

# The Clay Studio

After months of cleaning and prepping the studios we are thrilled to open our doors and enjoy time together in the studios once again. Please review our new safety protocols below. These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community. This is an evolving document subject to change.

- Classrooms and shared studios will be set up to maintain 6' of social distancing while students are in the classroom. Students must work at designated stations/wheels.
- **All staff, faculty, and students are required to wear masks at all times. If you aren't wearing a mask or refuse to do so, you will be asked to leave.**
- Open studio hours as well as Studio Passport and independent study students must sign up for specific time slots via SignUpGenius.com (the link will be sent prior to the start of classes). An open studio classroom has been created in the back of the galleries on the first floor to add student work stations during the day. SignUpGenius.com protocols will be adjusted if needed.
- No children or additional guests are allowed in the building. The number of visitors in the galleries will be limited.
- All staff, faculty, and students must wash their hands immediately after entering the building. All studios have sinks and soap dispensers. There are also hand sanitizer dispensers located in the landing of each floor.
- Self-Health screenings are required before entry: check to see if you are exhibiting any [Covid-19 symptoms](#) prior to building entry. If you do have symptoms, wait to enter premises until you have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since your symptoms first appeared.
- Only one person is allowed at a time per sink and only two people are allowed in the glaze area. Outside of class time, you must sign up to use the glazeroom via SignUpGenius.com
- Studio tables are marked with specific work areas to space students accordingly. Students and faculty should not move tables/chairs or add chairs to the studio.
- Students should bring their own supplies (specifically large cleaning sponges, plastic for covering work and gloves) and limit the sharing of equipment. Gloves should be worn if you are not comfortable touching shared equipment and items should be wiped down after use. Please wash your hands after using shared equipment

- Antibacterial/antiviral spray cleaner and paper towels will be provided in each studio. Please thoroughly clean your area at the end of your class session.
- Payments made by credit or debit card are preferred at this time to limit the exchange of cash. You can also choose to keep your card on file by asking School Staff to update/create a payment profile for your account in Art Center Canvas.
- No food will be allowed in the studios at this time. You must exit the building to eat lunch or dinner.
- Staff will work on a rotating schedule in order to limit the overall number of people in the building at any given time.
- TCS School staff will assist with daily cleaning and disinfecting of high-touch areas within the studios and bathrooms.
- Signs will be posted regarding how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- If students (or anyone in their household) is suspected of having COVID-19, or has tested positive for COVID-19, they should notify the School immediately. Your privacy will be respected; however, we will take necessary action to communicate any potential spread of the virus, including closing for a short time in order to clean and disinfect the building.
- We will continue to monitor state and local health department notices daily about transmission in the area and adjust our operations as necessary.
- We ask that everyone respect the guidelines above. Stay healthy. Stay safe. And stay home when sick.

Thank you for your cooperation in our efforts to keep our entire community safe! Questions? Please contact Josie Bockelman, Chief Operating Officer, [josie@theclaystudio.org](mailto:josie@theclaystudio.org) or 215-925-3453 x.23