Folklore Village – COVID-19 SAFETY PLAN

As approved by the Board of Directors on July 13, 2020 V1R0

Article I. Purpose

- Folklore Village (hereafter referred to as FLV) is built on a foundation of community and the FLV Board of Directors has created this plan because we want to reduce the risk of contracting COVID-19 for each of you in our community: staff, visitors, renters and their guests while they are present on this campus.

Article II. Introduction

- The campus at FLV presents many unique environments. The wide range of activities that occur within those environs produce a multitude of circumstances where thoughtful consideration is required to reduce the likelihood of COVID-19 spreading if anyone on campus is carrying the virus. This plan is predicated on all parties working cooperatively and diligently to protect each other; without that, no amount of planning or precautions taken will be enough.

- The plan is built around the best available guidance from trusted sources like the U.S. Centers for Disease Control (CDC), Public Health Madison and Dane County (PHMDC) and other similar sources. The requirements will absolutely change over time as lessons learned, research, virus impacts, etc. change. The FLV Board of Directors will do our best to keep the plan updated with the most current recommendations. If you find requirements in the plan you believe are contradictory to governmental orders, please comply with governmental orders. If you are aware that it conflicts with current CDC guidance please inform the FLV Board of Directors or FLV Staff. Where requirements specific to Phase 1, 2 or 3 are referenced the Phase will be as determined by PHMDC.

- If you are reading this document and believe you will be unable or unwilling to comply with the requirements stated herein then we respectfully ask you to refrain from attending events at FLV until COVID-19 issues have been resolved.

Article III. How to Use This Document

- The plan is divided into sections for specific buildings, event types and the role you play in those events. The first section covers general requirements that apply to all buildings, events and individuals. The subsequent sections are supplemental to the general sections and intended to provide more specific guidance to address unique situations.
Article IV. Visitors and Volunteers

Section 4.01 High Risk Individuals
- The CDC recommends that "High Risk" individuals, including those 65 years and older and individuals with chronic diseases, respiratory disorders, immunodeficiency, or who are pregnant stay at home. FLV encourages you to carefully consider whether this recommendation means that you should forego attending events at FLV (and elsewhere for the time being).

Section 4.02 Health Status Prerequisites
Prior to entering FLV premises, individuals must agree to self-monitor for COVID-19 and answer the following questions. If you can answer "yes" to ANY of the following questions, then Do NOT Enter FLV premises.
- Are you sick with COVID-19?
- Have you experienced a recent onset of one of the COVID-19-related symptoms such as fever, cough, or shortness of breath?
- Have you experienced TWO OR MORE of the COVID-19-related symptoms such as fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell?
- Have you been asked to self-quarantine in the past 14 days?
- Have you been in close contact with an infected person in the past 14 days?
  - Close contact is defined as:
    - a) being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case or,
    - b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)
- Have you been in close contact with anyone who has been asked to self-quarantine in the past 14 days?

Section 4.03 Personal Protective Equipment (PPE):
- Each individual must come to FLV with a mask that must be worn all times when indoors except during consumption of food. Masks must be worn outdoors any time that 6’ physical distancing cannot be maintained due to the nature of the activity.
Section 4.04 Health Status Onsite

- Any individual entering FLV premises must provide telephone and email (if available) contact information to FLV Staff which will be tracked in case they need to be contacted due to a possible COVID-19 exposure within FLV.
- The FLV Staff will sign in visitors to avoid sharing writing utensils and paper.
- Individuals who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival or who become sick during the day should separate from others, notify FLV Staff and then leave immediately. If you notice anyone on FLV premises showing these symptoms, keep your distance and report it to FLV Staff immediately.

Section 4.05 Health After Leaving FLV

- If you become sick with COVID-19 within 14 days after leaving FLV premises contact FLV so we can notify others who were present here while you were onsite.

Section 4.06 Physical Precautions

- **Bring your own water or other non-alcoholic beverages for the duration of your visit.** Drinking fountains will not be available for use and filling water bottles from shared faucets is strongly discouraged.
- Practice "physical distancing", maintaining a 6' radius from all individuals.
- Remind others to stay 6 feet from you.
- If you notice people congregating within 6' of one another, ask them to separate or notify FLV Staff.
- Do not drink from communal coolers or drink stations. If either are noticed, notify FLV Staff.
- Eat meals and take breaks maintaining physical distancing.
- Do not shake hands.
- Do not share Personal Protective Equipment (PPE).
- Do not share vehicles. Do not allow others to ride in your vehicle except those you live with.
- Do not share utensils, dishware, tools, instruments, etc. If an object must be shared, the parts of it that are touched should be sanitized between uses.

