

TO: Greater Columbus Arts Council grantees

FROM: Greater Columbus Arts Council

DATE: March 3, 2020

SUBJECT: RESPONDING TO THE COVID-19 (CORONAVIRUS) THREAT WITH THE SAFETY OF YOUR STAFF AND AUDIENCES IN MIND

It has become clear that COVID-19 (Coronavirus) is a major worldwide health threat with an unknown lifespan. The most important advice we can offer is don't panic. While the outbreak is a serious public health concern, the majority of those who contract the coronavirus do not become seriously ill, and only a small percentage require intensive care. The following tips are meant to help guide you in making the daily decisions needed to run your organization and serve our community, and for your own health and safety. By following some basic steps, you can help reduce your risk and do your part to protect others.

What are the symptoms?

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death. Unfortunately carriers can also be symptomless.

The following are actions every individual should take:

- If you are sick, stay home. Contact your doctor if your symptoms persist or worsen.
- If you see a colleague who seems ill, encourage them to go home.
- Cover coughs and sneezes. When coughing and sneezing, cover your mouth and nose with a flexed elbow or tissue – throw away the tissue immediately and wash your hands.
- Wash hands often with soap and water for at least 20 seconds and use hand sanitizer.
- Avoid close contact with anyone who has a fever and cough. (Note: unless you are already infected doctors warn that face masks will not help you and the current supply is desperately needed by health care workers).
- Clean high touch surfaces (phone, laptop tablets, counters) often.
- Practice social distancing. Limit direct contact with anyone who has recently traveled to impacted areas, and consider limiting physical contact during flu season.

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- Get your annual flu vaccination (and take your family). Talk to your physician to ensure you're current on all vaccines.
- Take your laptop home and take a moment to ensure you can connect to the network in the event you are asked to work from home or begin to feel sick.
- Share this information with your family and make a plan in case someone gets sick. If you have children, find out what their school or daycare is doing to prepare.
- Stock up on home supplies, medicines and resources.
- If you are about to go on vacation, consider your destination, travel method and how you feel about risk.

Leaders of institutions that serve the public should consider the following:

- Immediately inform HR if you have an associate, or an associate's family member, who has traveled internationally within the last two weeks or who is still currently abroad.
- Send associates who are ill home.
- Consider implementing a flexible leave allowance during this time.
- Place hand sanitizers in every possible public place—consider posting additional signage encouraging use.
- Discuss additional cleaning measures with your cleaning contractors and share this information with their contractors.
- Communicate any changes to the cleaning plan to associates, and make them aware if they can order additional supplies.
- Consider cancelling or rescheduling international business travel.

Where to go for more information:

- [Centers for Disease Control and Prevention](#)'s information about COVID-19
- [World Health Organization](#)'s information about COVID-19
- [Columbus Public Health](#)'s information about COVID-19
- The Alliance of Artists Communities, an international artist residency organization, put together [this helpful list](#) that includes some arts specific resources.