



# DAAC COVID-19 Handbook: Volunteer and Partner Agreements

*November 1, 2020*

*[Amended: June 6, 2021](#)*

*The DAAC follows all health and safety guidelines informed by local, regional, and national sources. DAAC has used its in-depth health and safety guidelines to provide our community with a clean and safe rental space that fully respects local laws, CDC guidelines, and more.*

*DAAC reserves the right to amend this handbook at any time*

## FAQ

### **Why do we have a COVID-19 Handbook?**

For the safety of volunteers, community members, and partners, the DAAC has issued this handbook to be implemented during the COVID-19 pandemic.

### **Who is this handbook for?**

The DAAC COVID-19 Handbook is for anyone involved with the DAAC.

### **Who has to follow the policies and procedures of this handbook?**

Anyone and everyone that is involved with DAAC. This means board members, volunteers, neighbors, or anyone that is coming into DAAC spaces. This would also include any DAAC-led events that happen off of the Plainfield property.

### **“I would like to make a suggestion, comment, or complaint about the COVID-19 Handbook!”**

Please reach out to the DAAC’s COVID-19 Committee! Go to Page 4 to learn more about the committee. We are open to ANY comments, questions, or concerns around DAAC’s COVID-19 policies and procedures.

### **What if I’m exposed to COVID-19 or find out that someone else at DAAC was exposed?**

Please see page 15 for steps to take if you have symptoms, have been exposed, or test positive for COVID-19.

### **What if someone is turned away after the screening process and then comes back the next day?**

The daily screening process is meant to reduce risk and monitor those who enter the facilities on a daily basis, NOT an ongoing basis. The screening process should be administered each day, and only the results of the current day should be taken into consideration for building entry. If a person is denied entry on a single day, it does not suggest that they may not return the following day and be allowed entry.

## Overview

The DAAC historically has operated as a music venue and community space. We wish to imagine new ways of doing this even though we cannot gather in large groups. The more that DAAC team and volunteers adhere to and enforce the guidelines within this document, the greater chance we have of mitigating exposure to COVID-19.

As such, ALL volunteers, board members, community members, and anyone engaging in on-site DAAC activities must follow the stated policies and procedures to prevent such risk and provide the safest environment possible. Refusal to agree to these procedures could result in temporarily suspending access to DAAC facilities or events.

## Statement of Risk

*We are taking all the possible precautions at this time to keep volunteers and visitors healthy and safe, but like in any COVID-19 situation, we cannot guarantee that there is no risk by being in public spaces.*

OSHA has divided job tasks into four risk exposure levels relative to COVID-19:

**Very High:** Healthcare, laboratory, and morgue workers

**High:** Healthcare delivery, medical transport, and mortuary workers

**Medium:** Jobs that require frequent and/or close contact (within 6 feet) with people who may be infected with COVID-19. Examples include schools, high-population-density work environments and some high-volume retail settings.

**Lower:** Jobs that do not require contact (within 6 feet) with people who may be infected with COVID-19. Workers have minimal contact with the public and other coworkers.

The DAAC is classified in the medium to lower levels of risk as we are volunteer run, a non-essential space (not a hospital or grocery store), and has operated from home since the beginning of the pandemic. As we open our buildings the risk of exposure increases. DAAC acknowledges that although these are not high risk situations, there is risk present and that it's volunteers have the power to reduce the spread of the virus through following the outlined procedures.

## COVID Committee

Should any volunteer, community member, or partner have questions, comments, or concerns regarding COVID-19 and the DAAC, please contact one of the following people or email [info@thedaac.org](mailto:info@thedaac.org)

Charity Lytle (she/her)

Email: [lytle.charity@gmail.com](mailto:lytle.charity@gmail.com)

Phone: 616.481.9965

Sal Moreno (they/them)

Phone: 616.516.9882

Sam Kubiak (she/her)

Phone: 616.633.9967

Harmony/Huong Nguyen (they/them)

Email: [harmonynguyen2@gmail.com](mailto:harmonynguyen2@gmail.com)

Phone: 616.710.7664

## Building Capacity

[See June 6 Addendum for updated Protocols](#)

When inside DAAC facilities it is important to do our best to honor capacity limits, follow physical distancing, and cleaning procedures. Following DAAC's building capacity numbers will reduce the spread of the virus and risks associated with too many people in a small space.

Any DAAC volunteer who is the first to enter or the last to leave, please visit page 13 for opening, closing, and cleaning procedures.

