

CORNELL CREATIVE

ARTS CENTER

129 Cornell Street
Kingston, New York 12401
Phone # (845)797-4054

www.cornellcreativeartscenter.com

info@cornellcreativeartscenter.com

POLICY

PROCEDURE

SAFETY

**PARTICIPANT
INFORMATION**

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About the Cornell Creative Ceramics Studio



OUR MISSION

To cultivate a synergy between businesses, artists and people with disabilities working creatively together and empowering one another in order to achieve their goals and reach their true potential.

OUR VISION

The Cornell Creative Arts Center is a vibrant inclusive community based art center that provides a place to make, engage in and share art. The CCAC offers services that lower the barriers to participation in the arts and integrates the experience of art into the life of the Midtown Kingston community. We work towards creating an experience in which all people can incorporate the creative arts into their daily lives, to increase community connections, a sense of empowerment, to build sustainable businesses and to help establish better overall well-being.

ABOUT US

The Arc Mid-Hudson opened the doors to the Cornell Creative Arts Center in 2020. The Arts Center is a 10,000+ square foot open space where professional artists, videographers, graphic artists and various dance & movement teachers will be able to rent space at an affordable rate, and in return teach classes to people we support and to the public. The Arc Mid-Hudson has many aspiring artists that benefit from utilizing the Cornell Creative Arts Center as a way for them to express their artistic abilities and gain confidence and pride in the artwork they create.

Contact Information

	Name	Phone #	Email
Art Director	Rachel Jacob	331-4300 x 42305 845-797-4054	Rachel.jacob@thearcmh.org
Admin/ Graphic designer	Elena Lo-McEnaney	845-443-3070	Elena.lo-mcenaney@arcmh.org
Ceramics Studio Manager	N/A	----	----
Supported Arts Program Instructor	Jillian Rahm	845-798-8275	Jillian.rahm@arcmh.org
Alarm & First responders	9-1-1	HealthAlliance Hospital 845-331-3131	
General Inquiries		(845)303-0266	info@cornellcreativeartscenter.com

Operating hours- Art Center

The Art Center is open generally 8:00a-8:00p Monday- Saturday. Please check with us by visiting our Facebook, or calling to verify art center hours during the COVID-19 Pandemic, as our hours may shift. The Art Center will be closed for any federal or bank holiday. The Art Center may also intermittently close for maintenance, inclement weather or special events. The CCAC follows the closures of the Kingston School District and or/ the City of Kingston.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CLOSED	8a-8p	8a-8p	8a-8p	8a-8p	8a-8p	8a-8p

Operating hours- Ceramic Studio

The Ceramic Studio is open generally Monday-Tuesday-Friday- Saturday. Please check with us by visiting our Facebook, or calling to verify art center hours during the COVID-19 Pandemic, as our hours may shift. The studio will be closed for any federal or bank holiday. The studio may also intermittently close for maintenance, inclement weather, or special events. The CCAC follows the closures of the Kingston School District and or/ the City of Kingston.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CLOSED	9:00a-4:00p	9:00a-5:00p	Flexible	CLOSED	2:00p-7:00p	9:00a-4:00p

Privacy Policy

The CCAC is committed to our participants, staff and public. We respect and value the privacy of our participants.

We will never publish personal information for participants of any age. Information provided during class registration will be kept completely confidential. We will never publish a participants first and last name, with the exception of event programs or gallery shows, without receiving prior permission. There may be occasions where a participants first name may be used for editorial reasons or to caption a photograph.

Use of Photographs, Video & Other Media

The CCAC reserves the right to publish photographs of participants and occasionally others (who have given permission), on the website, and/or in electronic and print media. Specifically, we limit the use of photographs and video media to the following:

- CCAC social media.
- Editorial content within the website.
- Certain existing and future website features, such as photo galleries and video clips.
- Print media, such as a brochure, or magazine/newspaper item.
- Electronic media, such as banner advertising or email newsletter.

While we hope you allow images to be used for the aforementioned uses, Participants and/or parent/guardian of a participant(s) may opt out of print publication, inclusion in website content, or both. If participants and/or the parent/guardian of a student(s) wish to opt-out of inclusion in any form of media, please indicate such request on CCAC publicity release form (See Appendix). We will never sell, share, or distribute photographs to any third party.

Dress Guidelines

Participants should be dressed in a manner that reflects the CCAC vision and mission, demonstrates respect for themselves and the community, and promotes focused teaching and learning. Therefore, clothing must completely cover the chest, stomach, back, and buttocks at all times.

Clothing must not:

- Contain writing or images that include direct or indirect references to violence, profanity, sexual issues, alcohol, or drugs
- Be sheer or reveal undergarments
- Be appropriate for dance/movement class and not wear outdoor footwear within the dance studio

Rules of Conduct

Participants and guardians are expected to be respectful and polite to one another as well as to CCAC staff members. Any rude or aggressive behavior from participants or guardians will not be tolerated. Any use of offensive language or harassment of CCAC staff members will result in a participant being asked to leave without a refund. Participants are expected to act respectfully towards fellow participants, visitors and staff members. All members of the community should speak courteously to each other at all times. The CCAC is a smoke free property- there is no smoking or vaping within 30 feet of the facility.

Lost & Found

Lost and found items brought to the reception desk will be held for a reasonable amount of time. If not claimed, items will be sent to local charity organizations. Participants are asked to mark all belongings with their names in permanent ink. Valuables and large sums of money should not be brought to CCAC. The CCAC assumes no responsibility for loss or theft of clothing, shoes, books, laptops, electronics, or other personal items that are left unattended.

