

# COVID-19 INFECTION CONTROL POLICY

## The Society to Preserve the Millvale Murals of Maxo Vanka (SPMMM/Vanka Murals)



**Attention:** Staff, Volunteers, Visitors and all other individuals visiting St. Nicholas Croatian Catholic Church and campus in connection with SPMMM/Vanka Murals.

**Purpose:** To present for review and signature, SPMMM/Vanka Murals' COVID-19 Infection Control Policy. **A signed copy must be received in advance of any visits to** the St. Nicholas Croatian Catholic Church (24 Maryland Avenue) and its campus buildings for business associated with SPMMM/Vanka Murals.

### I. Purpose

COVID-19 presents serious health risks to some individuals. This virus can be easily transmitted, even by people who do not feel sick, exhibit symptoms, or even know they are infected. As an organization, we want to keep our employees, volunteers, visitors, contractors and all audiences visiting the St. Nicholas campus in conjunction with the Vanka Murals safe and therefore want to reduce the risk of any potential transmission of the coronavirus through our sponsored and related activities on the St Nicholas campus but in particular the St. Nicholas Convent and Church.. Because you may have no symptoms, but nevertheless be a carrier of the coronavirus, it is imperative that you consistently follow these guidelines.

Failure to follow these and other guidelines referenced here and in the periodic updates from the CDC, the state government and/or the Diocese of Pittsburgh may necessitate further restrictions of public access to the Vanka Murals, a temporary or permanent separation from volunteer and/or staffing responsibilities, and may serve as cause to postpone and/or terminate contracted services.

### II. General Access Policy

To prevent the spread of COVID-19 at SPMMM, all of the audiences outlined above are required to follow federal and state orders and guidelines, as well as any specific guidelines provided by the administrator of St. Nicholas Croatian Catholic Church and the Diocese of Pittsburgh. It is your responsibility to read and familiarize yourself with these guidelines and be in compliance at all times.

**Occupancy within the St. Nicholas Church:** No more than 25 people. (See also: Tours)

### Home Isolation

If you feel sick, stay home. Do not return to the St. Nicholas campus. until the CDC criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Promptly notify the Managing Director of the Vanka Murals if you, or someone with whom you've been in close contact, is showing symptoms of or has been diagnosed with COVID-19.

The reported coronavirus symptoms can vary widely from person to person. Some of the common symptoms are difficulty breathing, fever, sneezing, heart problems, fatigue; but many people with the virus have other symptoms in addition to or instead of this, such as nausea, dizziness, confusion, loss of taste or smell, and other/new symptoms are reported from time to time.

### Masks

It is mandatory for everyone to **properly wear** a mask or approved face covering while inside a building on the St. Nicholas campus and when moving between your vehicle or public transportation. Masks may NOT be removed at any time. Authorized representatives of SPMMM/Vanka Murals will be present to enforce this policy.

You are expected to provide your own mask. We will have a limited supply of disposable masks available if you arrive at St. Nicholas without one. We do not guarantee availability and you will not be allowed to enter the church without a mask or approved face covering.

## COVID-19 INFECTION CONTROL POLICY

### The Society to Preserve the Millvale Murals of Maxo Vanka (SPMMMV/Vanka Murals)

It is your responsibility to use and maintain your mask appropriately. Proper use of masks requires that you avoid touching the main part of the mask and only handle it by the edges and straps as necessary. Reusable masks should be cleaned and disinfected on a regular basis. It is important to remember that masks are intended not only (or primarily) for your protection, but also to protect and show respect for the safety of others.

If you are unable to wear a mask for health reasons, please notify the Managing Director so we can discuss potential options with you.

#### **Social Distancing**

Until further notice, all individuals are required to maintain social distancing of at least six (6) feet from others (including outside and when coming to and from our facilities); and, out of an abundance of caution, we recommend that you maintain a greater distance as often as possible.

Do not congregate with people outside your household in any common or shared workspace including the bathrooms. Avoid person-to-person contact such as shaking hands. Virtual meetings are recommended.

The Vanka Murals Tour will be conducted with more than 6 feet between the Docent and the audience. Docents will present the tour from the altar podium and visitors will be seated in the center of the Nave for the duration of the 60-minute program.

#### **Hand Washing**

Frequent hand washing with warm, soapy water for at least 20 seconds is required each time you touch something that you didn't recently wipe down. If hand washing is not possible or practical, you should use alcohol-based hand sanitizer.

Hand sanitizer will be available at all entrances/exits into St. Nicholas Church including the Church Hall (basement).

#### **Cough & Sneeze Etiquette**

When sneezing or coughing, do so into a tissue or into your elbow, fully covering your mouth and nose. Do not sneeze into the open air or into your hand, as that may transfer the virus to other areas or to things you touch.

#### **Cleaning Protocols**

In addition to maintaining our pre-existing cleaning procedures, high-touch areas in common spaces will be routinely cleaned and disinfected in accordance with guidelines issued by the CDC.

Tour Volunteers will monitor and sanitize high-touch areas in common spaces before and after each tour. Supplies include: soap, hand sanitizers, gloves, and disinfectant products. Promptly inform the Managing Director if supplies are running low. Gloves provided in the St. Nicholas campus are to be reserved for cleaning activities.

## **TOURS**

#### **Schedule**

Public tours will resume on Saturday, June 13<sup>th</sup>. We will host only one tour (public or private) per day to ensure the safety of our visitors and volunteers.

#### **Size**

Tours will be limited to 25 or less (including tour volunteers).

### Registration and Admission

**There are no walk-up admissions at this time.** All tours are by advance registration and payment only. Registration includes a signed copy of this document prior to arrival at St. Nicholas.