In order for the facility to prevent overcrowding and allow for physical distancing, the capacity limits have been reduced. Please consider the following:

- Total capacity of the DAAC is limited to 15 persons. Capacity numbers may be reduced when more equipment is brought into the facility for recording, but may never exceed 15 people. [See June 6 Addendum for updated Protocols](#)
- Please refer to the Maximum Capacity sign at the front entrance. Capacity refers to the maximum number of persons that can occupy the building. Occupancy is the current number of persons in the building.
- A trained volunteer or assigned partner will manage the building's occupancy.
- All persons must enter and exit from the front door. Please let someone know when you are leaving the building for the day, so occupancy numbers are accurate.
- If, at any time, it is noted that a room has exceeded its capacity, we should take immediate action. Either giving direction to community members to exit the room, removing themselves, or letting incoming persons know that the room capacity has been met.

## Required Practices in DAAC Facilities

All these listed practices are required for engaging with any DAAC events as a guest or volunteer.

### COVERING YOUR FACE AND MAINTAINING PHYSICAL DISTANCE

[See June 6 Addendum for updated Protocols](#)

- Maintaining an appropriate physical distancing of a **minimum** of 6 feet at all times.
- When moving through a space consider that you want 6 ft. on **both** sides.
- Avoid handshakes, high fives, hugs and other forms of physical contact
- Wear a mask/face covering as much as physically possible on DAAC facilities and during any offsite DAAC events. This means inside, outside, and even if you are alone in a room.
  - To learn more about proper mask types and mask wearing see our mask graphics located throughout the facility.
- If for some reason you are not able to maintain at least 3 feet of separation from others, we highly recommend wearing a face shield and mask simultaneously.

### HEALTHY HABITS

- Avoid touching your eyes, nose, or mouth, especially with unwashed hands.
- Cover your coughs and sneezes with your elbow if possible, then wash or sanitize your hands. For any other respiratory etiquette, refer to all other guidelines in the CDC publications.
- Frequently wash your hands with soap and water for at least 20 seconds. Hand washing is required after: using the bathroom, eating, using shared appliances, equipment or tools.
- Use an alcohol-based sanitizer if you cannot wash your hands with soap and water.

### UNDERSTANDING, SCREENING AND MONITORING FOR COVID-19 SYMPTOMS

- Familiarize yourself with the symptoms and exposure risks of COVID-19.
- The primary symptoms of COVID-19 include the following:
  - Fever of 100.4° degrees or higher
  - Cough
  - Shortness of breath or difficulty breathing
  - Loss of taste/smell
- [CDC's full list of COVID-19 symptoms](#)
- Follow DAAC's health screening process for entering the building. See (insert page number here) to learn about the screening process.

- if you know you have been in contact with someone who is sick, self-report this contact and do not come into the facilities.
- Self-monitor for symptoms of COVID-19 and stay home if you are sick.

#### SHARING SUPPLIES, TOOLS AND EQUIPMENT

- Do not use other people's phones, desks, or work tools until they have been properly cleaned and disinfected and minimize use of all shared items such as writing utensils, remote controls, and computers.
- Clean and disinfect your work tools and equipment frequently, including chairs, tables, and other surfaces.
- Once a light switch is turned on, keep it on until the last person leaves the building, this will prevent germs building in a high touch area.
- Performers that will be playing in DAAC facilities, see Performer COVID-19 Agreement on page 14.

#### EATING, DRINKING AND FOOD DISTRIBUTION

[See June 6 Addendum for updated Protocols](#)

- Please do not eat or drink on DAAC Facilities. It is okay to have a water bottle or drinking container with a detachable lid. No containers without lids.
- Drinking directly from the drinking fountain is not allowed.
- Individuals are welcome to use the water bottle spout to refill their bottles. Remember when refilling, avoid placing the mouth of your water bottle on the spout but rather below.

#### USE OF BATHROOMS

- All bathrooms will be limited to the use of one person, or one family, at a time.
- Before or upon entering a bathroom, individuals should use basic observation skills to determine if the bathroom is occupied or not.
- When done using the bathroom for any reason, especially if the user touched any door, faucet, handle, counter, or surface, they should proceed with washing their hands with soap and water for a minimum of 20 seconds before exiting the bathroom.