Mindbody Platform

Mindbody is our business management software that helps us with: registration, scheduling, video library, and virtual livestream classes and events. Participants who want to enroll in any service offered by the CCAC must create an account with Mindbody, and then pre-register for class. At this time, we do not permit drop-ins. This is to ensure we can properly accommodate capacity needs, and sanitize and clean between each class or event.

Participants can access our Mindbody platform through 3 ways:

- 1) Through the CCAC website- scheduling & registration: www.cornellcreativeartscenter.com
- 2) Directly through the Mindbody platform- Scheduling, registration, account information, store: <https://clients.mindbodyonline.com/networkdashboard/?studioid=607525#>
- 3) Through the Mindbody App:
 - **CCAC ID#:** 607525

General Art Center Studio/Classroom Safety & Code of Ethics

Code of Ethics:

- Visitors and Staff will be treated fairly with dignity and respect.
- Visitors and Staff have the right not to be discriminated against on the basis of race, color, national origin, ethnicity, age, gender, sexual orientation, marital status, disability, political beliefs, or religion.
- Visitors and Staff have the right to be free from physical or mental abuse, retaliation, and corporal punishment, any physical or chemical restraints imposed for the purpose of discipline or convenience, or financial exploitation.
- Visitors and Staff have the right to privacy.
- Visitors and Staff have the right to confidentiality. Information collected for registration, payment, or COVID-19 tracing will remain private.
- Visitors and Staff have the right to communicate in their native language (including American Sign Language, PECS, and Spanish). CCAC will try our best to accommodate all modalities of communication.
- Visitors and Staff have the right to lodge a complaint, voice a grievance, or recommend changes in policy or services directly with the Arc Mid-Hudson.

Materials/ SDS/ BBP & PPE/ CPR:

- All materials have a SDS located in a yellow binder in the Art Directors office.
- A basic first aid kit, containing a CPR mask, is located at the receptionist desk.
- The orange BBP binder is located in the Art Directors office.
- BBP exposure personal protective equipment is located at the receptionist's desk.
- General PPE and cleaning supplies are located in the storage closet

Equipment:

- Do not use any equipment unless you have received personal instruction and permission from a staff person.

Building Access & security:

- Rental tenants have 24/7 access to the building and must have their ID badge at all times.
- Contract Instructors will have access to the building during business hours only and must wear their ID badges at all times.
- The building is alarmed after hours and has internal and external security cameras.
- Any students, members of the public, or class/event participants must first check-in with the receptionist before proceeding through the building.
- CCAC will screen all visitors for COVID-19 by asking them to complete a standard questionnaire and a temperature screening. We will ask for your contact information and keep a record of this information.

Sanitization:

- All common areas and bathrooms will be cleaned routinely by janitorial staff
- Dance/Yoga equipment will be sanitized between each class
- Hand soap will be available at all sinks within the art center
- Hand Sanitizer stations are located throughout the art center
- No art supplies will be shared, each participants will receive their own supply and material kit. Any equipment that is shared will be sanitized after each use.
- Instructors will clean and sanitize their classroom space after each class

Other:

- There is no eating or drinking permitted within the class space at this time, to ensure participant safety.
- Masks or facial coverings must be worn at all times when in the art center.

General Ceramic Studio Safety

- Do not use any wheel, kiln, spray equipment, slab roller, grinder, etc. unless you have received personal instruction and permission from a staff person. Permission to use kilns requires apprenticeship and testing.
- Studio Manager must turn off any electrical equipment after using it - wheels, kilns, fans, pugmill, etc.
- If you are the last to leave, make sure that all the windows are closed, and that the lights have been turned off.

Compliance & Policies

CANCELLATION & ATTENDANCE POLICY

Registration fees are refundable if the cancellation is made 3 days or more prior to the scheduled date of the class or workshop. There are no refunds for cancellations made less than 3 days before the class starts, or for any class/workshop the participant does not attend. No exceptions can be made.

The Cornell Creative Arts Center reserves the right to cancel any class or workshop if the minimum number of participants is not met, or due to extreme weather conditions. Please call (845)303-0266 by 8:00a or visit www.facebook.com/cornellcreative for weather related closings and cancellations.

There are no makeups for missed classes/workshops except when the participant TIMELY notifies the CCAC and arranges to reschedule prior to the cancellation period. No refunds or makeups for a class missed by a participant as part of a multi-week session. If a class is cancelled due to weather, or technological difficulties (virtual classes only) we will try our best to reschedule an additional makeup class. Additional makeup classes may be at a different time/day than the regularly scheduled session.

PURCHASE POLICY

All purchases –class, session, enrollment, event, item and registration /materials fees are paid through Mindbody. We accept all major credit cards –no cash. Checks may be accepted on a person by person basis. Receipts can be printed or sent via email on file. Registration fees are due at the time of signing up for a class or workshop. Should you have any difficulty registering or paying for a class/workshop please contact the CCAC by calling (845)797-4054 or emailing info@cornellcreativeartscenter.com.

If you are paying with a Promo Code and cannot apply at the time of purchase, please notify us immediately. Promo codes cannot be applied retroactively after a purchase is complete.

Promo codes and discounts: We offer a variety of promotional codes and discounts- no type of discount off can be combined or stacked. Discounts cannot be applied on top of internal Grants. Those receiving services from the Arc Mid-Hudson may receive a 50% discount on the cost of registration. No discounts may apply to Virtual classes at this time, unless specifically noted.

Financial Assistance:

The Arc Mid-Hudson provides a 50% discount to any person who receives support from the Arc Mid-Hudson. We will provide additional assistance to people supported by the Arc Mid-Hudson who demonstrate financial need. Assistance covers up to 50% of the remaining cost of any individual event (class/workshop) registration.

