

Addendum to Studio Etiquette and Company Policies, In light of the 2020 Covid-19 Pandemic

All previous rules and policies are to remain in place, unless there are exceptions stated here.

Clean Masks:

- Worn properly and at all times
- To take a drink of water, step outside and away from others, replace mask right away
- No eating at the studio until further notice, bring a cooler in your car if you need to eat something

Washing Hands and Hand sanitizer:

- Request that you wash your hands upon arrival to the studio and frequently throughout your day
- Bring hand sanitizer if you have it and apply when needed

Keep Distance from Others:

- When working, stay apart by respecting the separated work stations
- Do not touch others work stations, clay creations and do not share tools
- Respect the “one at a time” at sinks, wedging table, slab roller
- Use only the designated potters wheels
- Respect the “one at a time” by the greenware/bisque, and the glazed works in the kiln shed
- Take turns getting ware boards, sponges, bowls, newspaper, etc.

Health Issues

- Please stay home if you are feeling ill
- Please stay home if someone you are in close contact with is ill
- Please cough or sneeze into your inner elbow
- Please don't assume that if someone coughs or sneezes that they are ill
- Please do not commit to a session of classes or member studio if you are not ready to enjoy it

Cleaning Up

- Allow 20 minutes for proper clean up, especially now since there are a few more steps
- Take turns at the sinks and other areas in the studio
- Clean your station completely as usual (table, stool, floor, wheel parts) and mop if necessary

Disinfect Your Station

- Mist 4-5 pumps of alcohol on your table or wheel and wipe with clean cloth, included edges
- Use cloth to wipe down anyplace you may have touched, like the stool top and edges
- Mist your canvas boards and other items you use with the alcohol spray
- As soon as you are finished in the glazing station, mist 2 or 3 pumps of alcohol and wipe with cloth
- Staff will sanitize your ware boards and bowls; please place them in the wagon in the courtyard
- Staff will sanitize the large sponges, do not use them to wipe alcohol
- Wash your hands frequently and use your hand sanitizer

NOTE: We are using alcohol and bleach to disinfect, please wear your “play clothes” to the studio