

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 strictly follow these protocols to ensure the safety of staff and your fellow studio members. Failure to comply with these protocols will result in suspension from Open Clay Studio.

SIGNUP & ARRIVAL/DEPARTURE

- You can sign up for an Open Clay Studio time slot online. You must sign up in order to use the studio – no drop-ins will be admitted.
- Open Clay Studio time slots are limited to 2 hours. Only one person is allowed in the studio during each 2-hour time slot. Please do not bring family members/friends/guests.
- When you arrive, please call the office at 507.645.8877 to be let in. Staff will unlock the front door and step back so you can enter.
- You must enter the building in a mask and keep your mask in place in all locations other than the clay studio. Use hand sanitizer inside the front door upon entering. The studio will be unlocked – 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 studio door open - staff will lock up. Once you exit through the front door, please give it a tug to be sure it locked securely behind you.

STUDIO & EQUIPMENT CLEANING

- While in the studio, you can work as you usually would, including using the wheels, the slab roller, the glazes and underglazes.
- Please include time at the end of your 2-hour time slot for clean-up – be extra-vigilant about cleaning and disinfecting ALL surfaces have been in contact with, including doors and handles. Cleaning supplies are provided.
 - o Wipe down all wheels, equipment and tools you have used
 - o Put away glazes and underglazes
 - o Store your projects on your designated spaces
 - o 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 & 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 Wednesday-Friday 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 curbside pickup (or upon your next studio time slot). 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
- Megan Proft, Guild Education & Volunteer Manager: megan@northfielddartsguild.org

THANK YOU!