

# **Safe Start Studio Access Guide:**

## **WOOD STUDIOS**

New protocols are listed below. The expectation is that they will be fully followed by everyone using the space. Access may be suspended or revoked at any time if protocols are not followed properly.

In addition to Pratt-wide requirements such as mask-wearing, distancing and health screenings, the following protocols apply to use of the Wood Studios:

### **Reservation Time Slots**

Appointments and payment will be made online to reduce the amount of interactions our front desk staff needs to make with the public. After making a reservation, report directly to the studio at your assigned time. Early arrival is strictly prohibited.

- 9:00am-1:00pm daily
- 1:30pm-5:30pm daily
- Pratt will be closed in the evenings to allow for streaming/recording of online classes

### **Reservation Limits**

Initially, Accessed Users will be limited to 5 reservations per week (Monday-Sunday). For example, a user has a project they need to finish by Friday. They have a maximum of 5 allowed reservations per week. They can choose to reserve one slot per day Monday–Friday. Or they can choose to reserve two consecutive slots on Monday, two consecutive slots on Wednesday, and one slot on Thursday.

### **Occupancy Limits**

- Woodturning: 2 user max
- Woodworking: 3 users max
- Porch: 1 person max
- Foyer: 1 person max
- Bathroom: 1 person max
- Tool Closet: 1 person max
- Clamp and sink area: 1 person max
- Project storage area: 1 person max
- Hallways, entries & doorways: 1 person max

### **Work Zones**

Work zones in the turning and wood studios will be designated with tape on the floor. These zones will give a visual reminder that when working at a lathe or bench, no one else is allowed to be in that area with you. This will allow the user to focus on their work at hand rather than needing to give full attention to monitoring other people that may be moving around the studio.

### **Circulation**

Users are expected to follow all posted instructions when moving through all Pratt spaces. This may include floor markings indicating restricted one-person zones and one-way pathways.

### **Woodturning Studio**

The black cabinet will be locked. This holds all the lathe accessories and other small tools. Users will need to provide their own resources as these tools were deemed too hard to keep sanitized.

Users will still have access to the large turning tools. Use a disinfectant spray on them (to keep them from rusting) before returning them to the closet.

Do not rearrange the lathes or the sharpening station. The room has been rearranged to allow two turners in the space so one person can continue to turn as the other person can access the door way area, bandsaw, sharpening station, and large turning tools closet.

### **Woodworking Studio**

This studio will require keen observance of the 6' distancing requirement as people will be in constant motion of the room as they move from tool to tool and have large pieces of wood with them. This can be solved with direct communication with the users about their upcoming needs to get on tools or areas they need to move around the room. Coordinating with each other will be required.

### **Dust Collection, Trash & Tool Maintenance**

The studios will no longer have the level of support it used to see via having the Studio Manager there for several hours a day or volunteers that came to do cleaning several times a week.

- AU are expected to bag up saw dust when a blue bin gets full. Saw dust is to be placed outside the back door. The bags Pratt uses are extremely fragile, so treat them gently.
- Take trash to dumpster when trash can is half full.
- Never leave the studio completely unattended; if you are the last person to leave, use the padlock to secure the space.
- If a tool needs maintenance or a blade brakes send an email to the Wood Studio Manager: Kim McIntyre [kmcintyre@pratt.org](mailto:kmcintyre@pratt.org)

All of these steps are vital as there will not be as many eyes on the space and your help is required to keep the space open.

### **Cleanup & Sanitization**

Users should be fully cleaned up with personal items and artworks removed by the end of their appointment time. Users then have an additional 15 minutes to sanitize the spaces that were used, according to the Disinfecting Guidelines.

### **Disinfecting Guidelines**

Upon entry, use the hand sanitizing pump or go to the bathroom and wash your hands for 30 seconds. Do not enter the wood studio without doing so.

The wood studio will adopt the practice of disinfecting as you go as well as at the end of each appointment. This system will mirror protocol at a gym. Users are expected to wipe down/disinfect every surface they touched.

Sanitizing wet wipes are to be used on tool handles, clamps, vices, on/off switch, door handles, light switches.

Disinfecting spray (isopropyl alcohol) is to be used on wooden workbenches (a light mist covering the entire surface) and misted on bare cast iron (as it will flash off quickly and not rust tools).

Sanitizing wet wipes and disinfecting spray bottles will be located:

- near the refrigerator in the main studio
- near the back door in the main studio
- near the broom hanging station in the hallway
- in the center of the turning studio

Please let Wood Studio Manger know immediately if tools or equipment show any sign of distress due to frequent cleaning.

### **Picking Up Artworks**

Users needing to pick up works outside of their Reservation Time, must pass the health screening upon entry and maintain 6' distancing from active users while moving through the space. You may have to request a pathway and wait for active users to clear certain areas before proceeding. No pick-ups after 5:30pm.

**Posted Instructions & Signage**

Observe all signage in the studio. This signage may include changes to instructions as needed.

**Keys for the studio**

Keys are not available for check-out. Scheduled users should go to the front desk and ask for the building to be opened for them.

**Subject to Change**

Be prepared for guidelines to change as new information will come out as needed.

**Questions**

If you have questions or concerns please contact the Wood Studio Manger Kim McIntyre via email: [kmcintyre@pratt.org](mailto:kmcintyre@pratt.org).