Section 4.07 Personal Hygiene:

- If available, clean hands often by washing with soap and water for 20 seconds.
- If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains 60%-95% alcohol.
- Avoid touching your eyes, nose, mouth, or other parts of your face.
- Do not breathe on another person. Do not cough, or sneeze on another person or into the open air. Cover your nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
To reduce your exposure to or the risk of spreading COVID-19 consider whether you need to touch certain surfaces or materials. Consider wiping public surfaces before and after you touch them.

Section 4.08 Physical Space Considerations

- In common areas, the number of chairs and tables will be reduced when possible and rearranged to meet CDC/FEMA recommendations for 113 square feet per person (the area of a 6-foot radius circle). The maximum number of individuals permitted in each space to maintain this area is listed in Table 1.
- Where feasible, FLV Staff may provide physical guides, such as tape on floors or walkways and signs on walls, to help individuals remain at least 6 feet apart. And, where possible, create “one-way routes” in hallways or stairwells.
- Lunches should be arranged to limit the number of individuals gathering in one area. We encourage individuals to take breaks and lunches in separate rooms or outdoors if weather permits.
- Leave interior doors open to reduce touching by multiple people
- FLV Staff may open windows to improve ventilation if weather permits

Article V. Employees

Section 5.01 Refer to the following documents in the Appendices:

- Employee Health Reporting Agreement
- Employee Illness Policy
- Facility Cleaning And Hygiene Policy
- Cleaning And Disinfecting Protocol
- Hygiene Policy
- Folklore Village Employee Policy Log
- Protective Measure Policy
- Work Rules For Ill Employees
- For Interns at Aslak Lie – see Aslak Lie construction-specific document
## Article VI. Buildings – Specific Requirements

<table>
<thead>
<tr>
<th>Building/Room</th>
<th>PHASE I</th>
<th>PHASE II</th>
<th>PHASE III</th>
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<tbody>
<tr>
<td>Farmhouse</td>
<td>Restricted to personal use by Executive Director</td>
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<tr>
<td>Garage/Annex</td>
<td>Restricted to personal use by Executive Director</td>
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<tr>
<td>Church</td>
<td>3 Maximum</td>
<td>7 Maximum</td>
<td>9 Maximum</td>
</tr>
<tr>
<td>Schoolhouse</td>
<td>4 Maximum</td>
<td>8 Maximum</td>
<td>10 Maximum</td>
</tr>
<tr>
<td>Aslak Lie Construction Site</td>
<td>Open to pre-approved volunteers and interns only. Participants must follow on-site safety policies</td>
<td>Open to pre-approved volunteers and interns only. Participants must follow on-site safety policies</td>
<td>Open to pre-approved volunteers and interns only. Participants must follow on-site safety policies</td>
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<tr>
<td>Bunkhouses</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
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<tr>
<td>Latrines</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
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<tr>
<td>Outdoors/Grounds</td>
<td>Open, but access to restrooms by prior arrangement</td>
<td>Open, but access to restrooms by prior arrangement</td>
<td>Open, but access to restrooms by prior arrangement</td>
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<tr>
<td>Building/Room</td>
<td>PHASE I</td>
<td>PHASE II</td>
<td>PHASE III</td>
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<tr>
<td>Farwell Hall</td>
<td>Open with restrictions. See maximum room capacities below</td>
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<tr>
<td>Main Hall</td>
<td>6</td>
<td>12</td>
<td>18</td>
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<tr>
<td>Balcony</td>
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<td>5</td>
<td>7</td>
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<tr>
<td>Store</td>
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<td>2</td>
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<tr>
<td>Kitchen</td>
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<td>4</td>
<td>5</td>
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<tr>
<td>Foyer</td>
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<td>3</td>
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<tr>
<td>Women's bathroom</td>
<td>1</td>
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<tr>
<td>Men's bathroom</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>Terri's office</td>
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<td>2</td>
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<td>Shared office</td>
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<td>Food Room</td>
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<td>3</td>
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<td>Laundry &amp; Utility Room</td>
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<td>1</td>
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<tr>
<td>Costume Room</td>
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<td>2</td>
<td>3</td>
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<tr>
<td>Music Room</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Library</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Gallery</td>
<td>4</td>
<td>8</td>
<td>12</td>
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<tr>
<td>Nursery</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Craft Room</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Craft Closet</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Furnace Room</td>
<td>2</td>
<td>2</td>
<td>2</td>
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</tbody>
</table>
Article VII. Activities – Specific Requirements

Section 7.01 Singing – Specific Requirements
(a) Singing is not permitted. For an excellent explanation of why this is so please see the document produced by the Wisconsin Council of Churches: https://www.wichurches.org/wp-content/uploads/2020/05/Returning-to-Church-Church-Music-final.pdf

Section 7.02 Live Music – w/o Singing – Specific Requirements
(a) The use of wind instruments is not permitted. Refer to the Wisconsin Council of Churches document linked above.