#### PHYSICAL DISTANCING IN THE PARKING LOT

- Please remember that the parking lot next to the DAAC belongs to Berean Baptist Church and they have been gracious enough to allow us to use it.
- With that in mind, please be courteous about the number of people who are outside for smoke breaks or occupying the parking lot.
- While in the parking lot, please maintain a 6 ft or more distance from each other, especially if your mask is off.

## Daily COVID Screening

[See June 6 Addendum for updated Protocols](#)

Any person entering the DAAC facilities, this includes volunteers, delivery persons, or anyone coming into contact with others on DAAC property must participate in our health screening and contact tracing. The screening is a collection of contact information, 5 questions, and a temperature read. Only one screening per day is required.

At the front entrance there will be a sign-in/sign out screening station. Any person entering the facilities must participate in the screening process or they will be asked to leave. When a trained DAAC volunteer is on site they must administer the screening on guests. For partners, they must administer the screening on themselves. It is expected that every person must engage and participate in the following screening:

1. Person is signed in with name, date, and phone number. This information will only be used for contact tracing purposes.
  - a. *In that case that someone has a confirmed case of COVID-19, a DAAC board member will reach out to all the people who were present on the facilities in the past 48 hours and inform them of potential exposure. For more information on DAAC procedures if someone tests positive for COVID-19, see page 11.*
2. They will be asked the following questions:
  - a. Have you tested positive for COVID-19 in the past 14 days?
  - b. Are you exhibiting any COVID-19 symptoms such as: cough, fever, sore throat, chills, nausea, vomiting, loss of taste or smell?
  - c. Have you been exposed to someone who tested positive for COVID-19 in the past 48 hours? See flowchart if unsure.
  - d. Have you traveled out of the country in the past 14 days?
  - e. Do you agree to do your best to honor the DAAC's safety regulations on the facilities, including wearing a face covering properly at all times, remaining 6 ft away from others as much as possible, leaving doors and furniture in place, respecting room capacity limits, and following all safety protocols to the best of your ability?
3. Take the person's temperature and record it
4. Look to confirm that they are wearing their mask properly and offer them hand sanitizer.
5. When a person leaves the facility ensure they are signed out to maintain building occupancy numbers.

A person may be denied entry if:

- They have tested positive to COVID-19 within the last 14 days



- They are exhibiting symptom(s) of COVID-19
- In the past 48 hours they have been exposed to someone who tested positive for COVID-19.
- If they have traveled outside of the US in the past 14 days.
- If they have a temperature of 100.4 degrees or higher
- They refuse to wear a face covering or do not agree to cooperate with posted rules, capacity limits, and agreements.

If a person is denied entry these procedures should be followed:

1. Inform the person that they did not pass the health screening and kindly inform them that they must leave the facilities.
2. Encourage them to seek medical attention or advice, if they are experiencing COVID-19 symptoms
3. Give the person a copy of the Kent County COVID-19 information handout.
4. If they have questions or concerns about denied entry, encourage them to contact someone on the DAAC COVID-19 Committee.

Returning to facilities after being denied entry:

The DAAC's daily screening is meant to reduce risk and monitor who enters the facility on a daily basis. The health screening should be administered each day and the results from the current day are the only results that will be taken into consideration for facility entry. If a person is denied entry on a single day that does not suggest that they cannot return another day and be allowed to enter.

On the contrary, if a person continuously violates COVID-19 policy and procedure, like other DAAC policy and procedure, they may be asked to take a break from the DAAC for a period of time or their partnership with the DAAC could be temporarily suspended/terminated given the circumstances.

## Understanding Symptoms, Exposure, & Confirmed COVID-19 Cases

The DAAC is committed to doing everything in our power to mitigate the spread of COVID-19, we acknowledge that there is a possibility that any person could test positive for the virus. With the potential risk of transmission, the DAAC will follow the stated policies and procedures in the case that someone presents COVID-19 symptoms, is exposed to someone with a confirmed case, or tests positive for COVID-19.

### When someone is presenting COVID-19 Symptoms

Please refer to the [CDC's full list of COVID-19 symptoms](#) to learn more about the types of symptoms associated with COVID-19.

### Confirmed Exposure to COVID-19

Exposure is when an individual has had close contact with an affected individual for an extended period of time. It is important to keep the following factors in mind:

- Close contact is
  - Living in the same household as a person with COVID-19
  - Having direct physical contact with a COVID-19 case (e.g. shaking hands)
  - Having unprotected direct contact with infectious secretions of a COVID-19 case (e.g. an infected person coughed or sneezed on them)
  - Spent at least 15 minutes within 6 ft. of a person with COVID-19.
- An extended period of time is greater than, or equal to, 15 minutes.
- An affected individual is someone who:
  - has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness)
  - has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation).

