranch representative will greet each car and children will be checked for fever with an in-vehicle touchless thermometer check. If a child has a temperature above 100.4°F, they will not be allowed out of the vehicle.

- All Anderson Ranch staff and faculty are required to wear face coverings. Children are required to bring face coverings and will be required to wear them.

- Children will bring their own snacks, water bottles and lunch. Meal times will be staggered.

- Handwashing will be required upon arrival. Touchless hand sanitizer stations will be at each entrance and Anderson Ranch will maintain a very strict handwashing schedule throughout the day.

Securing a Healthy Environment

- Class sizes will be no more than 10 children. Classrooms will not be shared by multiple groups. The classrooms will be exclusively used by the students, faculty and support staff. Two adults will be assigned to stay with each class. Substitute staff are available if staff become ill.

- Classrooms will be physically distanced with six feet of space between each child. Artmaking activity stations will be assigned; there will be no sharing of seats or workspaces.

- Doors and windows will be open as much as possible to maximize ventilation.

- Each child will have their own individual art supplies. There is no sharing of supplies.

- Commonly touched surfaces will be cleaned three times per day. Classrooms will be disinfected at the end of each day and deep cleaned after each class week.
Actively Responding and Staying Informed

- If a child becomes symptomatic, they will be isolated and parents or guardians will be notified immediately to pick up the child. Anderson Ranch will report any cases to local public health authorities.

- Anderson Ranch will continue to follow guidance from local and state health orders closely and adapt our policies as required.

- The Anderson Ranch Business Safety Plan will be submitted to the Pitkin County Health Department for ongoing feedback and implementation of best practices.

Cleaning Protocol, Schedule and Record Keeping

- Children’s program staff will clean and disinfect commonly touched surfaces three times a day and complete a full cleaning of the studio at the end of each day.

- When workshops are in session, housekeeping staff will clean the restroom daily and sanitize the classroom at the end of each week.

- The Cleaning Chart and Checklist will be posted on a clipboard by the main door to the classroom and all cleanings recorded there.

- At the end of the week, the log will be filed in the Children’s Building Business Safety Plan binder.

Electronic Form: Children and Young Artist Programs Safety Form and Waiver

Drop-Off/Pick-Up Procedures and Health Screening Form

Drop-Off Location – Parents should arrive 15-20 minutes prior to the start of the workshop. There will be new, 15-minute parking spaces near the Children’s Building. Parents and guardians are to use those spaces. Anderson Ranch staff will greet them at their vehicle. Children will stay in the car with their guardian(s) until the child’s health screening is complete.

Drop-Off Procedures

- Anderson Ranch staff and faculty are required to wear face coverings.

- Children will be checked for a fever with an in-vehicle touchless thermometer check. If a child has a temperature above 100.4 °F, they will not be allowed out of the vehicle. If a child does not have a fever, parents or Ranch staff will fill out the Children’s Health Screening Check-in Form. If a child has any COVID-related symptoms, they will need to return home.

- Parents will escort their child to the Welcome Tent near the entrance. Parents are not allowed into the Children’s Building. All children will wash hands upon entering the classroom, prior to engaging in activities.
Pick-Up Procedure

- Parents should arrive five minutes prior to the scheduled end of the child’s workshop.
- Parents will go to the Welcome Tent, show identification and their child will be brought to them.
- Before they leave with the child, an electronic sign-out form will be completed either by the parents on their personal device or by Ranch staff.

The following steps will be taken if a child becomes symptomatic during the workshop:

1. The child will be isolated on the porch of Schermer Meeting Hall.
2. The child’s privacy will be protected; this is a private medical matter.
3. Children’s program staff will notify parents or guardians immediately and arrangements will be made to pick up the child as soon as possible.
4. Ranch housekeeping staff will immediately deep clean commonly touched surfaces and specific areas used by the child.
5. Children’s program staff will monitor other children and staff who were part of the ill child’s workshop.
6. The Ranch staff will notify and cooperate with their local public health agency on next steps. The Pitkin County Public Health Agency is located at 0405 Castle Creek Road, Suite 6 Aspen, CO 81611; the may be reached by telephone at 970-920-5420.
7. If sent home, the child is required to adhere to isolation and exclusion requirements. If a child is fever free for 72 hours without the use of NSAIDS, they may return to the remainder of the workshop.
8. If a case is confirmed, cleaning will be performed according to the CDC guidelines. The workshop participants will be notified and will follow recommendations for testing and isolation per Pitkin County Public Health.