Section 7.03 Dancing – Specific Requirements
(a) Dancing indoors is not permitted.
(b) Dancing outdoors by individuals who maintain physical distancing is permitted.

Section 7.04 Meals – Specific Requirements
(a) Eating at a shared table by groups not living together is not permitted
(b) Use disposable food service items (utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
(c) If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal.
(d) Sharing of common serving dishes or utensils is not permitted

Section 7.05 In-person Classes – Specific Requirements
(a) To be addressed for each class as required.

Section 7.06 Speakers/Presentations – Specific Requirements
(a) To be addressed for each situation as required.

Section 7.07 Outdoor Events
(a) Have a plan in place if threatening weather develops. If safe, have participants return to their vehicles instead of entering the building. If shelter in the basement is required maintain physical distancing as much as feasible but recognizing that imminent threat to life preempts COVID-19 requirements.

Section 7.08 Tent Camping
(a) Yet to be determined.

Section 7.09 Self-contained Camping
(a) Yet to be determined.
APPENDICES

- Employee Health Reporting Agreement
- Employee Illness Policy
- Facility Cleaning And Hygiene Policy
- Cleaning And Disinfecting Protocol
- Hygiene Policy
- Folklore Village Employee Policy Log
- Protective Measure Policy
- Work Rules For Ill Employees
- For Interns at Aslak Lie – see Aslak Lie construction-specific document
EMPLOYEE HEALTH REPORTING AGREEMENT
For COVID-19 Response

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

<table>
<thead>
<tr>
<th>Employees should self-monitor daily for these COVID-19 symptoms:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cough</td>
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<tr>
<td>2. Shortness of breath or difficulty breathing</td>
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<tr>
<td>3. Fever &gt;100.4F</td>
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<tr>
<td>4. Chills</td>
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<tr>
<td>5. Muscle pain</td>
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<tr>
<td>6. Sore throat</td>
</tr>
<tr>
<td>7. New loss of taste or smell</td>
</tr>
</tbody>
</table>

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

<table>
<thead>
<tr>
<th>Employees must report if they are diagnosed with COVID-19:</th>
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<tbody>
<tr>
<td>• by a positive lab test, or</td>
</tr>
<tr>
<td>• diagnosis from a health care provider (without lab testing)</td>
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</table>

<table>
<thead>
<tr>
<th>Employees must also report COVID-19 Exposures:</th>
</tr>
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<tbody>
<tr>
<td>• Living with a person that has been diagnosed with COVID-19, or</td>
</tr>
<tr>
<td>• Having close contact with a person that has been diagnosed with COVID-19</td>
</tr>
</tbody>
</table>

I understand the Employee Health Reporting Agreement for COVID-19 and agree to:
1. Self-monitor prior to reporting to work each day.
2. Report symptoms, positive diagnosis or exposure to COVID-19 to the Person-in-Charge.
3. Follow the exclusions and/or restrictions that may be required of me.

I understand and agree to follow all best practices adopted by my business to prevent the spread of COVID-19 including but not limited to:
1. Communicate virtually whenever possible.
2. Limit in-person meetings and gatherings.
3. Practice frequent hand hygiene.
4. Wear PPE (cloth face coverings, masks, gloves, eye protection, etc) required by my employer.
5. Maintain social distancing with other employees, customers, and clients.
6. Follow heightened cleaning and sanitizing of workspace and equipment.

Employee Name (please print) ______________________________________________________
Employee Signature ____________________________________________ Date _____________

Person in Charge Signature ______________________________________ Date _____________
EMPLOYEE ILLNESS POLICY

Folklore Village is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, Folklore Village enacts the following policy applicable to all employees, regardless of position or authority:

- All employees will self-monitor for symptoms of illness prior to work arrival.
- Employees who have any symptoms of fever OR respiratory illness will not be allowed to work as reinforced by the employee illness reporting agreement for COVID-19.
- Employees living in a household where a member(s) or another close contact tested positive for COVID-19 will not be permitted in the workplace.
- Employees are required to sign an employee illness agreement indicating they understand the policy and agree to follow the guidelines.
FACILITY CLEANING AND HYGIENE POLICY

Folklore Village is fully committed to safeguarding the health and safety of all employees, clients, customers, and visitors. For this reason, effective immediately, all Folklore Village employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy:

Folklore Village will provide a cleaning schedule to all employees.

