

Yerba Buena Center for the Arts Health and Safety Plan

Business name: Yerba Buena Center for the Arts

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Introduction

This document describes the steps YBCA has taken to address each of the items as required in the City and County of San Francisco Guidance and Plan Template for Indoor Museums, Zoos, and Aquariums, per Health Order C-1 issued September 14, 2020. We have met and exceeded the requirements including the following:

- Planning and managing our capacity to not exceed 25 percent at any time.
- Requiring face coverings by staff and visitors at all times.
- Reviewing and posting the applicable provisions of the Social Distancing Protocol, including advising visitors to not enter the site if they have symptoms of COVID-19, or in the past 14 days have been diagnosed with COVID-19 or have been in close contact with a person who has been diagnosed with COVID-19.

- Posting signage throughout all public and staff areas regarding social distancing, mask wearing, importance of handwashing, etc.

We have implemented building infrastructure requirements such as preparing restrooms, and have met requirements for ventilation and HVAC filtration in all spaces.

We have established personnel safety measures including providing Personal Protective Equipment (PPE) and training for staff; conducted hazard assessments to determine PPE and safety supplies required for specific staff/department roles; and implemented required daily self health screening for all employees.

All staff who can work remotely will continue to do so for at least as long as the directives from the City and County of San Francisco are in place.

Section 1. Evaluating and documenting maximum capacity

Current State and City guidelines specify that indoor museums must remain below 25 percent of maximum capacity. YBCA

Square Footage

Galleries and Forum Building (GFB) Total: 52,645

Theater Total:

Maximum Planned Occupancy per room is reduced to 25% or fewer than original capacity per SFDPH regulations. The following occupancy limits apply to all spaces, the following indoor spaces listed below will be used for YBCA Programs and staff in our current schedule of activities.

Gallery 1: 27 Standing, 14 Seated

Gallery 2: 87 Standing, 40 Seated

Forum: 247 Standing, 115 Seated

Theater Stage: 2

Theater Backstage Area: 3

Dressing Rooms: 1 per room

Grand Lobby: 146 Standing, 68 Seated

Our planned activities through the 2020-21 fiscal year ending June 30, 2021 will not involve activities that surpass these reduced occupancy levels. We will not have any need for ticketing, or attendee monitoring as we will not be hosting events that will be open to the public. Our efforts are focused on these activities:

- Hosting Community Hubs through our partnership with DCYF and dMission Graduates. These student groups will be located in our two main galleries from October 2020 through at least December 2020. DCYF maintains their own health and safety plan that aligns with our own at YBCA in regards to distancing, hygiene, and other considerations.
- YBCA will be an election polling site on November 3 with a Health and Safety Plan from our partner organization.
- A public engagement strategy that uses our walls and exterior spaces as well as interior spaces visible through windows to present artists' work.
- Small live-streamed events that comply with city guidelines for occupancy and illness prevention measures.
- Routine facilities maintenance and site security will continue with reduced staffing, self screening and reporting, contact tracing, and staff training.

Room capacities will provide for enough space to allow social distancing (i.e., at least six feet of physical distance between individuals at all times). Occupancies are fixed for all activities except for election polling on November 3. For this event, we will have occupancies posted for the room designated for polling and visitor entry will be monitored based on a reduced number of polling booths in the facility.

Section 2. Signage Requirements

YBCA Social Distancing Protocol will be posted at the 701 Mission St. entrance as well as our delivery and staff point of entry at 130 3rd St. Additional signage will be posted in the following locations:

- Signage from the Covid Outreach Toolkit describing mask use, social distancing and hygiene will be posted at the 701 Mission St. (GFB) entrance. Signs will be multilingual in English, Spanish, Chinese and Filipino.
- Restrooms will have signage for handwashing, and to inform people to close toilet lids before flushing to reduce aerosolization of bacteria/viruses. Alternating sinks, urinals and stalls will be closed to maintain social distance with messaging on each.
- Signs will be posted at the delivery and staff entrance at 130 3rd St. describing mask use, social distancing and hygiene.
- Signs for mask use and social distancing will be posted in common staff and visitor areas such as hallways and stairwells.
- Social distancing, mask use, and hygiene signs will be posted in spaces used for Community Hubs and focused on messaging to students.
- Mask use, social distancing and hygiene signs will be posted in all Theater dressing rooms and restrooms and the Theater Stage Door entry point. Signs for mask use and social distancing will be posted in areas where YBCA staff work areas inside the Theater.