Resources:

- State of Colorado Children’s Day Camps & Youth Sports Camps
- State of Colorado Cleaning Guidance
Cafe

For Guests

- Food items will be packaged for grab-and-go or served by an employee. There will be no sharing of utensils.
- Single-serve condiments will be available.
- Takeout options will be accommodated.
- Self-service stations (e.g., ice machine, coffee machine, water station, etc.) have been removed or rendered out of service.
- Drinks will be served to guests by an employee.
- Touchless payment options are available or credit card processing machines are sanitized after each use.
- Occupancy is restricted to less than 50% indoors. Tables will be spaced to allow greater than six feet of physical distancing indoors and outdoors. Table sizes have been limited to eight people or fewer. Tables have been removed or signage posted indicating that certain tables are not available.
- Customers will not be allowed to congregate while waiting for a table. Outdoor waiting areas are available in the gravel driveway or on the upper deck of the Cafe.
- A chalkboard menu will be posted.
- Face coverings are required per the Ranch face coverings policy. Face coverings must be worn at all times except when seated and eating or drinking.
- Touchless hand sanitizer stations will be at each entrance.
- Customers who do not adhere to hygiene and distancing requirements will be refused service.

For Staff

- Anderson Ranch trains employees on health and safety standards, requires employees to stay home when sick, screens the health of employees and provides employees adequate personal protective equipment.
- Staff are re-trained on how and when to wash hands as required by the Food Code. Handwashing will be required upon arrival. Anderson Ranch will maintain a very strict handwashing schedule and frequent handwashing breaks are encouraged throughout the day. Hand sanitizer is readily available. Fresh glove wearing will be required when applicable and gloves will be changed between tasks.
● The Food Service Manager has an up-to-date food safety certification. Food handler training for employees has been provided.

● Kitchen workspaces have been engineered so that six feet of physical distancing is provided. Staff meetings will be virtual, physically distanced six feet or outdoors.

● All Anderson Ranch staff, vendors, contractors and faculty are required to wear face coverings.

Food Safety

● Food contact surfaces will be cleaned and sanitized per the Colorado Retail Food Establishment Rules and Regulations (Food Code). Disinfectants will be avoided on food contact surfaces.

● Water and soda lines will be flushed for five minutes, ice machines will be drained, cleaned and the first load of ice will be dumped out.

● Perishable food will be kept at or below 41 degrees Fahrenheit; foods that are below 41 degrees or out of date or past the 7-day mark will be discarded.

● There will be no pests; regular inspections of pests will be performed. If pests are detected, a professional pest control service will be performed.

● All dishwashing machines are washing at appropriate temperatures with the correct detergents and sanitizers.

Actively Responding and Staying Informed

● If a guest of the Cafe becomes symptomatic, they will be asked to leave campus.

● Anderson Ranch is complying with Pitkin County Public Health orders and our Business Safety Plan has been submitted to the Pitkin County Health Department of Health.

● Anderson Ranch will continue to follow guidance from local and state health orders closely and adapt our policies as required.

Cleaning Protocol, Schedule and Recordkeeping

● Cafe Cleaning Checklist

● All service areas, tabletops, chairs and other commonly touched areas will be cleaned and disinfected between seatings and shifts. Cleaning and disinfection of restrooms and high touch surfaces will be performed every two hours and will be logged.

● During Cafe business hours, the dining room will be cleaned and disinfected between each seating.

● Commonly touched surfaces and restrooms will be cleaned every two hours.
All cleanings will be logged and the log will be posted in a public place. Weekly log sheets will be collected and filed in the Cafe Business Safety Plan binder.

Resources:
- Pitkin County Restaurant Guidance - FINAL
- Pitkin County Lodging Guidance FINAL
- Colorado Retail Food Establishment Rules and Regulations (Food Code)

Wyly House

Note: There are no guest reservations in the Wyly House until August 31, 2020. New guidance will be released on June 26 at which time the following guidelines will be updated.

