

# 2020 LAA National Shows Procedures

The most risky situation for transmission of viruses such as COVID-19 is indoors with recirculating air, people talking or singing, and close proximity to others. Even outdoors, close proximity and lack of masks can still be risky. Therefore, for everyone's safety, we need to be diligent throughout our show setup, before, during, and afterwards to minimize known risks to our member volunteers, artists, AND our visitors.

Below is a summary of actions being taken for running the national shows safely following Colorado Governor Executive Orders and City of Louisville Ordinances to prevent virus exposure. Excerpt: *"In compliance with Gov Polis executive order and Boulder Health Dept face coverings (completely covering nose and mouth) are required for anyone over age 10 when inside public spaces and outdoors when social distancing of 6 feet cannot be maintained. Mesh, netting and other porous materials do not meet requirements or definition of face covering. This order has no end date and is in effect until rescinded"*. **THEREFORE, FOR ALL PHASES OF THE NATIONAL SHOWS: EVERYONE OVER AGE TWO IS REQUIRED TO WEAR A MASK AND SOCIAL DISTANCE. NO EXCEPTIONS, NO ARGUMENTS.** Facial covering may be factory- or handmade and improvised from ordinary household materials.

**If you are unable to wear a mask, please view our show virtually on our website and sign up for 'behind the scenes' volunteering.**

**LAA needs to be 100% compliant in order to offer the National Shows events.** This applies to **EVERYONE** associated with our shows:

- our volunteers, before/after shows and during the shows
- visitors
- artists/photographers delivering/picking up their work
- Judge
- videographer

We are not doing an in-person reception or awards ceremony. The awards will be recorded with the judge and then broadcast at 7pm on the evening when the reception would normally occur.

In general, from the City of Louisville Website:

- The Louisville Center for the Arts is available for rental for groups of up to 10 people.
- The facility will only be rented to one group per day in order to allow time for cleaning between rentals.
- The City allows only **10 people** to be in the center at the same time.
- The kitchen is closed except for the sink.
- Only one bathroom is open.

## **LAA procedure by phases of the shows:**

### **Setup:**

The setup volunteers will wear masks and maintain social distancing as much as possible. If they cannot maintain 6 ft social distancing for the purposes of moving equipment and similar, they will strive to minimize the amount of time in closer proximity.

Setup volunteers should plan to have the doors open while they work.

### **Art/Photography Check-in, same procedure for both events:**

- No artists are allowed in the building during check in.
- Tents and tables will be set up outside the front entrance for check in.
- Volunteers will be wearing masks and sitting 6 feet apart.
- Hand sanitizer will be available to use between each artist check in.
- Artists will queue up while staying 6ft apart and wearing masks.
- Artist will step forward with their work and inventory sheet and one of the volunteers will mark their work as being received.
- \*Curb side acceptance for artists not able to wear a mask may be available with prior arrangement. (Details to follow).
- The work will be given to a “runner” who will bring the work into the center.
- Runners should wear gloves (supplied) to handle the artwork, if not wearing gloves, then washing hands or hand sanitizer is required between handling different pieces of the work.
- Shipped work will be checked in by the shipping crew, again maintaining social distancing and wearing masks and using hand sanitizer frequently. Gloves are optional.
- Return shipping boxes will be stored
- Checked in pieces will be left against the North wall and the West wall of the Center.

### **Hanging the shows/setup bins:**

- No one is allowed in the center except the hanging crew and anyone helping them.
- The public may not enter and use the bathroom or kitchen for any reason except emergencies. If used, they are encouraged to wash hands before and after use.
- Beverages are not allowed in the center at any time by anyone.
- Hanging crew must wear masks and maintain social distancing as much as possible. When not possible, the crew should make those situations as short as they can.