If any person involved with DAAC discovers that they have been exposed according the above criteria (close contact for 15 min or more to a person affected with COVID-19) the consider taking the following measures:

- Go home or stay home
- Seek professional medical advice by contacting your doctor, by using the Spectrum Health COVID-19 free screening found at <https://www.spectrumhealth.org/covid19> or call the Spectrum Health COVID-19 free hotline at 1-833-559-0659
- Complete a COVID-19 screening and test as soon as possible
- Follow the advice of the medical provider
- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet from others at all times)
- Self-monitor for symptoms
- Check temperature twice a day

- Watch for fever, cough, or shortness of breath, or other symptoms of COVID-19
- Avoid contact with people at higher risk for severe illness from COVID-19
- Follow CDC guidance if symptoms develop

What happens when a person tests positive for COVID-19 and has been in DAAC facilities?

- If a person who has a confirmed case of COVID-19 has been signed into the DAAC facility within a two-day period that they were presenting symptoms, DAAC will be temporarily closed for 48 hours in order to be cleaned and sanitized.
- DAAC will do their best to contact all people who signed in the facility within 48 hours of the presence of the affected individual and inform them of potential exposure.
- DAAC will release a public statement about the positive case.
- Contact Sal and review the cleaning checklist on page 13 to determine what cleaning needs to be done.

For specific definitions and more in-depth information about risk of exposure, any employee or community member is encouraged to utilize the CDC website: [Public Health Guidance for Community-Related Exposure](#) and [What To Do If You Are Sick](#)

## CLEANING AND OPEN/CLOSE PROCEDURES

For more information on proper sanitation please visit the [CDC's recommendations for cleaning and disinfecting](#). If you are a volunteer or a board member, the following must be done before and after days there will be persons in the building:

For opening the building:

- Sign in and fill out the COVID screening form
- Make sure the doors are all unlocked and unobstructed
- Grab disinfectant spray and clean rag from back cabinet near the utility sink and wipe down all surfaces, handles, knobs, faucets
- Take out PPE (masks, gloves, face shields will be kept in storage until requested) from the cabinet and set out in an accessible area
- Set out the sign in sheet for guests near the front, make sure PPE and thermometer are available for screenings.
- The water bottle spout is available for guests to use, but no other concessions or food/drink will be available

While in the building:

- Frequently sanitize high touch surfaces with soap and water the disinfectant or a disinfectant with at least 62% alcohol.
  - High touch areas are: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards,
  - Lower touch areas: main light switch, money box, thermostat (only opening/closing team can touch and adjust)
  - While the building is occupied, everything will be sanitized every hour and when it is noticed that a high traffic area is being frequently touched

For closing the building:

- Ensure that the closing team are the only remaining people in the building and can move freely around the space
- While cleaning, **MUST WEAR VINYL GLOVES AT ALL TIMES**
- Put all chairs and music equipment away (if applicable) after wiping down with a new rag and place into white bin near utility sink
- Wipe down tables and non-porous surfaces with soap and water and then disinfect with appropriate solution
- Wipe down walls from a height of 6 feet and downward
- Move to wipe down less frequently used items and less frequently touched spots to high touch areas like handles, knobs, buttons, rails, bathroom surfaces
- Unprop doors
- Make note of PPE and notify Sal if supplies are low

## WELCOMING GROUPS INTO DAAC FACILITIES (PARTNERS & PERFORMERS)

Who is a partner?

As of October 2020, a partner is a group or individual who utilizes the space 2+ times/month.

For persons or organizations interested in becoming a partner, please follow these procedures:

1. Contact the DAAC
2. Property agreement
3. Read COVID Handbook
4. [Sign DAAC COVID Partner Agreement](#)
5. Walk through the facilities
6. DAAC and Partner agrees on reoccurring dates
7. Become a partner!

### Who is a performer?

As of February 2021, a performer is any person(s) who engage in any kind of music or art AND has requested usage of DAAC facilities to host a performance/show

For performers interested in hosting a performance/show, please follow these procedures:

1. Complete DAAC booking form
2. DAAC confirms space availability and sends necessary documents including the COVID Handbook
3. [Sign DAAC COVID Performer Agreement](#) (add normal performer agreement if there is one)
4. Connect with Sam to work out performance details
5. Performance/Show Day!

