



Safe Start Studio Access Guide:

COLD SHOP

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 Glass Studios:

Occupancy Limits

- Cold shop: 1 user max

Work Zones

Coldshop is designated for full use by a single user at a time.

Circulation

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

Reservation Time Slots

Appointments and payment will be made online to reduce 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-11:30am
- 12:00pm-2:30pm
- 3:00pm-5:30pm

Reservation Limits

Initially, Accessed Users will be limited to 5 reservation per week. This includes consecutive daily reservations. For example, Sarah has a Flame working project she needs to finish by Friday. She has a maximum of 5 allowed reservations per week. She can choose to reserve one slot per day Monday –Friday. She can choose to reserve two consecutive slots on Monday, two consecutive slots on Wednesday, and one slot on Thursday. However the time works best for her within the guidelines.

Cleanup & Sanitization

Users should be fully cleaned up with personal items removed by the end of their appointment time. Users then have an additional 15 minutes to sanitize the spaces that were used, according the 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 studio without doing so. When using alcohol-based sanitizer, please stay away from any flame/flammable items.

Cleanup procedure:

- Pratt will hand out a Cleanup Check List to Access Users. Access Users are to check and return to glass studio manager after cleanup.
- All hand tools and large equipment used will be required to be wiped down or sprayed with sanitizer after use and before being returned to proper storage location in the tool room or tool racks.
- All door handles, light switches and other commonly used fixtures are to be sanitized after each use.
- Sweep and hose down the entire Cold shop Move ALL equipment out of the way to clean properly.
- The work tables and/or sink you must wipe down the counter area.

Posted Instructions & Signage

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

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 Glass Studio Manger Fumi Amano via email: famano@pratt.org.