To Apply:

Interested participants must complete an application for financial assistance at least 2 weeks prior to the event start date.

Please answer the following:

- 1) What class/workshop/event do you want to register for?
Please include the name of the event, date, time- as listed on our website www.cornellcreativeartscenter.com
- 2) What is the amount of funds you are requesting to be covered?
- 3) How would you benefit from financial assistance?

Completed applications can be returned to rachel.jacob@arcmh.org

We will verify financial need on an individual basis.

SICK & COVID-19 POLICY

The CCAC works to provide a safe and healthy creative environment for all our stakeholders. We request the following “Sick Policy” be followed by our participants, guardians, our staff and our volunteers at all times.

As a general rule: if you or the person you are supporting/supervising have a fever or are too sick to go to work or school, then you are too sick to attend classes or events at the CCAC.

The following guidelines are more specific and we request that visitors with these symptoms not visit the CCAC:

- Fever
- Flu-like symptoms (headache, high fever, chills, lethargy, muscle aches, cough, sore throat)
- Upper respiratory infections (cough, nasal congestion, runny nose, scratchy throat, painful swallowing, watery eyes – with or without fever)
- Cold symptoms (a fresh sneezy and runny cold)
- Diarrhea or vomiting
- Conjunctivitis or “pink eye” infection
- Strep Throat

COVID-19 Specific Policy

The CCAC occupancy will be limited in accordance with NYS guidance. Social distancing will be followed and encouraged whenever possible. Class size will be limited to ensure participant safety.

No art supplies or equipment may be shared by multiple users, participants or instructors at this time, when reasonable. When handling commonly touched materials (scissors, markers, pens, paintbrushes, etc.) gloves will be used.

Staff and visitors will answer standard COVID questions (1- Any COVID-19 symptoms in past 14 days, 2-did you test positive for COVID-19 in past 14 days, and/or 3- have you had close contact with confirmed or suspected COVID-19 case in past 14 days) and take their own temperature prior to coming into the art center and document their findings- all results will be emailed to Director at the start of each shift. A touchless wall thermometer, or handless touchless forehead thermometer will be available for use at the main Cornell St. entrance.

- If a person registers a fever of 100.0 or higher, they will not enter the CCAC and should follow up with their PCP.
- If a person develops a fever on shift, they will immediately notify the Director, leave to go home, and follow up with their PCP.

All staff and visitors will put on and use a mask or facial covering while in the art center. (Properly covering both nose and mouth). If a person does not have their own mask, a surgical mask will be provided for them. Everyone must follow proper hand hygiene, and wash hands:

- Before, during, and after preparing/eating food
- Before and after treating a cut or wound
- After using the bathroom
- After blowing your nose, coughing, or sneezing
- After touching garbage
- After cleaning

One person will be permitted to occupy each bathroom at a time- occupancy signs will be posted accordingly.

All surfaces must be cleaned with disinfectant products before and after use. Frequently handled surfaces should be disinfected regularly. Disinfectant wipes, gloves, and masks will be provided for the receptionist, and Full time Instructors- teaching on-site. Hand sanitizer is available throughout the art center.

Other

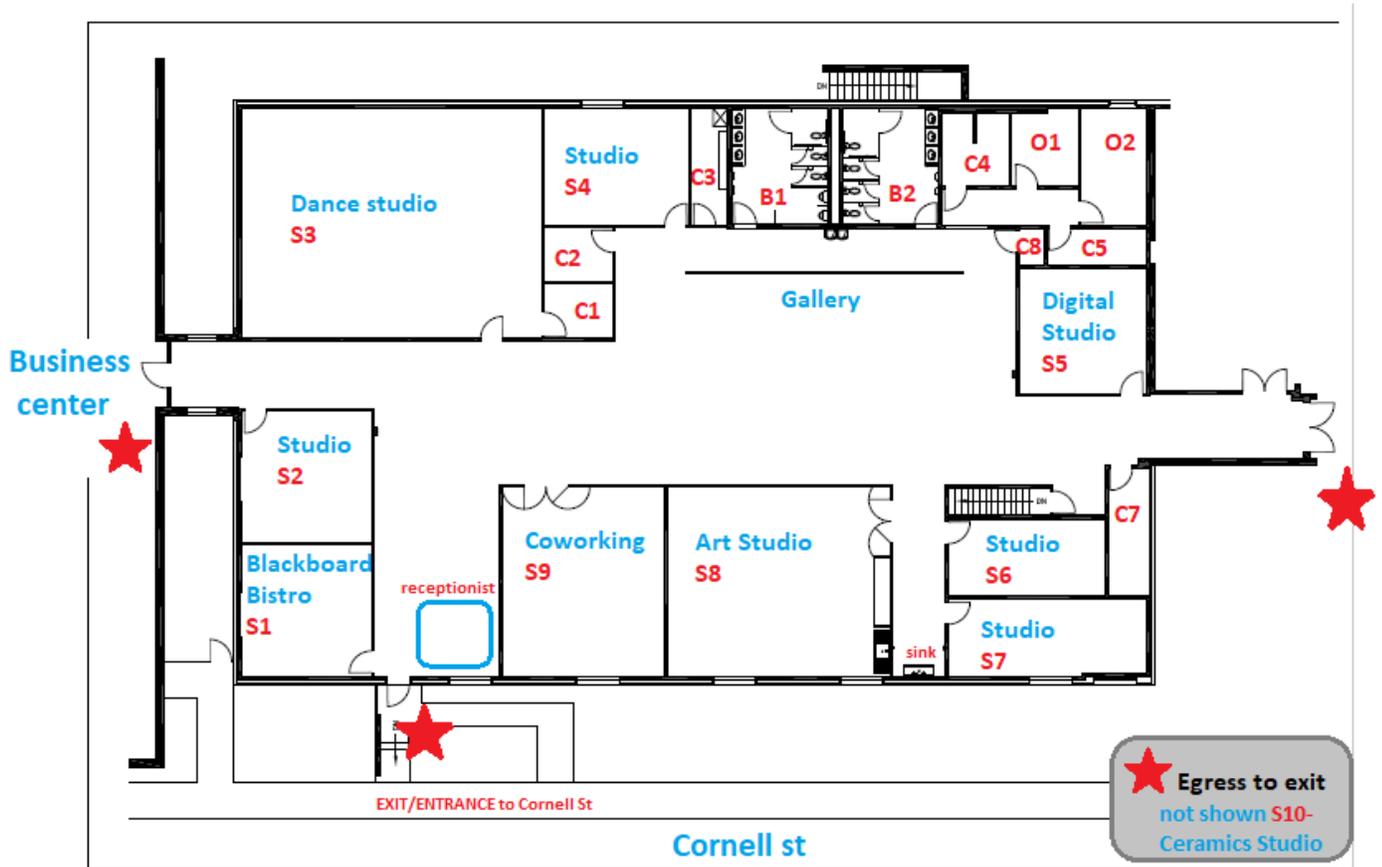
Signage is posted throughout the CCAC to remind staff and visitors to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