In addition to signage on walls and windows we will use floor decals and stanchions to indicate directional movement through spaces and for social distancing, and sandwich boards in areas where wall signs are not available.

YBCA will use one entrance for staff and another dedicated to entrance and egress for the Community Hubs. For November 3 polling, we will designate a third set of doors in our Lobby specifically to be used for voters and polling staff.

Queuing will take place for the Community Hubs each morning on our outdoor/partially covered 701 Mission St. Plaza. The maximum number of students entering each morning will be 28, spaced at two separate entry points along the same row of entrance doors and with social distancing stickers on the ground. Parents/guardians are not allowed in the building throughout the day.

The GFB has ten restroom areas. The two main lobby restrooms will be dedicated to Community Hub students, separated by cohort in each restroom. Community Hub staff and YBCA staff will be assigned remaining restrooms to minimize use in each.

The two elevators in the GFB will be designated one for going up and the other down to distribute use more evenly. A sanitizer dispenser and appropriate signage will be located at these.

The Blue Shield of California Theater at YBCA has two main restrooms available to the public in the Theater lobby. Eight staff and crew restrooms are located in the backstage area. During livestream events staff and crew will be designated a restroom. Public restrooms will have appropriate signage to enforce social distance between sinks, urinals and stalls when city regulations permit these activities to resume.

The Theater building has two elevators and will be marked with appropriate signage and sanitizer at each location.

Section 3. Ensuring that personnel and patrons wear face coverings at all times, unless specifically exempted

Face Coverings Are Required for All Visitors and Personnel Unless Specifically Exempted

Face coverings fitting over one's mouth and nose (per CDC guidance) are required for staff and visitors at all times at YBCA. Staff-specific mask protocols and requirements can be found in the Personnel Safety Precautions section of this document. Visitors are notified on our website and through exterior and interior facing signage of the requirement to wear a face covering. Anyone arriving without a face covering will be provided with one free of charge. Individuals will be asked to leave YBCA if they refuse to wear a face covering while in our buildings.

Section 4. Ticketing booths and payment systems

This section is not applicable at this time as there are no scheduled events for the public at this time at YBCA.

Section 5. Personnel safety precautions

YBCA is committed to the health and safety of all staff and visitors to our buildings, and to the overall goal of stopping the spread of coronavirus in our communities. All staff entering the site will receive an electronic copy of this Safety Plan.

A. General Policies for Working Inside YBCA Buildings:

1. Staff must wear a face covering at all times while at work unless exempted by Health Officer Order No. C19-12c
2. Maintain a social distance of six feet or more and avoid close contact with others.
3. Movement around the building should be limited to necessary needs.
4. When using common areas, please take care of your tasks as quickly as possible and return to your workspace as soon as you can to avoid congestion.
5. If you approach a shared space and see someone in there, please do not crowd the space; instead return later to check for availability. Additionally, if you see your path converging with another person's, please stop and wait for the person to pass and communicate with them to allow for adequate distance.
6. Please do not stand or loiter in walkways or common areas, and respect the areas designated as one-way paths.
7. Staff are required to wash hands for at least 20 seconds with soap and water, or use 60% alcohol hand sanitizer frequently, especially when entering or exiting a common area, after moving around the office, and before returning to your work station.
8. Avoid touching your eyes, nose, and mouth with unwashed hands.
9. Hand sanitizer will be provided to staff at multiple locations throughout the buildings, including entry points into the buildings and in common areas. In order to maximize efficacy of hand sanitizer, cover all surfaces of your hands and rub them together until they feel dry.
10. Additional cleaning supplies will be provided to staff to sanitize work areas.
11. Staff may not share computers, phones or other equipment.
12. Shared flatware, cups and dishes will be removed from common areas.

B. Physical Distancing

1. Physical distancing (also known as social distancing) is required at all times in YBCA buildings. Please keep at least 6 feet of space between you and the nearest person, except as strictly necessary to carry out a time-limited task. Should the nature of your work require you to

be in close proximity to others, please work with the Director of Facilities and Security to procure additional personal protective equipment (PPE) or safety supplies.

2. Avoid handshakes and similar greetings that violate physical distancing.
3. Please do not open doors for others, as this does not allow for physical distancing.
4. Face coverings are not a substitute for physical distancing.
5. Please do not carpool for work-related purposes with those outside of your household.
6. Social distancing markers will be placed in key locations.

