

The Clay Studio

Pandemic Protocols for Students & Artists

We are committed to maintaining a safe place for our students and artists to learn, work, and create. We would like to remind you that this is a team effort. We need your help to keep everyone safe. We have re-imagined our classrooms to follow the guidelines of the CDC and local government, and ask that our community follow the protocols listed below.

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 at all times.** If you aren't wearing a mask or refuse to do so, you will be asked to leave.
- Staff will be cleaning high touch surfaces 3 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 with you.
- Please wash your hands frequently. 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 (please save this link).**
 - Students enrolled in a morning weekday 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.
- **Glaze room usage** outside of class time, students will need to sign up through a different [SignUpGenius](https://SignUpGenius.com) form in order to use the glaze room in 30 minute intervals (only 2 people at a time and please do not sign up for more than 60 minutes unless the schedule permits.)
- 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 if you would like to disinfect your work station.
- 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.
- Food and drinks are not allowed in the studios and must be consumed outside.

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 you (or anyone in your household) is suspected of having COVID-19, or has tested positive for COVID-19, you should notify Josie Bockelman at josie@theclaystudio.org or 215-925-3453 x.23 or another School staff person immediately. Your privacy will be respected; however, we will immediately notify the [Department of Health](#), local health officials, staff, students, and instructors of a confirmed case while maintaining confidentiality. Close contacts and/or sick staff members or students that have had a positive COVID-19 diagnosis or exposure should not return to TCS until they have met [CDC](#) criteria to discontinue home isolation.
- If an individual exhibits signs and symptoms of COVID-19 (e.g. fever, cough, shortness of breath) while on-site, TCS will immediately separate the ill person from the well people until the ill person can leave the building.
- Students should bring their own supplies (specifically large cleaning sponges) if you are not comfortable touching shared equipment.
- Closures- If TCS needs to close for any reason, students will be given prorated credits for cancelled classes. We cannot offer refunds at this time.

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 or email it back with an e-signature to josie@theclaystudio.org.

Thank you for your cooperation in our efforts to keep our entire community safe!