

# The Clay Studio

## Building Protocols

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.

### Building Safety Protocols

- 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 covering their nose and mouth at all times. If you aren't wearing a mask properly or refuse to do so, you will be asked to leave.**
- Staff will be continuing cleaning protocols each day with cleanings of high touch surfaces 3-4 times daily.
- The 2nd and 3rd floor doors will be propped so they can be opened by using an elbow rather than the keypad during school hours. Please minimize the personal items you bring to the studio.
- 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.

### Student Protocols

- Open studio hours as well as Studio Passport and Independent Study students must sign up for specific time slots via [SignUpGenius.com](https://SignUpGenius.com) (please save this link).
  - For the first week students will only be able to sign up for 3 slots and then we will evaluate how the process is working.
  - Students enrolled in a morning class can keep working into the afternoon and do not need to sign up for the afternoon open studio slots after their class.
  - SignUpGenius.com protocols will be adjusted if needed.
- Outside of class time, students will need to sign up through a different SignUPGenius (to follow) in order to use the glaze room in 30 minute intervals (only 2 people at a time.)
- No food or drinks will be allowed in the studios at this time. You must exit the building to eat lunch or dinner.
- 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 glaze room via SignUpGenius.com.
- 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.

## Student Precautions

- Self-Health screenings are requested 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.
- 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.
- 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.

## Other Protocols

- 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.
- Staff will work on a rotating schedule in order to limit the overall number of people in the building at any given time.
- 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.
- We will continue to monitor state and local health department notices daily about transmission in the area and adjust our operations as necessary.
- Students will be required to sign a waiver on the first day of classes (attached) or email it back with an e-signature to [josie@theclaystudio.org](mailto:josie@theclaystudio.org).

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!