C. Face Coverings

1. Face coverings that cover one's mouth and nose are required at all times while inside YBCA buildings (including while working at your desk, participating in tele-meetings, and on breaks within the museums). If you have a private (unshared) office, and are alone in your office, you are not required to wear a mask, but must have it on hand to put on when needed.
2. YBCA will provide face coverings to staff, and you may also opt to wear your own face covering. Do not share your face covering with others.
3. Outside contractors and vendors are also required to wear face coverings while inside YBCA buildings.
4. Exceptions to the face covering policy include health conditions or physical disabilities. If you think you qualify for an exemption, please reach out to Human Resources.

D. Daily Symptom Screening

1. YBCA employees must check their health every day prior to work and fill out an electronic self screening prior to entering the buildings.
2. All health check data is reported to the director of Facilities and Security and the HR Director and reviewed and compared with who worked on-site to ensure only cleared employees came on-site and to confirm that anyone who came on-site completed the health check. Security staff will ask anyone who has not completed and passed a daily self screening to leave the building immediately and be given further instructions from their supervisor.

E. Safety Supplies and Personal Protective Equipment (PPE)

1. Safety supplies and PPE will be provided to employees based on department needs, job responsibilities, and the level of risk to exposure. Each department has undergone a Hazard Assessment to determine the necessary PPE and safety supplies required for each team. Additional training and PPE will be provided for all staff based on the nature of their work on site.
2. Please contact the Director of Facilities and Security to assess work projects that may require PPE and additional safety measures.
5. Gloves will be distributed to designated departments if called for in their hazard assessment. Additional training will be provided for those teams. In most circumstances, glove wearing is not recommended by OSHA and the CDC.

F. Workstations

1. Work spaces have been reorganized and formatted to accommodate social distancing measures.
2. Do not use others' desks, chairs, phones, computers, or other equipment, unless arranged with your manager and confirmation that the area and equipment has been disinfected between uses. Additional cleaning materials will be made available to staff.

G. Meetings/Conference Rooms

In-person meetings two or more people in private offices that do not allow for social distancing are not permitted. Meetings must allow for social distancing requirements at all times and outdoors when possible.

H. Outside Contractors and Vendors

1. Vendors/contractors/artists/partners must be given YBCA on site safety guidelines and protocols prior to their arrival on site, and they are required to submit their organization's COVID-19 protocol explaining the protective steps their employees will be taking while on site.
2. It is the responsibility of each department to receive and file their vendors' COVID-19 safety protocols and ensure adherence to YBCA policies and procedures. Any concerns or questions can be directed to the Director of Facilities and Security.

I. Walkways and Hallways

1. Please follow all signage directing traffic through the buildings, including directional signage and floor markings.
2. Some pathways have been altered, and are clearly marked to direct foot traffic in a single direction in order to maintain social distancing.
3. Please keep moving through the galleries and office spaces. Do not stop by workstations or offices without prior coordination. Lingering and hanging out is not conducive to social distancing.

J. Interior Doors

1. When entering or exiting a door, paper towel or tissue can be used to open them. Please dispose of it in the nearest trash bin. Remember to use hand sanitizer or wash your hands thoroughly after coming into contact with frequently touched surfaces.
2. Door handles will be sanitized regularly as part of expanded janitorial practices.

K. Elevators

1. Signage will indicate how many people (if not from the same household) each elevator will hold while keeping a safe distance.
2. Additional signage is posted outside the elevators and on all floors requiring anyone who rides the elevator to wear face coverings, to keep at least six feet distance from others, and to sanitize and wash hands frequently, especially after touching a handrail or other commonly touched item. Use a pencil, tissue, elbow, or other object to press elevator buttons.
3. If physically able, please use the stairs instead of the elevator.

L. Restrooms

1. All restrooms will be cleaned frequently throughout the day.
2. Please be aware of the number of people already in the area. If the restroom seems crowded, please use another one.
3. Restrooms will be assigned to staff based on the number of people in the buildings.

M. Kitchens and Break Rooms

1. The Hub and other kitchen areas will be available for limited use, including handwashing, garbage disposal and recycling. Staff are encouraged to take breaks at their desks, outside, or in alternate break rooms to maintain social distancing.
2. Please bring your own utensils and mugs daily. Shared, reusable, or disposable mugs, plates, bowls, and utensils will not be available.
3. Please bring meals that do not require refrigeration or reheating.
6. All high-touch areas in the Hub will be frequently cleaned by janitorial staff.