For Guests
- Anderson Ranch will follow the guidance on cleaning per the CDC, local and state guidelines.
- Notifications to all guests have been sent informing them of the COVID-19 restrictions and the Five Commitments of Containment.
- Wyly House guests are encouraged to participate in the Pitkin County Contact tracing program.
- Touchless payment options are available or units will be sanitized after each use. Payments are accepted in advance of their visit.
- Guest services will be provided with minimal interaction with the staff. Should a guest need any assistance, for example an extra towel, it will be delivered to their accommodations in a bag and left outside the door.
- Occupancy has been restricted to less than 50%. 12 guests will be housed in the dorm that accommodates 44.
- Printed materials have been removed from guest rooms and digital versions have been created.
- Room keys will be sanitized after each use.
- If a guest is sick they will abide by the guidelines set by Pitkin County Public Health.
- A studio apartment is reserved for isolation if a guest becomes symptomatic. The guest will be responsible for working with the Ranch management if tested positive and a
quarantine or isolation is necessary. Guests will be financially responsible for a prolonged stay.

- Arrival and departure times between guests will be greater than 24 hours whenever possible.
- Touchless hand sanitizer stations will be at each entrance to the building.
- Face coverings are required per the Ranch face covering policy.
- Dorm room sharing is not permitted, unless by members of the same household. Prices will be honored for guests who reserved shared housing options with lower priced accommodations as of 6/3/2020.

For Employees

- Anderson Ranch trains employees on health and safety standards, screens the health of employees and provides employees adequate personal protective equipment.
- Frequent handwashing is encouraged.
- Greater than 24 hours will be given for cleaning whenever possible following a guest departure with a minimum of two hours. For example, a guest checks out on Saturday, housekeeping will perform the cleaning and disinfection on Sunday.
- All Anderson Ranch staff and faculty are required to wear face coverings and relevant personal protective equipment.

Cleaning Protocol, Schedule and Recordkeeping

The guest accommodations will be cleaned according to the guidance per CDC. Housekeeping staff will have checklists for cleaning and logs will be kept. Certain areas like the lounge, laundry room and hallway bathroom may be off-limits. We are closely watching the recommendations per the CDC, State of Colorado and Pitkin County Public health to ensure that when the dorm is occupied we will meet or exceed their guidance.

The following are the steps if a guest becomes symptomatic during the program:

1. The guest will be isolated in the upstairs corner apartment of the dormitory.
2. Ranch housekeeping staff will immediately deep clean commonly touched surfaces and specific areas used by the guest in the studio spaces, dormitory and cafe.
3. During cafe services meals will be delivered to the guests in disposable containers left outside the door.
4. Ranch housekeeping staff will disinfect the dorm room 24 hours after the guest is isolated.
5. Program staff will monitor other participants and staff who were part of the ill person’s studio.
6. The Ranch staff will notify and cooperate with their local public health agency on next steps. The Pitkin County Public Health Agency is located at 0405 Castle Creek Road, Suite 6 Aspen, CO 81611; they may be reached by telephone at 970-920-5420.

7. If a case is confirmed, cleaning will be performed according to the CDC guidelines. The workshop participants will be notified and will follow recommendations for testing and isolation per Pitkin County Public Health.

8. If quarantine is necessary, the guest will work with the Ranch management to make arrangements for accommodations if the quarantine extends beyond their regular reservation dates. Additional expenses related to quarantine are the responsibility of the guest.

Resources:

- Pitkin County Lodging Guidance FINAL

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**Employee Housing Guidelines**

- Employees residing in Anderson Ranch Employee housing are required to observe state and local public health guidelines.
- It is the responsibility of the occupant to ensure their guests are also in compliance with state and local public health orders.
- Face coverings are required more than 10 feet from Employee’s residence.

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**Property Management**

- Handwashing will be required upon arrival and frequent hand washing breaks are encouraged throughout the day. Hand sanitizer is readily available.
- Face coverings are required per local health ordinances and will be worn when within six feet of an entrance to a private residence or guest room.
- Contractors will have their own business safety plans per their industry standards and will provide when asked. Contractors will wear face coverings per local health ordinances and observe physical distancing.
- Facilities staff will clean and disinfect their work areas at the end of each workday and between shifts.
- Sharing of tools such as wheelbarrows, wagons, mowers, trimmers and blowers, etc., will be limited and supplies to clean tools are available.
• Facilities staff will regularly clean commonly touched surfaces and disinfect areas that pose a high risk for transmission.

Ranch Vehicle Use

To use an Anderson Ranch vehicle or when sharing transportation with a fellow employee or program participant who is outside your household, the following measures must be taken.