**Art/Photography Check-out, same procedure for both events:**

- No artists or photographers are allowed into the center during check out.
- Work will be taken off the walls and will lean against the south and east walls, grouped alphabetically by last name of artist for ease of locating.
- Art will be checked OUT at the back entrance only.
- Artists must line up at the back door for pickup. They must wear masks and socially distance.
- A volunteer will greet the artist and get name and items to be picked up while maintaining social distancing of 6ft
- Artist will be asked to wait near back entrance maintaining 6ft from others while their work is retrieved by a runner in the building.
- Masks are required by volunteers and by the person picking up the work due to close proximity of handing over the work.
- One container marked “clean” will hold pens that are cleaned with disinfection wipes and another container marked “used” will be available for artists to put pens after signing out any required check out paperwork. These pens will be recleaned with disinfections wipes (or hand sanitizer with paper towel) and placed in “clean’ container once dry.
- If area allows, a table may be set just outside back door for volunteer/runner to set the work then artist step forward and retrieve the work from the table to minimize their close proximity.

**NOTE: Check in for the National Photography Show is the same day as Check-out for the National Fine Art Show. Check in for NPS occurs at the entrance of the building and check out for NFAS occurs at the exit of the building, no exceptions.**

- Volunteers and runners are encouraged to work in teams, switching duties between working in the center and working outside to minimize close contact while inside the building and wash hands/use hand sanitizer frequently.

**During the shows:**

- Volunteers will switch duties so that no one is in the center for more than half an hour during any one shift. If the Volunteer does two shifts in a row, the inside period should be at the beginning and end of the shifts.
- Only 10 people at a time are allowed in the show including volunteers.
- Visitors will enter via the ramp through the front door.
- All visitors will exit out the back door.
- Signs will direct traffic through the show.

- Metering people into the shows. One person will be checking visitors in and one checking them out with communication between the two volunteers so as one leaves, another is allowed in. Discourage groups of people congregating in one area. Discourage handshaking, hugging, etc.
- Groups may need to wait until enough have left to allow the group in together, i.e. a group of 5 will have to wait until 5 have left they cannot enter as a group if only 2 people have left. Larger groups may need to split up into several smaller groups to maintain the 10 person limit.
- Masks will be available for visitors who don't have them.
- Gloves and sanitizer will be at every artwork bin. Volunteers will need to monitor that any used gloves are disposed of properly.
- Purchases will be processed at the back entrance only.
- Donations jar will be at the back door.

### **Voting for the People's Choice Award:**

Voting for the People's Choice awards will be available online as well as via an iPad at the back entrance. The iPad will have a stylus attached as well as alcohol wipes to sterilize it. The iPad will have a cover that can be sanitized with alcohol wipes as well. Business cards with the URL for voting will also be available as visitors leave the show if they want to vote from home.

### **For those who cannot attend the show in person:**

An online slide show will be presented, with all of the pieces in each show, the same as our virtual member shows. Each Online Show will debut when each show officially opens.

### **City & State Regulations Summaries:**

Taken from City of Louisville and City of Louisville Regulations

It is unlawful to enter a place of public accommodation (i.e. a business open to the public) without wearing a facial covering. The owner or person in responsible control for the premises will be held liable for anyone who does not wear a facial covering while on-site. Exceptions may apply (i.e. children under the age of 2, persons with existing health conditions, etc.)

**Individuals seeing others without facial coverings within a business should report the individual to the store management (event organizer) who should then ask**

**the person to put on a facial covering, or leave the store (event) absent medical or age exceptions. If the person does not leave, management (event organizer) should call the Louisville Police Department 303.441.4444.**

**For more details and up to date information go to:**

**Colorado.gov website Preventing the spread of COVID-19**

<https://covid19.colorado.gov/prevention>

**Keeping 6 feet of physical distance between all people at  
Safer at Home State Guidelines**

<https://covid19.colorado.gov/guidance-for-everyone>

**Facial Covering - City Ordinance**

Facial covering requirements in Louisville are covered by City Ordinance 1799 (continued from City Ordinance 1793 and City Ordinance 1795), which remains in effect until City Council amends or repeals the ordinance.