

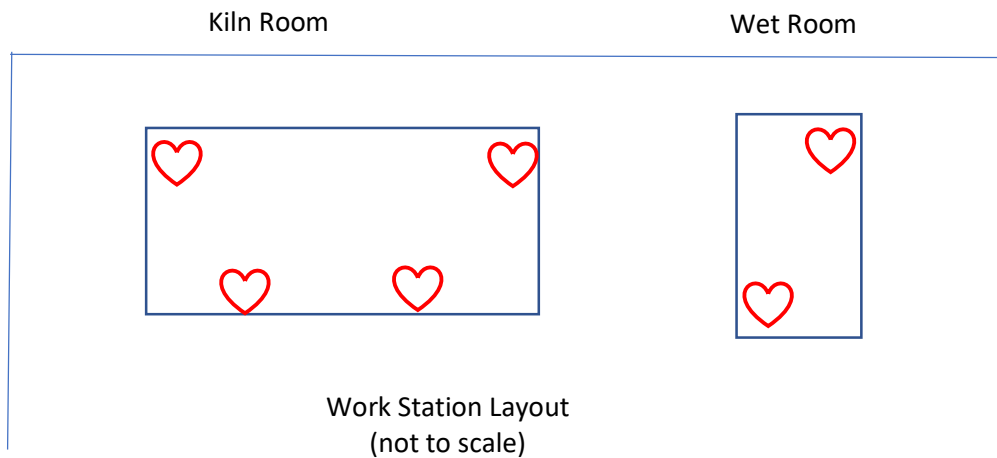
June - 2020

Dear Glass Studio member,

As we roll out to re-open the studio, we ask your cooperation with the following procedures in order to make the studio a safe place for all of us.

1. Open access to the Glass Studio has been suspended for the time being. Please sign up on Wild Apricot for a Scheduled Open Studio so that we can prevent crowding and allow for a 6-foot distancing space. We would like to have no more than 4 persons in the studio at a time, in addition to the studio monitor.
2. The large work table and cutting table will have work stations marked out so that the 6-foot separation can be maintained. The work table workstation layout is designed to also provide clear access to the kiln room so that members may place their work on shelves for firing.
3. Please always wear a cloth or paper mask in the studio, exchanging it for an N-95 when you will be working with glass powders, grinding, etc. This mask requirement will be lifted when Washington state no longer recommends it for everyday activities such as grocery shopping.
4. Please wash your hands with soap and water upon entering the studio and again when you finish your day. It stands to reason that you will also wash hands after sneezing or blowing your nose.
5. Doors to the studio are to remain closed during Open Studio with one exception. The hallway door will be opened in the event of flameworking to ensure proper cross ventilation of the space.
6. The overhead vent fan should remain on while people are in the studio to provide good air flow.
7. Please work at a designated work station and minimize spread that would impact 6-foot distancing. Tool boxes will be staged at each work station. You are to wipe down your work station with disinfectant at the end of your work session.
8. Materials will still be available for purchase. Please wear latex gloves when looking through or handling material on shelves and in drawers.
9. The cutting table is able to accommodate two people at any given time. The cutting cart is also available for cutting. Please sweep up and wipe down solid surface with disinfectant/ sweep up and spray disinfectant on carpeted surface as soon as you are done so that others may use the cutting stations.
10. Please follow the posted instructions for disinfecting the toolbox when you complete your work with it for your session. Leave it at the work station with the lid open and a card (provided) that says " *this toolbox has been cleaned*". For the disinfectant solution to be effective – it needs to air-dry on the surface which allows the 5 minutes contact necessary for virus "kill".
11. Please try to honor the 6-foot rule by having only one person at a time in the kiln room or the wet room. Second person monitoring for wet room activity will be from outside the space. Exceptions to wet room and kiln room occupancy would be for two members from the same household.
12. People using the wet room are to wash down and dry equipment, aprons, and face shields as usual after use. Buckets are still to be left to settle. Wipe down high touch areas of equipment with wrung out disinfectant rag. Wet room users will manage decanting the settling bucket and equipment buckets prior to using the equipment.
13. For safety – the torches/open flames shall be extinguished prior to the disinfectant spray, or the bleach solution is deployed.

14. Food should not be consumed in the studio. If you need to bring in a drink – please consider using something that you do not have to twist open or pull on with your hands to take a sip. The more we keep our hands away from our faces – the better!
15. Minimize personal items brought into the studio and keep them at your work station. Wipe down the area where they were stored at the end of your session.
16. The studio monitor will wipe down common touch areas with a bleach solution at the end of the Open Studio session. The cardboard work surface and carpet cutting table will get a light spray with disinfectant at that time. This work will go much faster if you have swept up and vacuumed your working area and the floor around your work station, and disinfected your work space and tools. The monitor is not there to clean up after you. An example of the surfaces that are wiped down at the end of each Open Studio include the sink and taps, soap dispensers, glass cleaning bottles, door handles, light switches, stools, handles of the kilns, and surfaces that multiple people may be touching.
17. Personal kiln reservations are unavailable during this time. A kiln monitor will fire items left on the shelves by those attending an Open Studio. Members who would like to fire their own pieces and are certified to run the kilns may sign up to be a kiln monitor for a week and fire their personal items during that time. Kiln Monitors will time their visits to be separate from Open Studio times. Fired items will be available for pick up during Open Studio hours just outside the Studio door on the small wire shelving unit. Open Studio Monitors will roll the rack out at the beginning of the session and back in at the end of the session.
18. Torches and flameworking tools are still staged under the counter at each work station. Please follow the posted instructions for disinfecting the toolbox when you complete your work with it for your session. Leave it at the work station with the lid open and a card (provided) that says “*this toolbox has been cleaned*”. For the disinfectant solution to be effective – it needs to air-dry on the surface which allows the 5 minutes contact necessary for virus “kill”. Additionally, wipe down torch valve handles, gas and oxygen valves at the workstation and at main shut-offs.



*I have read this document:*

Print name- \_\_\_\_\_ sign \_\_\_\_\_

# Directions for disinfecting the toolbox

- Empty the toolbox onto a clean surface.
- Using a damp but wrung out rag dipped in the bleach solution provided – wipe all of the handles and grip surfaces on your tools, pencils, markers etc. and then place each one into the box.
- Wipe the surface of the toolbox where you gripped it to open it.
- Leave the toolbox open at the work station to air dry.
- Place one of the cards provided into the box that says *“This toolbox has been cleaned”*