• Hand sanitizer is used by each passenger when entering the vehicle.
• Face coverings must be worn by all passengers.
• The number of passengers has been reduced by 50% of the vehicle’s occupancy, and passengers sit in locations to maximize the distance between one another.
• Vehicle windows will remain open and ventilation increased.
• All high-contact surfaces of the vehicle, such as steering wheel, seatbelts, door handles, and console, shall be properly disinfected in between uses by different employees and at the end of each use.
EXHIBIT 1
Anderson Ranch General Information Sign

FOR YOUR SAFETY AND FOR OURS IT’S IMPORTANT WE ALL COMPLY WITH CDC AND PITKIN COUNTY GUIDELINES.

SOCIAL DISTANCING AT
AndersonRanch arts center

MAINTAIN A MINIMUM SIX-FOOT DISTANCE FROM ONE ANOTHER

FACE COVERING REQUIRED PER LOCAL HEALTH ORDINANCE

IF YOU HAVE A COUGH OR FEVER, PLEASE STAY HOME

ANDERSON RANCH IS OPEN MONDAY - FRIDAY, 9AM-5PM
ANDERSON RANCH IS CURRENTLY CLOSED ON SATURDAY AND SUNDAY
COPIES OF BUSINESS SAFETY PLANS AVAILABLE UPON REQUEST.
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

1. Stay at least 6 feet (about 2 arms' length) from other people.
2. Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
3. When in public, wear a cloth face covering over your nose and mouth.
4. Do not touch your eyes, nose, and mouth.
5. Clean and disinfect frequently touched objects and surfaces.
6. Stay home when you are sick, except to get medical care.
7. Wash your hands often with soap and water for at least 20 seconds.

[cdc.gov/coronavirus]
EXHIBIT 4

Facility Access Restrictions

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Public Access</th>
<th>Staff Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dows Barn: ArtWorks Store, Patton Mallot Gallery &amp; Welcome Center</td>
<td>Open</td>
<td>All staff</td>
</tr>
<tr>
<td>Cafe</td>
<td>Open</td>
<td>All staff</td>
</tr>
<tr>
<td>Administration Offices</td>
<td>Closed</td>
<td>Administration and operations staff</td>
</tr>
<tr>
<td>Program Staff Offices</td>
<td>Closed</td>
<td>Programs and operations staff</td>
</tr>
<tr>
<td>Powers Ranch House Conference Room</td>
<td>Closed</td>
<td>All staff</td>
</tr>
<tr>
<td>Finger Library</td>
<td>Closed</td>
<td>All staff</td>
</tr>
<tr>
<td>Schermer Meeting Hall</td>
<td>Closed</td>
<td>All staff</td>
</tr>
<tr>
<td>Siegel Children's Building</td>
<td>Registered students and faculty</td>
<td>Children's staff, Housekeeping staff</td>
</tr>
<tr>
<td>Sculpture studio</td>
<td>Closed</td>
<td>Programs and operations staff</td>
</tr>
<tr>
<td>Digital FabLab/Maloof Wood Barn and Loft</td>
<td>Closed *</td>
<td>Programs and operations staff</td>
</tr>
<tr>
<td>Fischer Photography Center</td>
<td>Closed *</td>
<td>Programs and operations staff</td>
</tr>
<tr>
<td>Dee Wyly Painting Building &amp; Patton Print Shop</td>
<td>Closed *</td>
<td>Programs and operations staff</td>
</tr>
<tr>
<td>Gates Barn Takashi Nakazato Visiting Artist Studio</td>
<td>Closed *</td>
<td>Programs and operations staff</td>
</tr>
<tr>
<td>Long Ceramics Studio</td>
<td>Closed</td>
<td>Programs and operations staff</td>
</tr>
<tr>
<td>Soldner Ceramics Center</td>
<td>Registered students and faculty</td>
<td>Programs and operations staff</td>
</tr>
<tr>
<td>Sorensen Room</td>
<td>Closed</td>
<td>Programs and operations staff</td>
</tr>
<tr>
<td>Wyly House Dormitory</td>
<td>Closed</td>
<td>Louise and operations staff</td>
</tr>
<tr>
<td>Visiting Artist Apartment</td>
<td>Registered guests</td>
<td>Operations staff</td>
</tr>
<tr>
<td>Boettcher Cabin</td>
<td>Registered guests</td>
<td>Operations staff</td>
</tr>
<tr>
<td>Marbrook Cabin</td>
<td>Guests of residents</td>
<td>Peter and family</td>
</tr>
<tr>
<td>Cabin #4</td>
<td>Guests of residents</td>
<td>Andrea and family</td>
</tr>
<tr>
<td>Hy's Cabin</td>
<td>Guests of residents</td>
<td>Liz and family</td>
</tr>
</tbody>
</table>

