

# Folklore Village – COVID-19 SAFETY PLAN

As approved by the Board of Directors on May 6, 2021 V3R0

## Article I. Purpose

- Folklore Village (hereafter referred to as FLV) is built on a foundation of community and the FV 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 FV 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 FV 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 FV Board of Directors or FV Staff. Where requirements specific to Phase I, II or III are referenced the Phase will be as determined by PHMDC. As of May 6, 2021, we are in Phase III.
- **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 FV 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, unless you have been fully vaccinated.

### Section 4.02 Health Status Prerequisites

Prior to entering FV 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 FV 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 FV 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 FV premises must provide telephone and email (if available) contact information to FV Staff which will be tracked in case they need to be contacted due to a possible COVID-19 exposure within FV.

- The FV 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 FV Staff and then leave immediately. If you notice anyone on FV premises showing these symptoms, keep your distance and report it to FV Staff immediately.

#### Section 4.05 Health After Leaving FV

- If you become sick with COVID-19 within 14 days after leaving FV premises contact FV 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 FV Staff.
- Do not drink from communal coolers or drink stations. If either are noticed, notify FV Staff.
- Eat meals and take breaks maintaining physical distancing.
- Do not shake hands.
- Do not share Personal Protective Equipment (PPE).
- 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 Article VI.

- Where feasible, FV 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
- FV 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

Building/Room	PHASE I	PHASE II	PHASE III
<b>Farmhouse</b>	Restricted to personal use by Executive Director		
<b>Garage/Annex</b>	Restricted to personal use by Executive Director		
<b>Church</b>	3 Maximum	7 Maximum	9 Maximum
<b>Schoolhouse</b>	4 Maximum	8 Maximum	10 Maximum
<b>Aslak Lie Construciton Site</b>	Open to pre-approved volunteers and interns only. Participants must follow on-site safety policies	Open to pre-approved volunteers and interns only. Participants must follow on-site safety policies	Open to pre-approved volunteers and interns only. Participants must follow on-site safety policies
<b>Bunkhouses</b>	Closed	Closed	Closed
<b>Latrines</b>	Closed	Closed	Closed
<b>Outdoors/Grounds</b>	Open, but access to restrooms by prior arrangement	Open, but access to restrooms by prior arrangement	Open, with reserved camping available.

Building/Room	PHASE I	PHASE II	PHASE III
<b>Farwell Hall</b>	<b>Open with restrictions. See maximum room capacities below</b>		
Main Hall	6	12	18
Balcony	3	5	7
Store	1	2	3
Kitchen	2	4	5
Foyer	2	3	4
Women's bathroom	1	1	1
Men's bathroom	1	1	1
Terri's office	1	2	2
Shared office	2	2	2
Food Room	1	2	3
Laundry & Utility Room	1	1	1
Costume Room	1	2	3
Music Room	1	2	3
Library	1	2	3
Gallery	4	8	12
Nursery	1	2	3
Craft Room	2	3	4
Craft Closet	1	1	1
Furnace Room	2	2	2

## 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 or Self-contained Camping

Overnight camping on Folklore Village grounds is allowed, with reservations.