



COVID-19 PROTOCOLS

Hygiene - Indoors

1. Space and furniture is cleaned daily, and Isopropyl alcohol is sprayed onto frequently used surfaces such as light switches, windows handles, and door handles.
2. Free hand sanitizer is provided to guests, with pump bottles available in each room.
3. The lavatory is open to guests so they may wash their hands.
4. Windows are kept open for air circulation, and often the doors are open - weather permitting.
5. Masks are worn by visitors and staff inside the gallery during public events, or private viewings.

Hygiene - Outdoors

1. Windows sills and outside handles on doors are cleaned daily and sprayed with Isopropyl alcohol.

Social Distancing - Indoors

1. Signage is placed on the floors, walls, and doors to remind visitors to social distance, and show them where they may stand.
2. Staff works in separate rooms.
3. If staff must work closer together, masks are worn.

Social Distancing - Outdoors

1. Outdoor signage appears on the windows reminding visitors to social distance.
2. During Vernissage or other events where a significant number of people might be waiting outside - or taking a break from the exhibition - staff regulates how closely people stand.
3. Every effort is made to encourage visitors to depart the immediate area if they have already seen the exhibition, and we attempt to route people through the gallery quickly, and exit through the residence hallway.

Contact Tracing

1. All visitors are required to register via iPad app SignUpAnywhere. They provide full name, address, email, and telephone number. This data is maintained in a confidential spreadsheet for the required minimum period.
2. Likewise visitors who make private appointments via the AcuityScheduling app, provide the same contact information.