Employees, visitors, and customers may stay of updated information by checking the CCAC website, or signing up for the CCAC newsletter.

The CCAC will maintain a continuous log of every staff who may have close contact with other individuals at the work site or area. The receptionist will be responsible for maintaining this log.

Layout & Blueprints

Closets:	Studios/offices:	Classrooms	Other
C1- changing room	S1- Blackboard Bistro	S3- Dance/movement studio	B1- Men's Bathroom
C2- coat room & storage	S2- Rental space A	S5- Digital Arts studio	B2- Women's Bathroom
C3- janitorial closet	S4- Rental Studio B	S8- Art Studio	S9- Co-working space
C4- storage	S6- Rental Studio C	S10- Ceramic Studio	
C5- storage	S7- Rental Studio D		
C6- Mechanical closet	O1- Lori McCabe, Snr Director of communication & development		
C7- Electrical room	O2- Rachel Jacob- Art Director		



Fire Safety Plan & Evacuation

ARTS CENTER FIRE PLAN:

Facility is a one-story industrial type dwelling

Designated Meeting Areas are in the rear Parking Lot (1) [facing Bruyn Avenue] at least 30 feet from the building

Exits are located:

- Door 1 (Main Entrance of Ceramic Studio) opens to Bruyn Ave
- Door 2 (Business Center Entrance) opens to Bruyn Ave
- Door 3 (Stairwell at the Cornell St. and Tenbroek Ave near elevator lobby)
- Door 4 (Main entrance to Art Center) opens to Cornell St
- Door 5 (Emergency exit only, near Pecora doors), opens to parking lot on Bruyn Ave.

The Cornell Creative Arts Center and Ceramic Studio are equipped with an automatic fire sprinkler system services by Sullivan Fire Protection Corp.

- CSS (845) 297-2700 provides monitoring for the fire detection and alarm system which includes smoke detectors, heat detectors, carbon monoxide detectors, manual pull stations, emergency lights and illuminated exit signs.
- Fire protection is provided by Kingston City Fire Department.

Employee Responsibility upon Actual Discovery of a Fire:

R -Remove and Close the Door to the room of the fire origin. Make sure all individuals in the area are rescued and directed to the nearest exit.

A -Alarm – Call 911 to alert the fire department.

C -Confine the fire by closing all doors while exiting the building.

E -Evacuate the building by the closest exit and go to the designated safe area.

The sequence of rescuing, closing the door, pulling the alarm and evacuating is extremely important. Flash over could occur during the time that it takes you to go and pull the alarm, get help, or retrieve a fire extinguisher first.

Note: The following additional steps should be followed in case of a fire:

All employees and participants should be aware of the dangers of flash-over and how entering a room too quickly could be disastrous. **Before opening a closed door: Feel for heat! Using the back of your hand, start at the bottom of the door and work your way to the top to feel if it is hot.**

Observe for smoke coming from under or around the door. **If the door is hot, Stop, Do Not Open the door, proceed to the exit.** If it is not hot, open the door slowly and evaluate the situation. If there is minimal smoke or heat, staff may try a rescue attempt. If they make the judgment that it is too hot or dangerous to enter, employees may have to shut the door to that particular room.

- If the room is full of smoke, stay close to the floor and crawl on hands and knees to safety.
- A wet cloth over the mouth and nose will reduce the heat of the air being breathed, but it will not stop poisonous gases from entering your lungs.
- The escape from a burning building should be horizontal or downward, never upward.
- Unless you are sure someone is right behind you, close all doors as you pass through them.

Actions to Be Taken Upon Smelling Smoke:

If an individual smells smoke, they should immediately evacuate the building. **Call 9-1-1** Perform RACE when the fire is actually found.

Actions to be Taken When Alarm Sounds:

In the event an alarm rings, everyone should immediately start evacuating the building (see Staff Responsibilities section below for specific details). Perform RACE when the fire is actually found.

Specific Employee Responsibilities:

*In the event that staff discover smoke or fire, they are to proceed to the nearest pull box and activate the alarm, exit the building, and meet in the nearest Designated Meeting Area- Rear Parking Lot (facing Bruyn).

- Mobile people should exit first with at least one staff to supervise them, remaining staff should assign individuals to hold doors open to staff can assist people using wheelchairs. Last person should relieve the individuals holding the doors and ensure doors are closed upon their evacuation.
- All available employees are expected to assist where needed.

