

As of July 1, 2024, we will no longer be requiring visitors to mask or be vaccinated. Center for Book Arts strongly recommends that anyone entering the space be fully vaccinated, although it is not required. Our priority is the health and safety of our entire community, and we appreciate your cooperation and understanding as we navigate these challenging times together.

Thank you for your continued commitment to keeping our community safe.

## 2024 CBA Policy for Airborne Virus Outbreak

### Exposure Notification and Testing:

If you have been in close contact with someone who has tested positive for COVID-19, we ask that you stay at home and avoid attending in-person classes or activities.

Please schedule a COVID-19 test 3-5 days after your last exposure.

If you test negative, you may return to CBA. If you test positive, please follow isolation guidelines and notify us immediately.

**If you have tested positive or have been in contact with someone who has recently tested positive, and have interacted with the CBA community, please notify the staff immediately so that contact tracing can begin:** call 212-481-0295 during business hours; or you can email [studio@centerforbookarts.org](mailto:studio@centerforbookarts.org), [corina@centerforbookarts.org](mailto:corina@centerforbookarts.org), [Tyler@centerforbookarts.org](mailto:Tyler@centerforbookarts.org), [Camilo@centerforbookarts.org](mailto:Camilo@centerforbookarts.org), and [tanner@centerforbookarts.org](mailto:tanner@centerforbookarts.org) if it's past business hours.

### Symptoms Monitoring:

Monitor yourself for symptoms of COVID-19, such as fever, cough, shortness of breath, and loss of taste or smell.

If you develop symptoms, stay home, and consult a healthcare provider. Please inform us if you test positive for COVID-19.

### Returning to CBA After Exposure:

You may return to CBA once you have a negative COVID-19 test result taken 3-5 days after exposure or if you have completed a 10-day isolation period if you tested positive.

Ensure you are symptom-free for at least 24 hours without the use of fever-reducing medications before returning.

### Communication and Support:

We understand that these measures may cause inconvenience, and we are here to support you. Please reach out to us for any assistance or if you have any questions regarding these protocols.

### When Entering CBA

We encourage everyone to wash their hands after entering Center for Book Arts. Proper hand washing includes scrubbing hands with soap and warm water for at least 20 seconds, then completely drying hands with a clean paper towel.

Masks are not required, but encouraged for all. If you don't have one, masks are available by request from the office.

### Studio Procedures

Studios are operating at full capacity. All artists using the studios must register in advance for a specific duration of time using the studio reservation calendar. Artists should be mindful of the time they are reserving in the space.

Upon entering the space, artists should check in at the front desk and wash their hands before starting work. Clean aprons are hanging in the printshop—please dispose of used aprons in the “rags with crisco” bin.

All artists should continue to clean their work station and any equipment they use to ensure the studios are ready for the next artist who comes in. CBA has an excellent HVAC filtration system with hepa filters and staff will ensure that the ventilation systems are on and that regular cleaning of the studios has taken place.

### Exhibition Visitor Procedures

Masks are not required, but recommended. If you don't have one, masks are available near the sign in sheet in front of the office.

### Bathrooms

Anyone who uses the bathrooms should do their part to keep the space sanitary for the next user. Anyone entering the bathroom should turn on the fan to keep the air circulating.

If you are using the bathroom just to wash your hands, [please wash hands thoroughly for 20 seconds, dry hands using a paper towel](#). Please be advised that sanitizer is not an adequate replacement for handwashing, however in this case, after washing your hands and exiting the bathroom, it is advised to sanitize to remove any remaining potential germs encountered with the door.

### Kitchen Use

In order to keep the kitchen a sanitary place for all to use, we are asking all kitchen users to wipe down the counter space and any other appliances used (microwave, toaster, refrigerator handle).

Absolutely no dishes, cups, silverware should be left in the sink, or on the counter. All dishes must be washed using warm water and soap, then dried immediately after use and put away.

When storing food/drinks in the refrigerator, it must be wrapped or in an enclosed container, and should be labeled with the owner's name and date. The fridge will be cleaned every

two weeks, so please make sure to notate any long term storage, and remove or dispose of items as necessary.

### Trash Procedures

Trash and recycling will be taken out up to three times per week by staff and stewards. Masks and gloves will be worn, or they will wash hands immediately afterward.

### Reference Library Procedures

The reference library remains non-circulating and users are asked to consult reference materials at the Center for Book Arts only. All materials that are touched or removed from the shelves are to be placed on the cart opposite the library shelves as per usual.

Materials from all parts of the collections can be requested using our [online form](#) and a time to visit can be scheduled on the form for both in person and virtual consultations. Items will be pulled by the collections manager and the collections room will be made available for patrons to use who are able to come in person.

Limited scanning services will be available upon request.

### Office Procedures

If a staff member feels under the weather, has an irregular temperature, or if they test positive for Coronavirus, staff will be asked to immediately notify the Executive Director either to work from home or take days off.

Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by [covering nose and mouth with the inside of your elbow or shoulder when sneezing, coughing or yawning.](#)

## Preparedness in Case Future Outbreaks Occur

In the case of another outbreak of an airborne infectious disease Center for Book Arts will be following this [Model Airborne Infectious Disease Exposure Prevention Plan](#) recommended by the New York State Department of Labor. The purpose of this plan is to protect employees, studio artists and visitors against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health.

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

### General Awareness

Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:

- Maintain physical distancing;
- Exercise coughing/sneezing etiquette;
- Wear face coverings, gloves, and personal protective equipment (PPE);

- Individuals limit what they touch;
- Stop social etiquette behaviors such as hugging and hand shaking, and
- Wash hands properly and often.

### “Stay at Home Policy”

If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.

### Health Screening

Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

### Face Coverings

To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.

### Physical Distancing

Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

In situations where prolonged close contact with other individuals is likely, use the following control methods:

- limiting customer or visitor entry and occupancy;
- on-site signage;
- telecommuting and reconfiguring workspaces for in-person work when safe;
- staggering work hours;
- delivering services remotely;

### Hand Hygiene

To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

- Touching your eyes, nose, or mouth;
- Touching your mask;
- Entering and leaving a public place; and
- Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

### Cleaning and Disinfection

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, or phones must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection.

### “Respiratory Etiquette”

Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth with the inside of your elbow or shoulder when sneezing, coughing or yawning.

### Special Accommodations for Individuals with Added Risk Factors

Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.