If you are unable to make your reservations and/or payment online, please contact us at: [tours@vankamurals.org](mailto:tours@vankamurals.org) to discuss our ability to accommodate your visit at this time.

#### Please note:

- Mural viewing is limited to days/times when SPMMM is providing tours.
- Other individuals (contracted employees, etc.) must make arrangements with the Managing Director before entering St. Nicholas.
- St. Nicholas is an active congregation. Church activities may cause the postponement or cancellation of tours.

### Safety Requirements for Visiting the Vanka Murals

Tour Volunteers will set up an outdoor registration table near the driveway entrance to St. Nicholas and use the sandwich board to display policy reminders for visiting.

All visitors **MUST** check in at the outdoor registration table. Greeters will confirm registration, payment and ensure that visitors are following safety protocols.

**For everyone's protection, the Mask Policy is stated above and will be enforced by our staff and volunteers. Anyone without a mask and/or refusing to wear a mask in accordance with the policy will be denied entry to St. Nicholas for tours.**

Do not attempt to enter the Church before invited by a volunteer. In bad weather, visitors should wait in their cars until signaled by the volunteers.

### Entrance to St. Nicholas

All visitors will enter the Church via the wheelchair ramp access on the side facing the Rectory. No other doors will be open.

### Tour Procedures

Visitors will be directed to seating in the Church that allows for appropriate physical distancing for the presentation of the tour.

Docents will present the tour from the altar podium ensuring more than 6 feet of physical distance.

Depending on the size of the tour, Docents and Greeters have the discretion to allow visitors to move for better viewing as long as physical distance is maintained.

### Facilities

Bathrooms are located in the Church Hall (basement). Volunteers will block off access to areas other than the bathrooms as part of the set-up procedures.

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THE MURALS  
OF  
MAXO VANKA

### Picture-Taking

Pictures for personal use are allowed in St. Nicholas without the use of flash. Visitors may use their cameras from their seats as desired. However, visitors will need permission from the Docent and/or Greeter to move around the Church.

### Merchandise

Merchandise is available for pre-order and pick up at St. Nicholas during tour hours. Orders must be received 24 hours in advance. If not received in time, visitors have the option to be billed for a shipping charge or return the following Saturday to pick up their order.

All Vanka Murals merchandise may be viewed online at: [www.vankamurals.org/shop](http://www.vankamurals.org/shop).

### Donations

We are grateful for the support of our community. We will not be receiving cash or checks directly from the public UNLESS they are presented in a sealed envelope. Checks must be made payable to: SPMMM.

Visitors may take a donation envelope home to return later or gifts are most appreciated via our online giving page: [Donate](#).

### Tour Staffing

Two volunteers will staff the tours. If two Docents are scheduled, they'll decide in advance who will be giving the tour that day and who will be functioning as Greeter.

The designated Docent will be responsible for the set-up in the Church. At this time, set up will be limited to the lighting pad and the portable lights. No registration or merchandise tables will be used. Signage and merchandise will not be displayed.

The designated Greeter will be responsible for monitoring the registration table outside the Church prior to the Tour. Once the tour begins, the Greeter will help to monitor the tour and visitors to ensure that health and safety policies are being followed.

Both volunteers will share the responsibility of disinfecting high-touch areas and completing routine closing procedures.

### Name Tags

Please keep your nametag at home and bring it with you only on your tour days.

### Keys/Lockboxes

It is recommended that only one person will access the keys and lockboxes per tour.

### Outside Activities

All audiences outlined above are also expected to follow general [CDC guidelines](#) when outside the St. Nicholas campus. so as to limit the likelihood that they become a carrier of the virus. This includes things like social distancing, minimizing travel, wearing masks, etc.



III. Procedures

Potential or Confirmed Exposure

If you are experiencing symptoms or think you may have been exposed to the virus, DO NOT visit the St. Nicholas campus. Seek directions from an appropriate health care provider, and promptly notify the Managing Director/Pandemic Safety Officer (identified below). so that SPMMMV can take appropriate action including the notification of the St. Nicholas Pastor/Administrator. We respect the appropriate confidentiality that applies to your medical information. When informing other members of a confirmed or potential exposure, unless otherwise required by law, we will not disclose the name of the individual.

In the event of a confirmed or probable case of COVID-19, SPMMMV staff will close off areas visited by the individual and wait a minimum of 24 hours before beginning cleaning and disinfection. Other individuals who may have been in close contact (within about 6 feet for 10 minutes or more) will be identified and contacted, consistent with applicable confidentiality laws. The quarantine of the impacted location(s) may be required.

Reporting Concerns or Questions

Anna Doering (adoering@vankamurals.org; 412-352-0365) has been designated as SPMMMV’s Pandemic Safety Officer, with the primary responsibility to address issues concerning compliance with this policy and relevant federal and state guidelines. Questions or concerns regarding this policy can be reported to the Pandemic Safety Officer.

Policy Posting & Acceptance

The Pennsylvania Department of Health COVID-19 Safety Procedures for Businesses notice is displayed at each studio location. The notice, along with this policy document, can be accessed on various locations on our website: General Information, Take a Tour, SPMMMV, and Volunteer.

Staff, Volunteers, Visitors and all other constituents visiting St. Nicholas Croatian Catholic Church Campus in connection with SPMMMV/Vanka Murals must complete the acknowledgement statement below prior to arrival at St. Nicholas.

Acknowledgement \*

I acknowledge that I have read and agree to comply with the terms outlined in the SPMMMV COVID-19 Infection Control Policy.

Name \*

Input field for First Name

Input field for Last Name

Date \*

Input field for MM

Input field for DD

Input field for YYYY