* With the exception of children's programming running 8/10-14 in the Fischer Photography Center and 8/17-21 in the Dee Wyly Painting Building and ongoing private instruction in the FabLab and Ceramics Studios as well as visiting artist projects 7/20-8/7 in the Gates Barn Takashi Nakazato Visiting Artist Studio.
## EXHIBIT 5

### Campus Restroom Plan

<table>
<thead>
<tr>
<th>Location</th>
<th>Users</th>
<th>Cleaning Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dows Barn Welcome Center</td>
<td>Public</td>
<td>Multiple times per day</td>
</tr>
<tr>
<td>Cafe Upstairs</td>
<td>Public</td>
<td>Multiple times per day</td>
</tr>
<tr>
<td>Patton Mallot and Gideon Gardner Galleries</td>
<td>Administration and Operations Staff</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Powers Ranch House</td>
<td>Administration and Operations Staff</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Dee Wyly Painting</td>
<td>Painting/Printmaking Staff*</td>
<td>Weekly</td>
</tr>
<tr>
<td>Fischer Photography Center</td>
<td>Photography Staff*</td>
<td>Weekly</td>
</tr>
<tr>
<td>Siegel Children’s Building</td>
<td>Program participants and staff</td>
<td>Once daily Monday-Friday</td>
</tr>
<tr>
<td>Soldner Ceramics Center Breezeway</td>
<td>Program participants and staff</td>
<td>Once daily during programming</td>
</tr>
<tr>
<td>Cafe Downstairs</td>
<td>Cafe Staff</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Maloof Woodshop</td>
<td>3D Staff</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Patton Printshop</td>
<td>Out of Service</td>
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</tr>
<tr>
<td>Soldner Ceramics Center Upstairs</td>
<td>Out of Service</td>
<td>N/A</td>
</tr>
<tr>
<td>Wyly House Dormitory Hallway</td>
<td>Out of Service</td>
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</tr>
<tr>
<td>Cafe Outside</td>
<td>Out of Service</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*With the exception of children’s programming running 8/10-14 and 8/17-21, ongoing private instruction and visiting artist projects 7/20-8/7.*
### Master Housekeeping Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cafe Upstairs Restroom</strong></td>
<td>9am, 11am, 1pm, 3pm</td>
<td>9am, 11am, 1pm, 3pm</td>
<td>9am, 11am, 1pm, 3pm</td>
<td>9am, 11am, 1pm, 3pm</td>
<td>9am, 11am, 1pm, 3pm</td>
<td>9am, 11am, 1pm, 3pm</td>
</tr>
<tr>
<td><strong>Welcome Center Restroom</strong></td>
<td>8am, 10am, 12pm, 2pm, 4pm</td>
<td>8am, 10am, 12pm, 2pm, 4pm</td>
<td>8am, 10am, 12pm, 2pm, 4pm</td>
<td>8am, 10am, 12pm, 2pm, 4pm</td>
<td>8am, 10am, 12pm, 2pm, 4pm</td>
<td>8am, 10am, 12pm, 2pm, 4pm</td>
</tr>
<tr>
<td><strong>Non-public Campus Restrooms</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1:30 - 3:30 pm</td>
</tr>
<tr>
<td><strong>Children’s Classroom</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3:30 - 4pm</td>
</tr>
<tr>
<td><strong>Children’s Restroom</strong></td>
<td>4 - 4:30pm</td>
<td>4 - 4:30pm</td>
<td>4 - 4:30pm</td>
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<tr>
<td><strong>Ceramics Breezeway Restroom</strong></td>
<td>4:30 - 5:00</td>
<td>4:30 - 5:00</td>
<td>4:30 - 5:00</td>
<td>4:30 - 5:00</td>
<td>4:30 - 5:00</td>
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<tr>
<td><strong>Administration Offices and Mail Room</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8 - 11am</td>
</tr>
<tr>
<td><strong>Welcome Center and ArtWorks Store</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>11:30am - 12pm</td>
</tr>
<tr>
<td><strong>Finger Library and Powers Ranch House</strong></td>
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<td>1:2:00pm</td>
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<tr>
<td><strong>Program Staff Offices</strong></td>
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<td></td>
<td>2 - 4pm</td>
</tr>
<tr>
<td><strong>Ceramics Studio</strong></td>
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<td></td>
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<td></td>
<td></td>
<td>4 - 4:30pm</td>
</tr>
<tr>
<td><strong>Schermer Meeting Hall</strong></td>
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<td></td>
<td></td>
<td>4:30-5:30pm</td>
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<tr>
<td><strong>Building Entryways</strong></td>
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<td></td>
<td></td>
<td></td>
<td>5:30-6:00pm</td>
</tr>
<tr>
<td><strong>Visiting Artist Apartment and Boettcher Cabin</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