### What does a performance/show look like during COVID?

DAAC is not accepting bookings for shows with an in-person audience. This will remain the same until Kent County and the CDC lifts such restrictions. The only types of performances/shows allowed at this time are for recording or live streaming purposes. Before booking consider how many performers will be present. Performances with 7 or more people will not be able to book at this time because of current restrictions

### Before the performance

1. Complete DAAC Booking Form
2. DAAC will reach out to confirm your performance. You will be connected with Sam to work out details. Sam will ask you to share performer details (such as set list, band info, and links to merch), send COVID agreement, set up Facebook event, and run through show day.
3. Performer will get an email one week before show day and one day before the performance to confirm
  - Arrival time
  - What to expect when in the building
  - Reminder of protocols
  - Details relevant to the performance

### Day of the performance

1. Please keep in mind that
  - a. Guests cannot join the performance
  - b. No food or beverage, only water or a closed container with straw.
2. DAAC volunteer is present to open the building
3. Performers will sign-in and COVID Screening
4. Performers load in through ramp entrance

- a. Equipment you should bring: your instruments, power cables for equipment, instrument cables (we have some, but you may want to bring your own) and amps. We provide sound & minimal lighting, have a 11-channel audio snake.
  - b. **Equipment we have:** 4 mics, mic stands, 3 monitors, DI boxes, mic cables, 2 power strips, & 2 extension cords. If you need more than this please bring it along and if you have special considerations please let us know beforehand so we can try and accommodate.
5. During the performance, performers that need to take off their mask so long as there is a 12 ft. distance between the performer and others.

#### After the performance

1. Performers are responsible for loading out their own gear
2. DAAC volunteers will assist in sanitizing and cleaning surfaces. Performers are responsible to clean their own mics, mic stand, and any other equipment that they had personal contact with.
3. At this time, performers will not be able to sell merch in the building. DAAC will share the performer's website information and where to purchase merch online.

## Addendum to DAAC's COVID-19 Handbook

### Effective June 6, 2021

These changes apply to all individuals on DAAC facilities and programs

#### CONTINUATION OF OUR MASK WEARING + PHYSICAL DISTANCING POLICIES

At this time DAAC has decided to continue the use of its mask wearing policy alongside physical distancing practices. [To learn more about the "why" behind this decision, read here.](#) DAAC asks that all persons practice staying 6ft. apart, no food or beverage unless seated, masks on when not eating/drinking, and washing hands or using sanitizer frequently.

#### EATING AND DRINKING INSIDE DAAC FACILITIES

Individual(s) that are seated may eat and drink. Please refrain from walking around the building and eating or drinking. Covered drinks with a straw are allowed to be consumed standing or moving around.

#### UPDATES BUILDING CAPACITY CHANGES

As of July 1, 2021 DAAC will be increasing our maximum capacity to 30 masked people for indoor DAAC-led events. Occupancy of the building must never increase 30 persons, if any person recognizes that the building has reached capacity or is over capacity. They should verbalize such and take appropriate action. Partners may opt to host private unmasked events with 30 consenting adults and are still responsible for contact tracing all attendees. However, if children who cannot get the vaccine will be present, masks should be worn.

#### NEW COVID SCREENING PROCEDURES

Any person entering the building will be required to do a COVID check in which includes: [Reading then agreeing to our indoor protocols](#) and leaving their name and phone number for contact tracing. A temperature check is no longer required. DAAC will continue to provide a thermometer, in case any attendees feel feverish. Partners may do screenings in advance if they are gathering attendee details or they may do so upon arrival like everyone else.



## Additional Resources and References

### Local health organizations

- ❑ [Kent County Health Department](#)
  - ❑ General Questions: Contact 888-535-6136
- ❑ [Kent ISD](#)

Where to get tested (please note that no facility is on-demand and appointments are required):

- ❑ [Kent County Health Department - Baxter Holistic Health Care](#)
- ❑ [Kent County Health Department Partner - NxGen MDx/LINC Up](#)
- ❑ [CVS at 1550 Lake Dr SE or 3590 Plainfield](#)