N. Bike Storage

If others are in the space, please practice social distancing and wait until they are finished before entering the area.

Section 6. HVAC Systems

The HVAC systems in both YBCA buildings follow industry and public health recommendations to mitigate illness transmission. These measures include:

- Maximizing the intake of outside air and exhaust of indoor air as much as possible.
- Using MERV-13 or higher filters.
- HVAC systems will operate constantly to achieve desired results for cleaner indoor air.

Section 7. Food and beverage concessions

Not applicable

Section 8. Retail

Not applicable

Section 9. Social distancing in elevators and stairways

To ensure physical distancing in elevators, signage will indicate how many people (if not from the same household) each elevator will hold while keeping a safe distance. In most places, except the emergency exits, stairways are accessible to staff and visitors in lieu of elevator use. If physically able, we encourage the use of stairs instead of elevators. Additional signage is posted outside the elevators and on all floors requiring anyone who rides the elevator to wear face coverings, to keep at least six feet distance from others, and to sanitize and wash hands

frequently, especially after touching a handrail or other commonly touched item. Sanitizer dispensers will be located at elevator access points.

Section 10. Monitoring and limiting patrons to ensure physical distancing between members of different households

This requirement is largely relevant to our Community Hubs cohorts, as YBCA is not open to the public and maintains very limited access to the buildings for our current activities. The two Community Hub student cohorts are located in separate galleries on site and will use separate restrooms and spaces for meals. They will enter the building at the same time and then continue on to their designated learning areas. Our staff and crew protocols for maintaining social distance on site and during live streamed events are specific to the event and an example can be found [here](#).

Section 11. Paths of Travel and Wayfinding

Throughout the buildings, signage, stanchions, and floor markings ensure physical distancing between members of different households. We have evaluated our spaces to determine safe occupancy and flow and have developed directional paths appropriate to the densities we anticipate in our buildings.

Stairwells will provide unidirectional flow through the buildings and will be marked accordingly with signage.

Section 12. Plans for preventing patrons from gathering in a space

YBCA will not be open to the public for the foreseeable future and will only be permitting a minimal number of visitors and staff into the building daily. Our extremely limited numbers will not lead to gathering or choke points in our space. Community Hubs have protocols for distancing between students and teachers at all times and for entering and exiting the building.

Until restrictions are lifted, there will be no programming in our Screening Room. The Forum and Theater will remain closed to all but specifically permitted live streamed events with no more than twelve staff on site per [San Francisco Code](#).

Section 13. Sanitation for restrooms and high-touch surfaces and areas

YBCA has implemented a detailed cleaning checklist and schedule for all spaces and touchpoints with daily and multiple times per day cleaning for certain areas; frequent sanitizing and restocking of supplies in all restrooms; refilling of hand-sanitizer containers; and sanitizing of high touch areas such as door knobs and handles, push plates, light switches, elevator

buttons etc. Cleaning products used to disinfect and sanitize are manufactured by Waxie and found on the EPA's List N: Disinfectants for Coronavirus. HVAC in restrooms is connected to main HVAC systems and will maximize fresh outside air flow into these areas and filtered through high quality MERV-13 filters as recommended by industry standards and OSHA guidelines. Janitorial staff are familiar with these disinfectants and trained in their application.

Section 14. Tours and audio self-tour equipment

This is not applicable to YBCA's activities on site.

Section 16. Interactive exhibits

This is not applicable to YBCA's activities on site.

Section 17. Office Space

YBCA mandated all staff to remain home beginning in March 2020. Only staff whose work requires them to be onsite for essential operations and security work in the facilities, including Security, Janitorial, and Facilities Technicians. Additionally, we will have one Manager on Duty on site daily while the Community hubs are hosted in the GFB. Typical daily YBCA personnel will not exceed five staff members. Live streamed events in the Theater will not exceed the number of staff permitted by city code, including Production crew and talent in addition to Security, Janitorial, and Facilities Technicians. All other YBCA staff will work from home until city and county restrictions change AND on site activities require additional staffing.

All other non-essential staff must receive approval from the Director of Facilities and Security before entering YBCA buildings. Staff and vendors receive an electronic copy of our on-site guidelines, which include illness prevention measures required of everyone while on site (face coverings, physical distancing and hygiene requirements). Staff and visitors must fill out a daily self screen symptom check prior to entering the buildings. All individuals entering the buildings are tracked in an on-site calendar for potential contact tracing. All work involving more than one person are reviewed and modified to adhere to illness prevention measures.