* The Visiting Artists Apartment and Boettcher Cabin will be cleaned 24 hours after the guests departure.
EXHIBIT 7

Cafe Cleaning Checklist

- Wipe down all Tables and Chairs with disinfectant
- Sweep Floors throughout day
  - Vacuum at end of day and when needed
- Mop Floors at end of day
- Wipe down all Counters/ Salad Bar with disinfectant
- Wipe down all Shelves/ Coffee Area with disinfectant
- Disinfect all Door Handles, inside and outside
- Disinfect Light Switches
- Vacuum Floor Mats
- Wipe down/disinfect tv remote and thermostat
- Wipe down/disinfect garage door handles
  - Clean windows every 3 days

Cafe Restroom Checklist

*complete every 2 hours during business hours*

- Empty Garbage
- Wipe down/disinfect counters
- Wipe down/disinfect mirror
- Wipe down soap dispenser
  - Replace battery if needed
  - Refill soap if needed
- Disinfect outside of paper towel dispenser
  - Refill paper towels if needed
- Wipe down and disinfect toilet
- Refill toilet paper if needed, stock back up in restroom
- Vacuum and Mop Floors

Cashier Area Checklist

- Disinfect payment areas after each use
- Wipe down/disinfect all surfaces
- Plastic Containers Large/ Small
- Plastic Lids
- To Go Boxes Large/ Small
- Napkins
- Single Use Condiment
Cleaning Tracking Chart and Checklist

CLEANING TRACKING CHART & CHECKLIST

- Commonly Touched Surfaces (CTS) and End of Day (EOD) Cleanings are the responsibility of the staff in each department.
- End of Day (EOD) bathroom cleanings and End of Week (EOW) sanitations are the responsibility of housekeeping staff.
- One person in each department should be assigned to ensure the cleanings are taking place and that the Cleaning Tracking Chart is completed and filed each week in the binder each week.
- The Business Safety Plan Coordinator will review the binders in each department on Mondays.
- Each department should determine the best time for CTS cleanings based on the use of that building.
- Approved cleaners provided by the Business Safety Plan Coordinator should be used.
- The date and initials of the person who completed each cleaning after the cleaning is complete.

CLEANING TRACKING

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>CTS 1</th>
<th>CTS 2</th>
<th>CTS 3</th>
<th>EOD CLEAN</th>
<th>EOD BATHROOM CLEAN</th>
<th>EOW SANITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td></td>
<td></td>
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<tr>
<td>TUESDAY</td>
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<tr>
<td>WEDNESDAY</td>
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<tr>
<td>THURSDAY</td>
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<tr>
<td>FRIDAY</td>
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</tr>
</tbody>
</table>

COMMONLY TOUCHED SURFACES (CTS) CHECKLIST

- Light switches
- Door knobs (interior and exterior)
- Thermostat
- Cabinet handles
- Remote controls
- Tables
- Chair backs
- Desks
- Armrests
- Office supplies (pens, scissors, staplers, tape dispensers)

- Computers (including mouse and keyboard)
- Printers
- Any equipment with buttons
- Desk and cellular phones
- Sink handles
- Toilet handles
- Other regularly touched surfaces and equipment
Five Commitments of Containment Agreement

Thank you for helping to keep our community safe by following the Five Commitments of Containment, established by Pitkin County Health & Human Services. These commitments will help contain the outbreak and will require committed action from the entire community.

To ensure commitment from our community, all Anderson Ranch Staff are required to complete this form prior to returning to work on campus.

Your email address (atohey@andersonn ranch.org) will be recorded when you submit this form. Not you? Switch account

* Required

I will maintain 6 feet of distance from anyone not in my household. *

☐ I agree

I will wash my hands often. *

☐ I agree

I will cover my face in public. *

☐ I agree

I will stay home when I am sick. *

☐ I agree

I will stay home when I am sick. *

☐ I agree

I will seek testing immediately and self-report if I experience symptoms. *

☐ I agree

Submit