



## ArtSeed In-Person Policy 2020

ArtSeed WorkSpaces are in Tides Converge (former Letterman Hospital in the Presidio). Doors were normally open weekdays 9-5, but COVID shutdowns require you to call ahead, and upon arrival, to 415-656-9849 for Josefa (or to whomever you have made an appointment with) for entrance. Enter through the second floor wheelchair ramp door closest to Edie Street around the corner from 1007 General Kennedy Avenue at the building's back. There is a large lot with paid parking daily prior to 6pm. Walk up the ramp or stairs to the door and call your contact for entry. You will be greeted, checked in, and assisted with routine screening and personal protective equipment protocols. Before traversing the long windowed hallway that leads to Tides and Café RX, turn left at the first door (there hangs a "1007" sign overhead). ArtSeed WorkSpaces 206 & 210 will be on your left after the restrooms.

### COVID-19 PROTOCOL

#### **If you have been accepted for in-person *distance-practicing* appointments:**

- Please always bring and wear your own personal protective equipment, rain poncho, smocks, and indoor shoes. (we have back-up trash bag ponchos, shirts and tee shirts, masks, gloves, touch-less thermometer, and hand-sanitizer)
- Be prepared to fill out a "Social Pod" questionnaire\* and follow strict building entrance routine and guidelines for engagement.
- Wear comfortable clothes and shoes for outdoor activities. Don't forget a light jacket or sweater. We will be taking extensive hikes and doing activities in SF's natural surroundings and city landscape. Bring a poncho for light rainy days or be prepared to wear a make-shift one we will construct out of a trash bag!
- There is parking available for pre-arranged visits to ArtSeed WorkSpaces. Please call in advance to arrange a visit to see your art on display. An Intern will greet you and assist you with the following indoor transition safety protocol and sign-in.

PUT ON FACE COVERING PRIOR TO HAVING YOUR TEMPERATURE TAKEN with a touchless thermometer THEN:

- 1) REMOVE OR COVER YOUR OUTDOOR CLOTHES with a long indoor shirt.
- 2) REMOVE YOUR SHOES and bring socks or house shoes for indoor wear.
- 3) SANITIZE YOUR HANDS
- 4) PUT ON GLOVES and wash gloved hands after touching any surface or shared object.
- 5) Remember: TRY NOT TO TOUCH YOUR FACE
- 6) REMAIN TWELVE FEET FROM OTHERS

7) After using the BATHROOM:  
WASH HANDS FOR time it takes to sing “happy birthday” song twice.

8) USE ONLY THE SUPPLIES IN YOUR OWN KIT

9) EAT ONLY IN AN OUTDOOR OR WELL VENTLATED AREA

10) REMAIN VISIBLE TO, AND WITHIN HEARING DISTANCE of your supervisor.

**\*“Social Pod” Questionnaire**

1) Are you or others in your household having face-to-face contact with others outside your home?

2) If so, can you take a moment to describe those outings and how you are managing any company you invite to visit with you at your house?