



## **SAFETY GUIDELINES (In a classroom setting, and out)**

### **BUILDING SECURITY**

**ArtSeed has two locations:** Hunters Point Shipyard Studio 2513, Building 101 near The Store House, 451 Galvez Ave. SF 94124 and Tides Converge WorkSpaces at 1007 General Kennedy Ave. SF 94129 in the Presidio. We look forward to working with you this year! Please review this document. ArtSeed intends to be in accordance with [San Francisco's Health Order](#) and [Health Order Directive No. 2020-14](#) (specifically for Programs for Children and Youth).

**At our Hunters Point space,** you will need to have made advance arrangements to get your security badge or have someone who already has one meet you at The Store House to let you through security.

**At our Tides space,** 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 on the building's back side. 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, you will sign in, and after orientation we will remind you of the safety protocols below. 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.

Dear Parent/Guardian, Participant, or Volunteer:

*Please read (or have a helper read to you) the guidelines listed below and sign at the bottom to indicate that you have read and understood the expectations and protocol to insure a happy and safe experience for each participant.*

**Thank you!**

- Participants or their guardians must sign-in each morning and sign-out at the end of each day.
- Notify the person in charge if you need to leave the room for any reason (bathroom, water, your parent phones, etc).
- Cell phone use is limited to break times and lunch. For urgent or emergency calls, please leave a message on the cell phone of the Director, Josefa Vaughan at (415) 656-9849 or ArtSeed's Presidio WorkSpaces landline: 415-409-1761.
- Courtesy: Be respectful towards everyone. Be kind. Use your words to express problems/frustrations. Use inside voices, no yelling or running.
- Listen carefully to instructions, and for safety reasons use materials and tools only as instructed.
- Respect art material and equipment: Clean and return to proper location after use (ALWAYS store brushes with bristle UP).
- To avoid accidents, never run while carrying tools or art materials.
- Clean spills, even small ones, IMMEDIATELY.
- Always ask for help when uncertain or inexperienced with any situation.
- When on fieldtrips or outdoors, always stay with the group. If we cross the street, hold hands with your partner and look both ways.
- If you are going to be late or are here but are hurt, please tell Josefa (415-656-9849) or an adult right away.

Is there a medical condition we should know about? If there is a chance that your (or your child's) condition may affect participation during an ArtSeed event, please list any specific instructions or medications below:

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### **VOLUNTEER GUIDELINES**

- Sign in/out to properly record your volunteer time.
- Smoking or use of tobacco in the presence of children is prohibited (even outdoors).
- Volunteers shall not abuse children in any way including physically, verbally, sexually and mentally.
- Volunteers must treat children of all races, religions and cultures with respect.
- Volunteers must use positive techniques of guidance, including positive reinforcement and encouragement rather than competition, comparison or criticism.
- Volunteers shall not use profanity in the presence of children or adults.
- Volunteers will portray a positive role model for child participants, by following and promoting the safety guidelines.
- Volunteers will avoid being alone with ArtSeed child participants. (One on One Sessions will be properly documented. (See Time Sheets available)
- Situations raising questions or concerns must be recorded immediately. Find Josefa/another volunteer to begin the proper response IMMEDIATELY.

### **EXHIBITION SAFETY**

- Please use caution when working with ladders. Two people should be involved to insure safe movement of the ladder to the position, as well as to insure safety while climbing and working on the ladder.
- Use caution when working around artwork that is suspended from the ceiling or wall. When carrying a ladder, be careful not to damage artwork overhead. When suspending artwork overhead, it is very important to attach the work firmly; falling artwork can cause bodily injury, and can also cause irreparable damage to the piece.

### **OFFICE SAFETY**

- When leaving the office for any reason (lunch, restroom, etc) the door must be locked behind you.
- If you are the last to leave the office, the windows must be closed and locked.

### **FINANCE INSTRUCTIONS**

- Copy all checks made out to ArtSeed for any purpose, cash as well, record the name on the copy (Received by John Doe, the date if cash).
- For full financial processing instructions see the appropriate separate document.

### **CONTACT NUMBERS**

- Office Phone (415) 409-1761
- Josefa Vaughan's cell phone: 415-656-9849
- Park Police 561-5505 (for escorts/non-emergency situations)
- 561-5656 (For Emergency/3 minute response)
- 911

I have read ArtSeed's In-Person Policy and will answer the daily questionnaire below and I understand ArtSeed's safety guidelines above. I have retained a copy of this document and will send ArtSeed this page signed.

Participant name (print) \_\_\_\_\_ Participant signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (print) \_\_\_\_\_ Participant signature \_\_\_\_\_ Date \_\_\_\_\_



## In-Person Policy 2021

### COVID-19 PROTOCOL

#### If you have been accepted for in-person 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 sign in and out, and total your hours with us.
- Follow strict building entrance routine and guidelines for engagement.
- Wear comfortable clothes and shoes for outdoor activities. Don't forget to wear layers, including 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 an unscheduled time to meet or visit to see your art on display. You will need a cell phone to call me or someone else for entrance to Tides and you will need someone to greet you at the Shipyard unless you have your security Badge. Always follow indoor safety protocol and sign-in.

#### PUT ON YOUR (valve-less) FACE COVERING THEN:

- 1) Ask for a long indoor shirt unless you have brought your own smock.
- 2) SANITIZE YOUR HANDS.
- 3) Remember: TRY NOT TO TOUCH YOUR FACE (especially if you have paint on your hands!).
- 4) REMAIN 6 FEET FROM OTHERS indoors and KEEP YOUR MASK ON even if you are vaccinated (unless you are eating or drinking).
- 5) After using the BATHROOM: WASH HANDS for time it takes to sing "happy birthday" song twice.
- 6) USE ONLY THE SUPPLIES IN YOUR OWN KIT unless you are given permission to use something else by your supervisor. Ask for anything else you need.
- 7) EAT ONLY IN AN OUTDOOR OR WELL VENTLATED AREA.
- 8) REMAIN VISIBLE TO, AND WITHIN HEARING DISTANCE OF, your supervisor, unless you have arranged otherwise and signed out noting your whereabouts.

### **"How are you feeling today?" Questionnaire**

- 1) Are you, or others in your household, feeling well?
- 2) If not, can you take a moment to describe the symptoms and how you are managing them?

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