

**Albany Center Gallery  
COVID-19 Guidelines and Policies DRAFT: 9/5/2021  
UPDATED ON 9/15/2021**

Albany Center Gallery (ACG) is committed to providing a safe and welcoming workplace for all employees and visitors. ACG has developed the following COVID-19 plan, which includes policies and procedures to minimize the risk of transmission of COVID-19.

Outline: ACG will monitor local and regional active cases based on data provided by Albany City and County, as well as New York State.

Based on local and regional 7-day average positivity rates (percentage of those who tested positive), each of five phases will outline the steps and procedures ACG must follow when entering that phase. Phase 1 addresses the lowest risk of probable transmission within the community, while Phase 5 addresses the highest.

Although positivity rates are being used to determine ACG's response to COVID-19 cases within the community, it is important to note that:

- Albany County has a current vaccination rate of 64-70% (as of 9/5/2021). This means that the comparison of transmission rate, virus severity, and spikes in cases from 2020 to 2021 is not 1:1.
- ACG must be flexible in its response considering evolving guidelines presented by the CDC, as well as the threats posed by new variants.
- ACG must recognize its unique function within the community as a membership organization with a diverse, often underserved audience. It is of the utmost importance that the organization maintains a welcoming environment while prioritizing the safety of its staff and guests.
- Vaccination is not a requirement for staff, interns, volunteers, partners, vendors, or guests.
- Single-use masks are available upon request/when needed by staff and the public so they can enter the gallery space.

The following outlines ACG's COVID-19 Response Plan in five phases based on a rolling, 7-day average positivity rate in Albany County.

**Phase 1: 0 – 2.5%**

- Low transmission and community spread.
- Masks mandatory for all unvaccinated individuals in the gallery space.
- Masks optional for vaccinated individuals.
- Once daily sanitizing of space, railings, door handles, restrooms, light switches.
- Hand sanitizer available in multiple locations throughout the gallery, with signs saying "Please sanitize upon entering and exiting"
- Programs & Events
  - Scheduled workshops and programs to be conducted in person, as usual.

- Staff, volunteer, partner, and vendor meetings to take place in person, as needed.
- Restrooms are available to all gallery staff and visitors.
- Public and private receptions will take place as scheduled with no headcount required. When attendees are indoors, masks are required for all guests regardless of vaccination status *when* social distancing is not feasible, or with groups of over 30 people (approximately 30% occupancy). Refreshments will not be served.
- Staff hours and coverage will be in-person, with normal hours. Desks will remain distanced.

\*See Special Events for more details.

### **Phase 2: 2.6% - 5%**

- Moderate transmission and community spread.
- Masks mandatory for all unvaccinated individuals in the gallery's space.
- Unvaccinated staff, interns, volunteers, committee and board members will need proof of a negative COVID-19 diagnostic test required on a weekly basis while in the gallery. ACG will cover costs.
- Masks optional for vaccinated individuals.
- Twice daily cleaning and sanitizing of space, railings, door handles, restrooms, light switches.
- Hand sanitizer available in multiple locations throughout the gallery.
- Programs & Events
  - Scheduled workshops and programs to be conducted in person, as usual.
  - Staff, volunteer, partner and vendor meetings to take place in person, as needed.
  - Restrooms are available to all gallery staff and visitors.
  - Public and Private Receptions will take place as scheduled with no headcount required. When attendees are indoors, masks are required for all guests regardless of vaccination status when social distancing is not feasible, or with groups of over 20 people (approximately 22% occupancy). Refreshments will not be served.
- Staff hours and coverage will be in-person, with normal hours. Desks will remain distanced.

\*See Special Events for more details.

### **Phase 3: 5.1% - 7.5%**

- Substantial transmission and community spread.
- Masks are mandatory for all vaccinated and unvaccinated staff, interns, volunteers and visitors.
- Unvaccinated staff, interns, volunteers, committee and board members will need proof of a negative COVID-19 diagnostic test required on a weekly basis while in the gallery. ACG will cover costs.

- Hourly sanitizing of space, railings, door handles, restrooms, light switches.
- Hand sanitizer available in multiple locations throughout the gallery.
- Programs & Events
  - No indoor workshops or programs will be conducted.
  - Staff, volunteer, partner and vendor meetings to take place in person, as needed, following the above mask requirements for this phase.
  - Restrooms are available to all gallery staff and attendees of special events. General visitors will not be permitted to use the restroom.
  - Receptions which are open to the public will take place as scheduled with a maximum headcount of 40 guests. Masks are required for all guests regardless of vaccination status. Social distancing enforced. Refreshments will not be served.
  - Private receptions will not be permitted.
- Staff hours and coverage will be in-person, with adjusted remote working as needed. Desks will remain distanced.

