

# OPEN CLAY STUDIO PROTOCOLS

Welcome back to the Guild's Open Clay Studio! We're so pleased to have you working in our studio again. Please review and follow these protocols to ensure the health and safety of staff and your fellow studio members. Failure to comply with these protocols will result in suspension from Open Clay Studio.

## SIGN-UP & ARRIVAL/DEPARTURE

- You can sign up for an Open Clay Studio time slot online. You must sign up in order to use the studio space, no drop-ins will be admitted.
- Open Clay Studio time slots are limited to two hours. Only one person is allowed in the studio during each two hour time slot. Please do not bring family members/friends/other guests.
- You must enter the building wearing a mask and keep your mask in place in all locations other than the studio. Use hand sanitizer inside the front door upon entering, and observe good hand washing after using the restroom, etc. The studio will be unlocked and open – please leave the door open and untouched.
- If you need access to the elevator or have other accommodation needs, please make a note in the comments when you sign up.
- When you are ready to leave the clay studio, please re-mask and use hand sanitizer outside the studio door. Leave the door open – staff will lock up.

## STUDIO EQUIPMENT AND CLEANING

While in the studio, you can work as you usually would, including using the wheels, the slab roller, glazes and underglazes.

Please include time at the end of your two hour time slot for clean-up. Be extra vigilant about cleaning and disinfecting ALL surfaces you have been in contact with, including doors and handles. Cleaning supplies are provided.

- Wipe down all wheels, equipment and tools you have used
- Put away glazes and underglazes, wiping down the containers and lids
- Store your projects in your designated space
- Leave bats and tools in the drying rack

Make sure you punch your card as always! Open Clay Studio will be an honor system, so please be sure to punch your card.

## PURCHASES AND FIRINGS

Clay and punch cards can be purchased PRIOR to arriving for your time slot. Call the Guild at 507.645.8877 between 12-5 pm Thursday and Friday, and 11-4 on Saturday to check the status of your punch card, or to purchase a new punch card or clay. Your purchase will be waiting in the studio when

you arrive. Kiln firings will be determined by need. You will be notified when your pieces are ready for pick up. Bisqued pieces will be unloaded and placed at your assigned station for subsequent sessions.

## CONTACTS

- Judy Kutulas, Studio Monitor: 507.321.2037
- Sonja Hillestad, Studio Monitor: 507.645.8282
- Jennie Eubank, Education Assistant and Outreach Coordinator: [jennie@northfielddartsguild.org](mailto:jennie@northfielddartsguild.org)

**THANK YOU!**