Reception is “Central Command” and will exit the building with a Walkie Talkie.

It is the Receptionist/admin, Supported Arts Manager, Ceramic Studio Manager or studio instructor’s responsibility to bring attendance sheets (may be digitally accessed on cellphone with Mindbody app). If the room is assigned a walkie talkie, it is the responsibility of the Studio Instructor to take the walkie talkie with them and take attendance once in the meeting place. Any missing people should be reported to the Director/Admin/receptionist or anyone with a walkie talkie. This person will wait until Central Command contacts them and be ready to report any missing people. Please stay off the walkie talkie until they are contacted, in order to avoid confusing cross-chatter.

Central Command will contact each Meeting Area to confirm that everyone is accounted for. Central Command has the authority to give the “All Clear” for all individuals and staff to re-enter the building.

Supervising People

Employees will assess the physical needs of the evacuees and communicate those needs to the appropriate person in an attempt to meet those needs. Eating, drinking, and/or smoking are prohibited during all emergency evacuations.

Fire Watch

In the event that the monitored alarm system is not functioning, a Fire Watch needs to be initiated and maintained until the alarm system is functioning.

Fire Watch consists of a staff walking through the building looking for signs of a fire, including, but not limited to flames, smoke, smells, or extreme heat. The walk through needs to be completed and documented every 15 minutes. When possible, an announcement is made through the building, informing people of the Fire Watch and assist in being aware of any possible situations and alerting the receptionist of any concerns.

Documentation is completed on the FIRE WATCH SAFETY CHECK form.

Gas Odor Procedures- Ceramic studio & Gas kiln

Actions to be Taken Upon Smelling a Gas Odor:

Do not close doors or windows and do not operate or use any electrical devices, including the alarm. Inform you're the Ceramic Studio Manager that you smell gas and evacuate the building.

1. First employee that gets to the exit should assign someone to hold door open for everyone following and then evacuate with the individuals and be in charge of guiding them and supervising in the assigned designated meeting area.
2. All other employees and participants should then evacuate
3. The last person to evacuate should relieve the individuals holding the doors, ensure that there is no one behind them, close the doors and follow the people in front of them.

Medical Emergencies

- A first aid kit will be available with the receptionist and in the Ceramics Studio. The receptionist and Ceramic Studio manager are CPR and First Aid certified.
- In the event of any medical emergency beyond basic first-aid, Emergency Services (9-1-1) will be called.
- The local hospital is the HealthAlliance Hospital located at 396 Broadway in Kingston.
- Their phone number is 845-331-3131

Calling 9-1-1:

- When calling 911, always verify that they have your correct location.
- If you've logged into a phone with an extension from another building the address will show the other building, not where you are calling from.
- If you have logged into a phone, ideally hit log out before calling 911.
- It is understandable that in an emergency you may not think of this, so always make sure that 911 has the correct address.
- **If you are calling from a large building notify the receptionist after calling 911 so they will know where to send emergency personnel when they arrive. The art Center's address is 129 Cornell St. Kingston 12401. The Ceramics studio address is 80 Bruyn Ave, Kingston NY 12401.**
- **The Art Center Receptionist will notify the Pecora center receptionist incase EMS arrive at 139 Cornell St.**

Severe Weather Procedures

Location: Cornell Creative-Arts Center & Ceramic Studio

A Severe Weather Watch or Warning is issued by the National Weather Service.

A Severe Weather Watch: Will alert you that severe weather is expected or that conditions are favorable for the development of severe weather in your area.

When a Severe Weather Watch is issued: A watch may be issued hours before a storm. After you learn of a watch, check weather information frequently. While watches may be issued before storms form, thunderstorms may be developing when the watch is posted, or thunderstorms may be ongoing and moving into the area. By checking the weather information again, you will be aware of what is going on around you. Below are several options you can use to stay informed about your local weather:

AM/FM Radios
Weather radios
TV news channels (Weather Channel)
Internet
Emergency alerts via phone, e-mail or text

A Severe Weather Warning: Means that severe weather is occurring, imminent, or will likely occur in the location indicated and is a potential threat to life and property. People in the warning area need to take action immediately.

Do Not Ignore Severe Thunderstorm Warnings! Severe thunderstorm warnings can precede tornado warnings. Staying aware of local Thunderstorm warnings will provide you with extra time to prepare for a dangerous storm. If there is a severe thunderstorm coming your way, staff are expected to monitor it closely, especially if a tornado watch is also in effect. Move inside and away from windows. Severe thunderstorms can produce damaging straight-line winds and large hail. Monitor the weather information continuously. In certain conditions, severe thunderstorms can and do produce tornados.

When a Tornado Warning is Issued:

Tornado warnings contain information that lists the cities and towns in the path of a tornado. While the National Weather Service strives to provide the most detailed and accurate information possible, there may be occasions when your small town or community is in the path of a dangerous storm, but is not listed in the warning text. Be cautious when using detailed forecasts of time and location. Because of the way radar works and how storms behave, these times and locations could be off by several minutes and several miles. Allow yourself plenty of time to get to shelter.

***Studio Manager will turn of electricity and gas to Kilns**

***If you are already inside get as far into the middle of the building as possible.**

***Flying and falling debris are a danger. Use pillows, blankets, coats, helmets, etc. to cover up and protect your head and body from flying debris.**

***Do not open doors or windows.**

***Staff should make sure that doors are securely latched.**

***Stay in the safe area(s) until the danger has passed, and either the National Weather Service or local civil authorities have determined it is safe.**

****Be prepared to initiate emergency evacuation procedures.**

*****When a severe weather warning is issued, the safe area for this location is inside the building away from windows.**

Threat of violence (Lockdown)

PROCEDURE STATEMENT

Purpose: A Lockdown may be executed if there is an immediate threat of violence in or around the building. The primary objective of a lockdown is to quickly ensure all employees, individuals and visitors are secured in rooms away from immediate danger.

A Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. Executing a Lockdown involves barricading doors, hiding from view, remaining silent and readying a plan of evacuation as a last resort.

Application: The procedure applies to all employees and members of the public participating in activities at the Cornell Creative Ceramics Studio located at 139 Cornell Street, Kingston, NY 12401.

ACTIONS: Taken when an immediate threat is recognized.

Initiate Lockdown (Do Not Pull Fire Alarm!!!)

1. When a threat is identified, contact reception to make an announcement by intercom, Public Address (P.A.), or otherwise. If Reception is not responding, make the page yourself.
2. The person announcing the lockdown will contact 911.
3. In events where an immediate threat to life safety is recognized (such as a person armed with a gun in the hallway) any staff shall initiate a lockdown.

Lockdown must be immediate and deliberate.

ANNOUNCE: "LOCKDOWN! - LOCKDOWN! - LOCKDOWN!"

Execute Lockdown

- **IF SAFE**, immediately gather people from hallways and areas near you & turn off all lights.
- Lock your door(s) and have people move strategically away from the doors and windows, silence cell phones and ****REMAIN SILENT****.
- If you can move obstacles in front of the door to assure it cannot be opened.
- Do not allow anyone, under any circumstance, to leave your secured area.
- Do not answer or communicate through your door or Studio phone.
- Silence cell phones and limit use to only relay pertinent information to 911, (i.e., description/location of active shooter/victim injuries).
- **Do not respond/evacuate to fire alarm.** Doing so could compromise safety.
- Document and attend to any injuries to the best of your ability.
- Take attendance and include additions and missing person's last known location.
- Do not respond to Public Address (P.A.) system or other announcements after the LOCKDOWN has been indicated.
- If an intruder enters the room, use **WHATEVER** means necessary to protect yourself and others. You must be prepared to fight for your life and use physical force or possibly deadly force to stop the intruder. Potential tactics include:
 - Moving about the room to lessen accuracy.
 - Throwing items (books, clay, phones, etc.) to create confusion.
 - Assaulting the shooter/intruder – use whatever objects you have in the studio as a weapon such as blunt force objects (chairs, tools, etc.) to incapacitate the intruder – **FIGHT!**
 - Tell others to get out anyway possible – **RUN!**
- Vehicles will be directed away from the building in the event of a lockdown.
- **LOCKDOWN WILL ONLY END WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM OR SECURED AREA BY LAW ENFORCEMENT.**

Threat of violence (Lockout)

PROCEDURE STATEMENT

Purpose: The courses of action the agency will execute to secure buildings and grounds during incidents that pose an imminent concern outside of the building. The primary objective of a lockout is to quickly ensure everyone is secured in the building away from the outside danger.

Application: The procedure applies to all employees and members of the public participating in activities at the Cornell Creative Ceramics Studio located at 139 Cornell Street, Kingston, NY 12401.

ACTIONS: Taken when an immediate threat is recognized.

Initiate Lockout:

“**Lockout**” will be announced by intercom, Public Address (P.A.) System, or otherwise.
(DO NOT USE CODES, COLORS OR CARDS)

Announcement:

- **YOUR ATTENTION PLEASE.**
- **THERE IS A SITUATION REQUIRING THE BUILDING TO LOCKOUT.**
- **ALL OUTDOOR/OFFSITE ACTIVITIES ARE CANCELLED.**
- **EMPLOYEES CONDUCTING OUTDOOR ACTIVITIES SHOULD BE CONTACTED & TOLD TO REMAIN AWAY FROM THE BUILDING**
- **PLEASE CONTINUE REGULARLY SCHEDULED INDOOR ACTIVITIES.**

Execute Lockout

- After making the above announcement, Reception will contact 911 and inform them that the building is on Lockout and why.
- All outdoor/offsite activities shall cease and anyone off premises should be contacted by cell phone and redirected to the Administrative Offices at 471 Albany Avenue.
- Authorized personnel will log onto Keri Systems Client and Lockout all doors with badge readers.
- As soon as possible all exterior doors shall be locked. If safe, gather anyone outside in the smoking area or near a door and get them in the building.
- “No Entry” signs should be placed on locked exterior doors with windows by receptionist or designee.
- Staff located near exterior doors should check that doors are locked and secured. Report security issues to reception. Please see the chart below for door designations.
- Normal activity will continue within the building (unless directed otherwise).
- It is not necessary to turn lights off or to close blinds (unless directed).
- Do not respond to the fire alarm unless actual signs of fire are observed, or an announcement is made.
- Report any suspicious activity observed either indoors or outdoors to reception.
- A lockout will be lifted when notification is made.

Door #	Location	Designee
19	Door for Cornell Creative Business Center	Director (Rachel), Admin or Receptionist
20	Door for Cornell Creative Arts Center	Director,(Rachel), Admin, or receptionist
21	Emergency	Director,(Rachel), Admin, or receptionist

Director or designee will check to ensure the above doors are secured.

Chemical/ Hazardous material spill

An inventory of all hazardous substances known to be present in the workplace can be found in the yellow SDS binders. There is an SDS binder located with the receptionist in the art center, and a SDS binder located in the ceramic studio.

Should there be an exposure to a chemical or hazardous material, follow these General Response Guidelines:

For simple spills, emergency responders do not need to be notified. However, you should contact the safety office and the Director. Most importantly, before cleaning up a simple spill, be sure that you can do so safely. You must have the right personal protective equipment, including, at a minimum, appropriate eye protection, protective gloves, and a gown- these are located with the receptionist.

