

Luminous Works Phase 2 COVID-19 Exposure Control, Mitigation, and Recovery Plan

PPE

All students, staff and instructors are required to wear cloth or other approved and appropriate face covering at all times while inside the classroom.

Distancing

No more than four (4) students will be admitted per class. Seating is minimized and arranged to maintain at least six feet of space between all attendees and staff. Public/shared seating areas are off-limits. See <https://www.luminousworks.com/about> for the current seating map.

Breaks (including lunch) may be taken on the outside patio while maintaining safe distancing (outdoor seating is provided with this in mind). In the event of inclement weather, students should consider taking lunch elsewhere (in their cars, for example).

Each workstation is provided with tissues, and small trash receptacles. Keyboards, mice, and chairs are sanitized before each course with EPA-approved, CDC-recommended disinfectant.

Handwashing

Luminous Works provides two (2) fixed hand washing stations (one in the restroom) so staff and students can wash their hands frequently with soap and hot and cold (or tepid) running water.

We ensure an adequate supply of soap, water, and towels and regularly restock supplies and empty the trash.

All Luminous Works staff wash hands frequently and effectively when they arrive, leave their workstations for breaks or use the bathroom, before and after they eat or drink, and after touching any surfaces at risk of being contaminated. We actively encourage students to do the same. We provide supplemental hand sanitizer as well for students and staff.

Routine and Frequent Cleaning/Disinfecting

Luminous Works maintains appropriate and adequate cleaning supplies for scheduled and, when necessary, spot cleaning of every workstation whether or not there is a suspected or confirmed COVID-19 case.

We regularly clean all surfaces to prevent build-up of dirt and residues that can harbor contamination. Each keyboard, mouse, or chair is used no more frequently than once every course and is properly disinfected like all high-touch surfaces (handrails, doorknobs, countertops, faucets, restroom, etc.) after each class using a bleach solution or other EPA-approved disinfectant.

Air Circulation

When possible, windows are opened to provide a flow of fresh air into and out of the facility. When noise or weather prohibit this, the HVAC system is used and its filtration is frequently cleaned and/or replaced. In the restroom, the ceiling fan is on throughout the day (and window opened, weather permitting).

Exposure Response

All students are strongly encouraged to contact us if they exhibit COVID-19 symptoms within 2 weeks of attending a class. We would then contact the other attendees (in that class and any following in that time) to encourage them to be tested. If any staff member or instructor becomes infected, all students who had a class with that instructor will be contacted as well.