\*See Special Events for more details.

#### **Phase 4: 7.6% - 10%**

- High transmission and community spread.
- Masks are mandatory for all vaccinated and unvaccinated staff, interns, volunteers and visitors.
- Unvaccinated staff will be required to provide proof of a negative COVID-19 diagnostic test on a weekly basis.
- Guests permitted in the gallery at one time will be limited to a headcount of 15.
- Those entering the gallery will be required to provide their name, phone number, and date of entry. This applies to guests, staff, interns, volunteers, and board members.
- Hourly sanitizing of space, railings, door handles, restrooms, light switches.
- Hand sanitizer available in multiple locations throughout the gallery.
- Programs & Events
  - All workshops and programs are suspended or turned virtual.
  - Staff, volunteer, partner and vendor meetings will be remote via zoom. Meetings must be pre-scheduled and confirmed via phone or email.
  - Restrooms are not available for public use.
  - All public and private receptions will be cancelled until further notice.
- Staff Hours and Coverage
  - Gallery hours to be limited - determined on an as-need basis by the Executive Director.
  - Rotating in-gallery and remote shifts will be established for staff, interns, and volunteers (with an emphasis on limiting in-gallery shifts). Staff schedule to be determined, as needed, by the

Executive Director in order to monitor foot traffic within the gallery. (i.e. one employee staffs the gallery in-person, all others work remote. The following day, that one employee works from home, the next employee works in-gallery, and so on.)

- Artwork drop off would be pre-scheduled in set time slots, reviewed and confirmed by the Executive Director.

#### **Phase 5: 10.1% and Above**

- The Executive Director will monitor the guidelines for shutting down businesses as provided by the City, County, State, and CDC.
- In the case that cases continue to rise, ACG will shut down and all employees will work remotely until further notice.

\*See Special Events for more details.

#### **Off-Site Programs/Workshops/Activities:**

ACG recommends staff, volunteers, ACG hired mentors, partners, to follow the mask guidelines (as described in phases) when representing the Gallery during off-site programs. They are also encouraged to social distance whenever possible.

#### **Special Events:**

ACG will require all attendees present proof of a recent (within 72 hours) negative COVID-19 diagnostic test result or proof of complete immunization prior to entry for events of 100 or more attendees. This includes off-site events but is subject to change based on the venue's requirements.

**Artists' Receptions/Artists Talks/Programs:** During Phases 1-3, programs and events will adhere to the guidelines listed above. During Phase 4, while the gallery and its operations will continue, in-person programs and events will be suspended.

For vaccinated staff, interns, and volunteers: COVID-19 testing is not required.

For unvaccinated staff, interns, and volunteers:

- Phase 1: Masking is required.
- Phase 2: Masking is required. Proof of a negative COVID-19 diagnostic test is required on a weekly basis, paid for by ACG.
- Phase 3: Masking is required. Proof of a negative COVID-19 diagnostic test is required on a weekly basis, paid for by ACG.
- Phase 4: Masking is required. Proof of a negative COVID-19 diagnostic test is required on a weekly basis, paid for by ACG.

Full (temporary) gallery closure is to be determined by the Executive Director. Alternatively, ACG will close under the guidance or instruction of Albany County or City legislature, the Governor of New York State, and/or the CDC.

The Executive Director of Albany Center Gallery has to authority to implement a level higher than the current rate indicates, if they decide it would be a favorable precaution for the safety of the staff and visitors.

References:

<https://www.albanycounty.com/departments/health/coronavirus-covid-19>

<https://www.albanycounty.com/departments/health/coronavirus-covid-19/covid-19-dashboard>

<https://www.albanycounty.com/home/showpublisheddocument/13958/637544238166730000>

[https://www.governor.ny.gov/sites/default/files/atoms/files/Small\\_and\\_Medium\\_Performing\\_Arts\\_Detailed\\_Guidance.pdf](https://www.governor.ny.gov/sites/default/files/atoms/files/Small_and_Medium_Performing_Arts_Detailed_Guidance.pdf)

<https://forward.ny.gov/percentage-positive-results-region-dashboard>