



Eagledale Pottery Studio COVID-19 Operating Guidelines Phase 1:

PREPARATION

Communication

- COVID-19 guidelines will come from the State, County, City, and Park District.
- Guidelines will be clearly posted at the facility and online.
- Entrance questionnaire* posted, and outdoor covered check-in area maintained
**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

- 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.
- **For Phase 1** activities, the **ratio is 5:1 (5 participants to 1 instructor) at a time in a class space.**

Student Ware/Supply Pick-Up: Pick-up will be organized and scheduled prior to new classes commencing when possible. No ware will be discarded if the owner chooses to remain distanced. Past ware will be labeled and stored for future retrieval.

DURING SESSIONS

- **Arrival pre-check:**
 1. Staff and participants will be **routinely screened** for symptoms of COVID-19 before entering the studio. Staff will use the questionnaire and take temperatures prior to allowing entrance.
 2. Participants will maintain **6 ft. distance** in line for screening, and **wear masks**.
 3. Staff will usher students into Eagledale **individually** assigning them a workstation/room.
- **During class:**
 1. Participants will **maintain 6 foot distance** from one another and **wear masks** at all times.
 2. **Adult students** will be encouraged to provide their own tools and sponges. **Short-term participants** will have dedicated tools for use at their workstation. **Youth classes** will have dedicated tool sets in individual storage containers for ongoing use during their class session.
 3. **Water buckets** will be placed near workstations for ongoing hand and tool rinsing.
 4. **Sanitizer buckets** will be available for tool and sponge disinfecting at the end of class.
 5. **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 for 20 seconds or use hand sanitizer with at least 60% alcohol base** before and after every class, and **use PPE**. Staff will guide by verbal statement or visual example.
 2. Staff will run the air blower, open windows and doors, etc. to **increase air flow** during class.
- **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. Students will **exit individually** from their workstations.
 2. Upon exiting, each student will **wash hands** or use hand sanitizer on their way out.
 3. The exit will not be the same as the entrance; **use a side door** when possible.