Infection Control Procedures

Consistent with the mission and overall philosophy of The Arc Mid-Hudson and the Cornell Creative Arts Center, we adopt the following policy with regard to infection control. In order to minimize the spread of infectious disease within the Arc Mid-Hudson, an Infection Control Committee has been formed. Consultants will not receive PPDs or BBP training.

An orange Exposure to BBP binder will be located with the receptionist.

PURPOSE:

1. Establish specific policies and procedures to minimize the spread of existing or anticipated infectious disease, following the recommendations of the Center for Disease Control, the State and Local Public Health Departments, and OPWDD.
2. Review any outbreaks of infectious disease or disease clusters which have occurred in its individuals, employees, volunteers, interns or consultants or contracted staff.
3. Maintain an Infection Control Manual and regularly review its contents.
4. Maintain a record of incidents and corrective actions related to infections and bloodborne pathogen exposures.
5. Annually and as needed, review of the Arc MH Bloodborne Pathogens Exposure Control Plan 9.03 and associated forms.
6. Review, evaluate, and document the circumstances surrounding bloodborne pathogens exposures and make recommendations for eliminating and or minimizing exposures.
7. Review the content of the bloodborne pathogen/infection control training courses offered to new hires during orientation and recertification, to assure compliance with current standards and regulations.

PROCEDURES:

1. The Infection Control Committee will consist of the Arc MH Medical Director, Director of Clinical Services, Director of Nursing Services, Senior RN's and Employee Health Nurse.
2. Meetings will be held quarterly. The Arc MH Medical Director or the Director of Nursing Services may call an emergency meeting of this committee in the event of unusual outbreaks of infectious conditions.
3. The Chairperson will be the Employee Health Nurse who is responsible for scheduling the meeting dates, setting the agenda, and distributing it to committee members in advance of the quarterly meetings. The Chairperson is also responsible for writing up the minutes of the meetings and sending them to all committee members.
4. Individuals served by the Arc MH, as well as those whom it employs, shall be provided with information and appropriate education which will promote understanding of infectious diseases to enable them to reduce their risks of becoming infected, and familiarize them with confidentiality laws and appropriate legal considerations, where applicable.
5. The Arc MH will inform susceptible employees of their potential exposure to individuals with known or suspected reportable communicable diseases as required by the New York State Department of Health, as well as significant other disorders identified by the Medical Director.
6. It is the responsibility of the employee to ascertain his/her individual risk and subsequent continued duties following consultation with their Primary Care Provider, the Arc MH Medical Director, Director of Nursing, Employee Health Nurse, Assistant Director of Human Resources, and/or the Director of Human Resources, and in conjunction with the local and or state health departments, and OPWDD Infection Control Staff as needed.

Communal Responsibilities

Please help foster a productive work environment in the art center and studio spaces by respecting the need for quiet concentration. Conduct extended personal conversations in the lounge area, not in the workspace. Music will be kept at a low volume.

Treat others with dignity and respect. If someone is bothering you, or you are not sure how to interact with another person, please ask the Studio Manager, instructor or Director for assistance.

Leave your work area clean and empty for the next person. All your work should be stored on shelves. Any work left on wheels or tables will be probably be moved to a shelf by someone needing workspace.

Take any heavy personal garbage (broken bisqueware, etc.) directly to the dumpster outside the building.

Do not eat, drink, or smoke in your work space or around class materials and art supplies.

Equipment authorizations / Orientation

Arts Center:

Do not move or operate any heavy equipment unless authorized to do so (i.e., furniture, easels, paper guillotine, and technology hardware)

Ceramics Studio:

There are scheduled demos on proper use of clay mixers, gas & electric kilns, pug mill, and kiln shelf care. All participants will be oriented to these items and be asked to sign a safety waiver (Appendix 5) form for using equipment properly. Participants are not authorized to use the above-mentioned equipment without authorization. Participants will also be asked to sign a safety waiver before engaging in a class. Failure to comply with the Ceramics Studio in responsibility and care of equipment constitutes our right to deny the privilege to use that specific piece of equipment.

Appendix

5- Safety Waiver

Cornell Creative Arts Center & Ceramic Studio Use Waiver

All Arts Center & Ceramic Studio participants are required to complete and sign a waiver, read and agree to abide by the safety procedures below as outlined by CCAC

Responsibility of participants

- Always follow the instructions of your teacher.
- Participants will not load, unload or operate the pottery kilns.
- Keep hair tied back in the ceramics studio.
- Do not eat in any of the art studios.
- Do not wear articles of clothing or jewelry that hang off the body when working in the ceramic studio.
- Do not wear open toed or open heeled footwear (i.e., flip-flops, sandals or clogs) in the ceramic studio.
- Do not use any equipment without an instructor present.
- All completed work must be picked up from CCAC no later than 6 weeks after the student's final class. CCAC is not responsible for any work left longer than 6 weeks. It is the participant's responsibility to pick up their work.

Print Name

[First & last] and/or name of Guardian/ Direct Support Professional

Sign Name and/or name of Guardian/ Direct Support Professional

Date

By signing here, I acknowledge I have read and understood the safety issues and waiver that have been outlined, and voluntarily agree to be legally bound by its terms.

