

Eagledale Pottery Studio COVID-10 Reopening Plan:

STEP 1 Preparation

- Order sanitizing/hygiene supplies, additional equipment, signage as needed.
- Prepare the building to accommodate small class sizes. This would include:
 1. Staff moving equipment (if possible) and reorganizing workspaces to allow 6 ft. of distancing. Each piece of equipment will be considered a workstation.
 2. Staff installing floor markings to show traffic flow and proper distancing.
 3. Staff testing each designated workstation and make necessary adjustments.
 4. Staff posting appropriate signage and reminders clearly.
 5. Staff providing appropriate washing and sanitizing at key areas around the facility.
- Allow Eagledale staff to inventory existing student work and complete kiln firings.

STEP 2 Pre-Opening

- Set up entrance screening shelter outside of main door.
 1. Staff installs “pop-up” style shelter to the left (east) of main door.
 2. Pottery staff complete training and practice thermometer use and entry sanitizing
 3. Staff creates / laminates entrance questionnaire*
**basic health questions about the past 14 days. Any with temperature readings of 100.4 or higher or answers “yes” to any question will be asked to leave.*
- Scheduling of Programs
 1. The pottery Program Manager will be responsible for scheduling classes to accommodate safe student to facility ratios. Activities shall be time-spaced appropriately to ensure participants can enter and leave facility spaces without overlap.
 2. Depending on the type of pottery class, the ratio is 6 participants to 1 instructor.
 3. The outdoor covered area can be used as a workstation depending on the type of class.

No visitors allowed until Steps 1 and 2 are complete and existing ware is ready for pick-up.

- Student ware / supply pick-up organized and scheduled prior to new classes commencing.

STEP 3 Opening

- Arrival pre-check:
 1. Staff and participants will be routinely screened for symptoms of COVID -19 using the outdoor entrance shelter. Staff will use the questionnaire and take temperatures of students prior to allowing entrance to the facility.
 2. Participants will maintain 6 ft. distance in line for screening, and wear masks.
 3. Staff will usher students into Eagledale one at a time assigning them a workstation.
- During class:
 1. Participants are required to maintain 6 foot distance from one another at all times.
 2. No food will be consumed in the studio; use picnic shelter or private vehicles for eating.
- Staff Work Habits:
 1. Staff are required to wash hands before and after every class and use PPE. Staff will guide students by verbal statements or visual examples.
- Equipment Standards:
 1. Staff are required to sanitize all equipment and contact surfaces after each class.
 2. Management will create and implement protocols for disinfecting the workplace on a regular and systematic basis.
- Exiting:
 1. Staff Members will excuse students one at a time from their workstations.
 2. Upon exiting, each student will wash hands or use hand sanitizer.
 3. The exit will not be the same as the entrance; using a side door when possible.