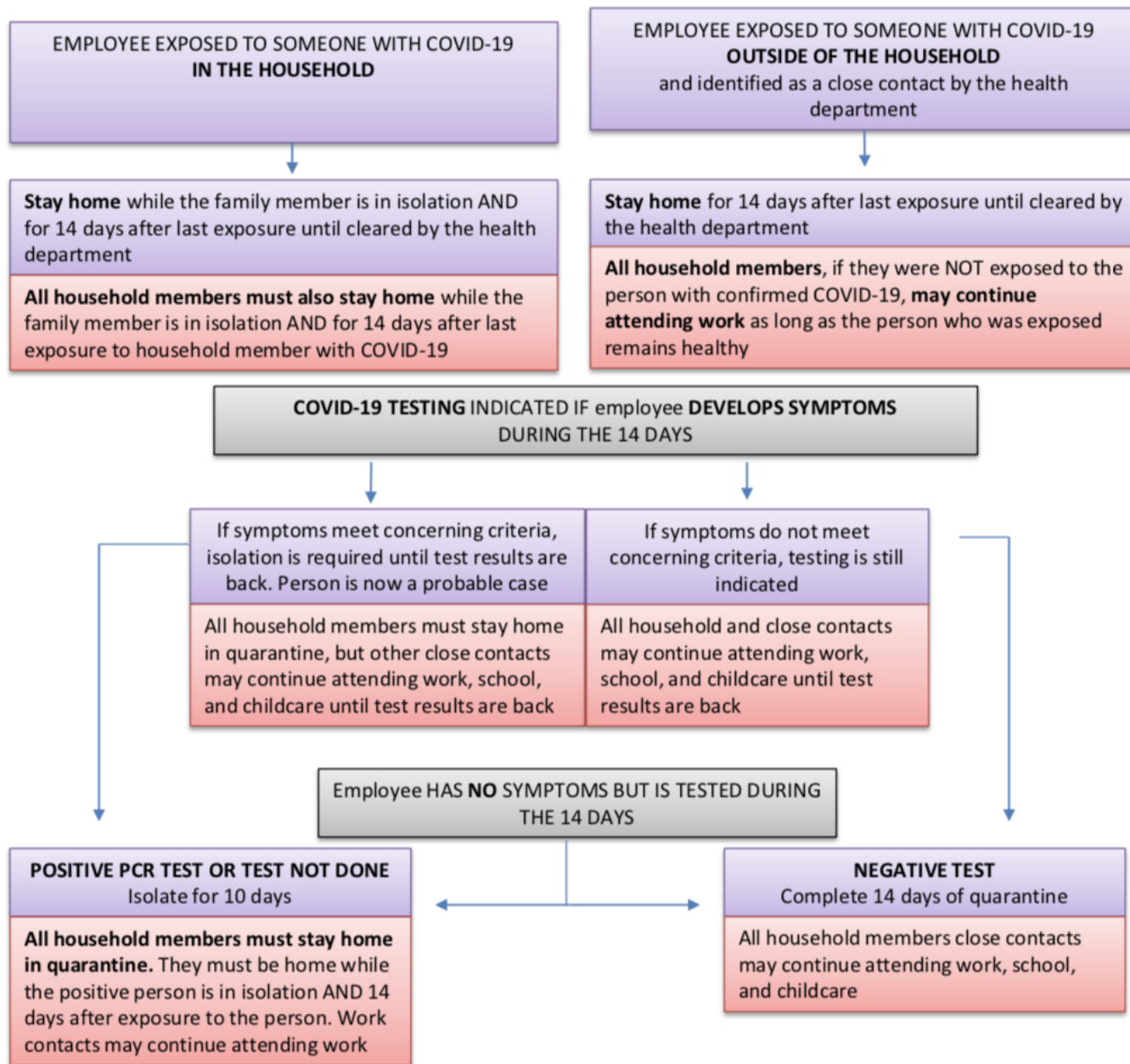
### [CDC COVID-19 Information](#)

- ❑ [Definition](#): A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the [coronaviruses that commonly circulate among humans](#) and cause mild illness, like the common cold.
- ❑ [Symptoms](#) - common symptoms and online symptom checker
- ❑ [Understanding Exposure and Steps to take After One Has Tested Positive for COVID-19](#)
- ❑ [CDC's COVID-19 Graphics](#) in multiple languages for different work place settings



## Employees who have known exposure to person with confirmed COVID-19

- **Stay home for 14 days** after last exposure until cleared by the health department
- Consider COVID-19 testing
- Must complete 14 days of quarantine **EVEN** if test is negative



**A negative COVID-19 test does not mean that someone who is a close contact can end the 14-day quarantine early**