In addition, Folklore Village has attached cleaning a schedule, procedures, and chemical safety concerns specific for this facility to this policy for employee review.

Article VIII. **Person-in-charge must ensure:**
- All employees understand facility cleaning and hygiene procedures;
- The cleaning frequency of the facility is increased, including the restrooms ([CDC Cleaning Guidelines](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfecting.html));
- High-touch surfaces are disinfected multiple times a day;
- Only [EPA approved disinfectants](https://www.epa.gov/clean-water/epa-approved-disinfectants) effective against COVID-19 are used, such as United 282;
- Ensure handwash sinks in break rooms and restrooms are always stocked with soap and single-use towels;
- Where possible, provide hand sanitizer for customer and employee use throughout the facility and at employee workstations;
- Employees do not share equipment or tools. If not possible, disinfect between users;
- Where possible, provide sanitizer wipes to employees for wiping baskets, door handles, and other frequently touched areas.

Article IX. **Employees are responsible for:**
- Replenishing or letting the person-in-charge know when cleaning supplies are low;
- Performing cleaning as scheduled;
- Using proper disinfecting supplies.
Cleaning and Disinfecting Your Facility

Article X. How to clean and disinfect

Clean

- **Wear disposable gloves** to clean and disinfect.
- **Clean surfaces using soap and water, then use disinfectant.**
  - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of frequently touched surfaces.
  - More frequent cleaning and disinfection may be required based on level of use.
  - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- **High touch surfaces include:**
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- **Recommend use of EPA-registered household disinfectant** such as United 282.
  - **Follow the instructions on the label** to ensure safe and effective use of the product.
    Many products recommend:
    - Keeping surface wet for a period of time (see product label).
    - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date. Some bleaches, such as those
designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

- Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer’s instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute.**

**To make a bleach solution,** mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
- OR
- 4 teaspoons bleach per quart of room temperature water

- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

**Laundry**

For clothing, towels, linens and other items

- Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people’s items.
- **Do not shake** dirty laundry.
- Remove gloves, and wash hands right away.
HYGIENE POLICY
Handwashing, Cough, & Sneeze Etiquette

Folklore Village is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, all Folklore Village employees, regardless of position or authority, must comply with the following personal hygiene policy:

- All employees will be required to frequently wash hands with soap and warm water.
- All employees shall follow proper cough and sneeze etiquette.

Article XI. Handwashing Policy
Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer.

Employees must wash hands, at a minimum:

- At the beginning of each shift
- After using the restroom
- Before and after breaks,
- After sneezing, coughing, or blowing nose,
- When hands are visibly soiled

Employees are responsible for replenishing when handwashing supplies or hand sanitizer are low.

Article XII. Cough & Sneeze Etiquette
Folklore Village will provide tissues at work stations, if feasible. To help stop the spread of germs employees should:

- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash
- If don’t have a tissue, cough or sneeze into elbow, not hand
FOLKLORE VILLAGE EMPLOYEE POLICY LOG

<table>
<thead>
<tr>
<th>EMPLOYEE NAME (Print)</th>
<th>POLICY MODULE</th>
<th>DATE</th>
<th>EMPLOYEE INITIALS</th>
<th>SUPERVISOR INITIALS</th>
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<tbody>
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PROTECTIVE MEASURES POLICY

Folklore Village is fully committed to safeguarding the health and safety of all employees and customers. For this reason, effective immediately, Folklore Village enacts the following policy applicable to all employees, regardless of position or authority:

Article XIII. Employees shall:
- Maintain six feet physical distancing from others whenever possible
- Be required to wear a face covering if physical distancing is not possible between customers or other employees,
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite
- Maintain physical distancing and minimize contact between clients, visitors and other employees
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs)

Article XIV. Employer will:
- Require all employees who cannot physically distance to wear face covering if they are able
- Limit in-person meetings and use other means of communications such as Zoom, Skype and email, that are not in person
- Limit number of employees present on the premises at any given time to Forward Dane limits (currently Phase II: 50% capacity)
- Limit number of visitors/clients at any given time to Forward Dane limits (currently Phase II: 50% capacity)
- Spread out workstations so employees can remain six feet apart at all times
- Stagger break and lunch times, shift start and end times
- Promote flexible/remote work schedules to reduce number of employees in the office at any one time
WORK RULES FOR ILL EMPLOYEES

The Person-in-Charge must help prevent the spread of COVID-19 by teaching new hires and all employees the importance of not working when sick.

