EMERGENCY MANAGEMENT | MARYLAND STATE ARTS COUNCIL
COMMUNICATION RECOMMENDATIONS FOR ARTS ORGANIZATIONS
POSITIVE COVID-19 TEST AT YOUR ARTS ORGANIZATION

IF AN EMPLOYEE, SOMEONE CLOSE TO AN EMPLOYEE, OR ANYONE WHO HAS BEEN IN YOUR ARTS ORGANIZATION TESTS POSITIVE FOR COVID-19, CONSIDER THE FOLLOWING PROACTIVE STEPS TO ENSURE THE SAFETY OF THE EMPLOYEES, BOARD MEMBERS, VOLUNTEERS, AND VISITORS.

1. Notify employees that someone in your organization or someone in your facility has tested positive for COVID-19 without identifying the person who is ill.

2. Inform employees who may have been in the facility during the same time as the COVID positive person to monitor themselves for symptoms. If they are experiencing COVID-19 related symptoms, or otherwise ill, please seek the advice of a medical provider.

3. Notify employees who may have been in close contact with someone who has tested positive without identifying the person who is ill.

4. Require employees who are COVID positive and employees who have been in close contact with the COVID positive employee to self-quarantine in accordance with guidance from State(1) and Federal(2) resources.

5. Contact the local Health Department if you are aware or concerned about the transmission of Covid-19 in your facility and/or with employees.

6. Maintain the confidentiality of employees/persons testing positive for COVID-19.

7. Refer to Centers for Disease Control and Prevention (CDC) and Maryland Department of Health (MDH) protocols regarding cleaning when an employee has tested positive to evaluate and arrange for proper cleaning and disinfection of the employee's workspace and frequented common areas.

8. Maintain flexibility in granting leave and permit the use of alternative work schedules whenever possible to accommodate employees' need to care for themselves or sick family members or to perform child care duties.

TO ENSURE SMOOTH COMMUNICATIONS TO EMPLOYEES, BOARD MEMBERS, VOLUNTEERS, MEMBERS, AND GENERAL PUBLIC, CONSIDER THE FOLLOWING PREPARATIONS AND GUIDES TO ASSIST WITH THE STEPS ABOVE:

1. **Emergency Contacts:** Have a listing of your Emergency Contacts in one place - including the local health department to allow for quick communication in the case of Covid-19 transmission.
   a. *Suggestion*: Call and confirm your contact in advance to know it's the best contact(s) should you need to notify.

2. **Employee Contact Information:** Have a listing of all employee contact information, along with any other important groups/people connected to the organization (board, members, volunteers, audiences/visitors).
   a. *Suggestion*: If you are currently open to the public, consider contact tracing procedures, such as a sign-in sheet to capture names, phone numbers, and times in and out of the facility.

3. **Communication Strategy:** Have a communication strategy in place to ensure all employees receive the same messaging from their super
   a. *Suggestion*: Have an "emergency management team" in place to make the decisions of what and how information is communicated internally and externally, and how information is communicated - emails, phone calls, press releases, etc.
   b. *Suggestion*: Consider a "call tree" to ensure all employees receive and confirm information that needs to be relayed quickly.

c. *Suggestion*: Consider if you need to send out any information to press/media - designate a spokesperson for your organization.

4. **Communication Tips:** When communicating to anyone internally and/or externally, consider the following:
   a. Be clear and concise - stick to the facts.
   b. Do not place blame on the employee, others connected to the employee, or any other outside sources.
   c. Ensure all messages via email, social media, press, website, etc. all convey the same information.
   d. Only those appointed to speak to the press should do so. (Do you know who this is?) All other employees should refrain from speaking directly to the press, including comments/quotes/personal thoughts.
   e. When in doubt, discuss with your supervisor.

5. **Training:** Consider having a training/drill session with your organization to ensure all communications to employees and public operate smoothly - and to help determine if anything else needs to occur for your organization.
   a. *Suggestion*: After training occurs, include space for everyone to reflect, ask questions, make suggestions, and update any procedures.

1. covidlink.maryland.gov/content/slow-the-spread/if-you-test-positive
2. cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

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