Basic Safety in the Ceramics Studio

Participant Responsibilities & Rules in Ceramics Studio:

BASIC PARTICIPANT RULES

- Participants are responsible for keeping their personal items secure, we offer shelves to store personal items but CCAC is not responsible for these items.
- No propping open fire doors.
- No smoking or drug/alcohol use in the building.
- No working in studio when impaired.
- Wear proper footwear at all times - no open sandals or bare feet.
- No eating or drinking within the designated studio space
- Always listen to and follow classroom instructions
- Participants are prohibited from operating any of the equipment unless instructed & supervised by instructor
- Do not wear articles of clothing or jewelry that hang off the body & only wear closed toed footwear

KILN & PUGMILL AREA

- Only the Studio Manager is authorized to lead firing or use the Pugmill, participants may observe.
- Make sure safety signs are present and people are aware when firing is active
- Kilns will be fired when full- No firing half empty kilns.
- Must use visual witness cones in the Kiln(s), as a measurement of when the Kiln's firing process is done and to assist with deciding when to shut down the kiln
- The Studio manager will be the only person authorized to maintain the Kiln shelves and furniture, use appropriate Kiln wash to protect the shelves, and grind shelves as needed
- Studio Manager will clean area around kiln after loading, and before firing.
- Studio Manager will clean interior and exterior of all kilns after use.
- Return all kiln furniture to racks after use.

CLAY AREA

- Studio Manager will wear personal protective equipment at all times while working in the Clay Mixing Area and be exceptionally careful in cleaning up after mixing - no students will be permitted to mix raw materials
- Use the ventilation system at all times when mixing materials; wear a dust mask/respirator at all times.
- Clean all mixers by sponging out thoroughly when finished.
- Clean floor when finished - leave room clean and organized when finished
- Throw away all empty clay bags into the dumpster outside.
- Pottery wheels must be turned off when not in use
- Slab roller and canvases must be cleaned after each use.
- Do not use pottery wheels if you have a pace maker, unless cleared by your doctor

GLAZE AREA

- Wear personal protective equipment at all times while working in the glaze area, thoroughly clean after.
- Use the ventilation system at all times, specifically when measuring glazes.
- Use vinyl safety gloves
- After removing gloves, scrub and clean hands thoroughly after glazing.
- Place all scrap glaze in the hazardous waste barrel.



PUBLICITY AUTHORIZATION

FOR USE OF PHOTOGRAPH / IDENTIFYING INFORMATION FOR PUBLICATION PURPOSES

The Cornell Creative Arts Center understands that information about you is personal and we are committed to protecting the privacy of that information. As a result of this commitment, we must obtain your written authorization before we may use your photo. This form provides that authorization and helps us make sure that you are properly informed of how this information will be used or disclosed. Please read the information below carefully before signing this form. DO NOT SIGN A BLANK FORM.

PRINT Full Name:

Address:

City, State Zip:

Purpose of Release: Social Media Newsletter Website Publication ALL/OTHER

(If Purpose of Release section is left blank, authorization covers the full scope detailed below)

By signing this authorization, you permit and give permission for The Cornell Creative Arts Center and its employees, agents and affiliates, inclusive of The Arc Mid-Hudson, NYSARC, Inc. and The Arc of the United States, who are acting on behalf of The Cornell Creative Arts Center, to use your photograph / identifying information for purposes related to publicity, fundraising, marketing and general promotion of The Cornell Creative Arts Center and its various services/programs. You understand that your photograph / identifying information may be copied and distributed in various media forms including but not limited to brochures, mailings, newsletters, newspapers, press releases, social media sites, television and/or placement on The Cornell Creative Arts Center website or other websites. Direct or indirect remuneration may be received by The Cornell Creative Arts Center as a result of the use of your photograph / identifying information. The Cornell Creative Arts Center will endeavor to use your photograph / identifying information in accordance with standards of good judgment. Once publicized, The Cornell Creative Arts Center cannot warranty or guarantee any further dissemination of your photograph / identifying information. Accordingly, you release The Cornell Creative Arts Center from any and all liability related to distribution of you photograph / identifying information. Your authorization will remain effective from the date of your signature below and your information will be handled confidentially in compliance with all applicable federal laws. You may revoke this authorization at any time by written, dated communication requesting such amendment. You have a right to receive a copy of this form after you have signed it.

Signature of Individual or Guardian authorizing release:

Date:

Printed Name of Guardian

Description of Guardians relationship:

Handbook Acknowledgement

This form acts as a comprehensive signature acknowledgement indicating you have received the information within the Participation Handbook regarding the Cornell Creative Arts Center’s policy, procedures and guidelines.

Please Initial next to each area below to indicate the understanding and acceptance of these policy, procedures and guidelines.

Initial	Title
	Privacy Policy
	Rules of Conduct, Code of Ethics, Safety policy
	Cancellation, Attendance & Purchase policy
	Fire & Evacuation policy
	Sick & COVID-19 Policy
	Publicity and media policy
	Communal responsibilities

I, _____ (Print Full Legal Name), have read the Cornell Creative Arts Center Policy & Procedure Handbook and I understand what is expected of me as a member of the Cornell Creative Arts Center community. I affirm that I will strive to abide by these principles and guidelines for conduct in all my endeavors.

By signing below, you acknowledge receipt of the information and policies as listed above. You further acknowledge that you have read, understand, and accept each policy in its entirety, and have indicated so by initialing above. You acknowledge that you have retained the policies in your possession for your records. This Signature Authorization form will become part of your record.

 Signature _____
 Date
A copy of this will be kept on file digitally

7- Statement of Responsibility for Guardians of children

Statement of Responsibility- Guardians of children

I, _____ (Print Full Legal Name), have read the Cornell Creative Arts Center Policy & Procedure Handbook. I understand and have discussed with whom I am the guardian of, they will be expected to conduct themselves in a disciplined manner while enrolled in Cornell Creative Arts Center Programs. I grant The Cornell Creative Arts Center permission to act on my behalf in safeguarding my child’s health and safety. I understand I am responsible for all applicable fees for program registration

 Guardian Signature _____
 Date