**Article XV. Exclusions and Restrictions**

*Employee is not allowed to work in the establishment.*

<table>
<thead>
<tr>
<th>If you have been diagnosed and are symptomatic</th>
<th>What should the employee do?</th>
<th>When can the employee return to work?</th>
</tr>
</thead>
</table>
| • If you have symptoms of COVID-19, call your healthcare provider for advice and to discuss testing.  
• Isolate yourself in your home, and do not go out when you are sick. Practice excellent hygiene and if you have others in your home, isolate yourself in one room (if possible).  
• Cover coughs and sneezes. Do not share personal household items. Clean your hands often. Clean all "high-touch" surfaces like doorknobs often.  
• Monitor your symptoms and call your health care provider if symptoms worsen. | Stay home and avoid others until you have been:  
• 72 hours without a fever (without fever-reducing medicine),  
• your symptoms improve,  
• AND it has been 10 days since the first day you had symptoms. | Employers should screen employees before allowing return to work. |

| If you have a positive COVID-19 viral test and are asymptomatic | Monitor your health for fever, cough, and shortness of breath for 10 days. | Asymptomatic individuals with lab-confirmed COVID-19 should remain in isolation until:  
• At least 10 days have passed since the collection date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms.  
NOTE: patients who develop COVID-19 symptoms during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above). |

| If you may have been exposed to a person with COVID-19 but are not sick | Monitor your health for fever, cough, and shortness of breath for 14 days after your last contact with the sick person.  
NOTE: If exposure occurred at work, you may be able to continue working based on exposure assessment. Please discuss with your employer. | Stay home; do not go to work. Avoid public places for 14 days.  
NOTE: patients who develop COVID-19 symptoms or test positive during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above). |

Employees with no known exposure to COVID-19, are not exhibiting symptoms of COVID-19, and have not tested positive for COVID-19 may work unrestricted as long as all business best practices are followed.
Worker Wellness:

- If you are sick or have any COVID-19 symptoms like fever, coughing, or shortness of breath:
  - STAY HOME, contact your manager (Nels) and your doctor.
  - Report back to your manager (Nels) on your status
  - If not COVID, but sick with the flu –
    - Stay home until symptom free for 48 hours without medication

- If sick with COVID
  - STAY HOME and follow doctor orders
  - Inform manager. Manager will report to Folklore Village who will make contact with coworkers who you were in contact with
  - Obtain a doctor release prior to returning to work
  - Contact manager prior to returning to work (You must be free of symptoms for at least 72 hours without medication before work return will be allowed)

- If you have been in close contact with an infected person (Close contact is defined as a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case or b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on))
  - Contact your manager, and your doctor
  - Stay home and monitor for 14 days
  - Your manager will make contact Folklore Village who will contact coworkers you were in contact with
  - Contact your manager prior to returning to work - employee must be free from symptoms without medication for 48 hours

- “High Risk” employees, such as those with chronic diseases, respiratory disorders, immunodeficiency, or pregnant should discuss alternate work arrangements/duties with their manager.

- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. If you notice anyone on a project showing these symptoms, keep your distance and report it to your manager immediately.
Hygiene:

- Prior to going into the field, verify that hand washing facilities will be available (at Farwell Hall).
- If available, clean hands often by washing with soap and water for 20 seconds.
- If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains 60%-95% alcohol (provided by Folklore Village).
- Avoid touching your eyes, nose, mouth, or other parts of your face.
- Do not breathe on another person. Do not cough, or sneeze on another person or into the open air. Cover your nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

Cleaning/Disinfecting:

- In areas controlled by Folklore Village - Folklore Village will clean frequently touched surfaces and objects with disinfectants. Bathrooms should be cleaned at a minimum of twice per day.
- Examples of areas include, but are not limited to: doorknobs, light switches, toilets, faucets, sinks, countertops, paper towel dispensers, etc.

Personal Protective Equipment (PPE):

- Eye Protection should be worn at all times while in the field
- Gloves should be worn at all times while in the field. The type of glove should be appropriate to the task. If gloves are not typically required, any type of glove is acceptable.
- Each intern must come to work with a mask that may be used as necessary. Masks must be worn at any time the work tasks necessitate being closer than 6' to other workers.

General:

- Practice "social distancing", maintaining a 6' radius of all other personnel.
- Remind others to stay 6 feet from you.
- If you notice people congregating within 6' of one another, ask them to separate.
- Do not drink from communal coolers or drink stations. If either are noticed, notify your site contact.
- Eat meals and take breaks maintaining social distancing.
- Do not shake hands.
- Do not share Personal Protective Equipment (PPE).
- Do not share vehicles. Do not allow others to ride in your vehicle.
- Do not share tools or equipment. If a tool or piece of equipment must be shared, the parts of it that are touched should be sanitized between uses.