



## DAC & DAG Guidelines for Guests Touring Onsite Galleries By Appointment

The Durham Arts Council and Durham Art Guild thank you for choosing to visit our gallery exhibits. Your safety and the safety of our staff members is important to us as we phase reopening of the Durham Arts Council building. Please be advised of the following guidelines that must be adhered to in order help prevent the spread of germs in the facility:

1. Guests may visit during the allotted time that they have signed up for in advance via "Sign Up Genius"  
We have limited spots and need to coordinate staff on-site, so please do your best to stick to the day and time you register for. If you need to cancel, please provide 24 hrs. notice if possible. Should guests miss their tour time they are free to sign up for another available date and time.
2. Tours will be by appointment in 30 minute blocks on Thursdays 5:30 PM, 6:15 PM, 7:00 PM and Saturdays, 2 PM, 2:45 PM, 3:30 PM, 4:15 PM. However, times may change and will be reflected accordingly on the "Sign Up Genius" page.
3. **GROUP SIZE:** Tour groups will not exceed 10 individuals and can be comprised of different households.
4. **PODS:** One tour slot per week will be designated for pods to accommodate those who still need a restricted setting. More slots can be designated if we get more requests.
5. Guests are required to bring and wear their own face mask/face coverings at all times while at the DAC building. Onsite staff are also required to wear face masks.  
\*\*\* Per Durham Arts Council's safety protocols, and in accordance with the recent Duke University study on effectiveness of different face coverings, neck fleeces and bandanas are prohibited.
6. Guests should arrive 15 minutes prior to their tour start time to be screened outside of the DAC building and to also help us stay on-schedule.
7. Guests should arrive at the south entrance of the Pavilion (The entrance on the same side as the marble lawn sculptures and the Manning Parking Lot where the civil rights mural is). This parking lot is also the best place to park for your visit.
8. Before being permitted into the building each visitor will be checked for face mask/face covering and will get a temperature check by a DAC or DAG staff person via DAC's touch-less infrared thermometer.  
\*\*\*Per Durham Arts Council's safety protocols, if a guest has a temperature of 100.4 or greater, is exhibiting symptoms of COVID-19, then the visitor and the rest of the group from the same household will not be permitted into the DAC building.
9. Guests and onsite staff should maintain 6ft or more social-distancing during the visit.
10. Restrooms will be available on the same level as the galleries (first floor only).

11. Once the 30-minute tour time has passed, guests will be escorted out of the SunTrust Gallery, through the Allenton Gallery and will leave the building via the North Pavilion exit doors.
12. Galleries, restrooms, common areas, etc. will be cleaned before and after each tour. Hand sanitizer is also available throughout the facility for staff and guests.

## **COVID-19 PROCEDURES**

**\*\*\*Per Durham Arts Council's safety protocols, if scheduled guests or someone they have come in contact with has either been diagnosed with or experiencing symptoms of COVID-19 within 14 days prior to the scheduled appointment then they should cancel the appointment immediately and should not come to the DAC facility. Symptoms and other information can be found at <https://covid19.ncdhhs.gov/about-covid-19/symptoms>.**

**Guests who are diagnosed with or are experiencing symptoms of COVID-19 within 14 days after taking a tour at DAC are strongly encouraged to connect with their healthcare provider and to follow their guidance. Please contact DAC (919-560-2711) in order for the DAC facility to execute any necessary additional cleaning or to aid in any necessary contact tracing efforts.**

**\*\*\*By touring the galleries in the Durham Arts Council building you agree not to hold the Durham Arts Council, Durham Art Guild or their Board members, staff, or volunteers, or the City of Durham legally responsible in the event you, your group attending or anyone in your household contract COVID-19 within 14 days of touring the galleries at the Durham Arts Council.**

### ***About the Durham Arts Council and Allenton Gallery***

*The Durham Arts Council (DAC) is a 501(c)3 nonprofit organization which has supported the arts in Durham, NC and the Triangle Region since 1954. Today DAC serves more than 400,000 visitors and program participants, 2,000+ artists, and 200+ arts and cultural organizations each year through classes, artist residencies, exhibits, festivals, grant programs, technical support and information, arts advocacy, creative economy and creative place-making initiatives. Our Mission: Durham Arts Council, Inc. is a catalyst in the cultural development of Durham - it leads, inspires, and promotes excellence in and access to the creation, experience and active support of the arts for all the people of our community. For more information on DAC visit [www.durhamarts.org](http://www.durhamarts.org).*

*The Allenton Gallery is one of four gallery space in the Durham Arts Council Building. It is programmed by the Durham Arts Council with 5-6 exhibit annually.*

### ***About the Durham Art Guild and SunTrust Gallery***

*The Durham Art Guild's mission is to enrich and connect our communities by creating opportunities and providing leadership for current and future visual artists and art enthusiasts. We are a nonprofit member-driven visual arts organization established in 1948.*

*The Guild provides a variety of exhibit opportunities for local and regional artists through the 3,000 sq. ft. SunTrust Gallery space located on the first floor of the Durham Arts Council building. DAG is awarded the use of this gallery space through an annual DAC Season Grant process. For more information on DAG visit <https://durhamartguild.org/>*