

COVID Procedures for CAC Educational Programs

Ceramics Classes and Workshops

- 1- **Masks:** Students and instructors must wear masks at all times while at the CAC except when eating (Eating not permitted in studios). Close fitting masks are preferred. Neck Gaiters and plastic face shields are not acceptable masks. Face shields may be worn, but masks are still required in addition.
- 2- **Self Screen:** If you have or live with someone who has symptoms commonly associated with COVID-19, have been diagnosed with the disease in the last 14 days, or have been exposed to others diagnosed with the disease in the last 14 days, or if you have a temperature of 100.4° or above, please do not to come to the CAC.
- 3- **Hands:** Sanitize or wash hands upon entering the studio and before and after using shared equipment.
- 4- **Distance:** Individuals should maintain 6 feet distance from each other whenever feasible.
- 5- **Logistics:** Please enter and leave through the door closest to your class: front door for Wheel Studio, side door into Handbuilding Studio, Annex door into Annex Studio.
- 6- **Tools:** Bring your own tools, a canvas mat if needed and a sponge to class. You may also want to bring a small hand towel. If you wish to use the grinder, bring safety glasses. Avoid sharing with other students.
- 7- **Cleaning/Disinfecting:** 15 minutes before the end of each class, students stop working to clean. Wipe down equipment you have used with your personal sponge and remove any clay debris from your workspace, equipment and the floor around you. Studio Techs will disinfect surfaces and equipment between classes, but clay debris must be cleaned up by students before the techs enter in order for this to work smoothly. Additionally, window fans will be used to refresh air in studios between classes. High touch surfaces in common areas of the facility will be disinfected daily.
- 8- **Studio Capacity:** The maximum number of students in the studios is as follows: Wheel Room – 8, Handbuilding Room – 8, Annex – 7 (4 at tables, 3 at wheels). No visitors are permitted in the studio, only CAC staff and registered students.
- 9- **Glazing Area:** Only three students will be permitted in the glazing area at a time. You must wash your hands each time upon entering the glazing area before touching anything. Shared tools will be kept in a disinfecting solution, changed daily.
- 10- **Office:** The office will remain closed for walk-in traffic until the risk of infection goes down significantly. This helps to protect the staff and students from unnecessary exposure. If you need to purchase clay or communicate with the office, please call or email (even if in the ceramics studio). If there is an important matter that you feel needs to be discussed in person, you may make an appointment to meet with a staff member in the lobby or lounge.
- 11- **Food/Kitchen:** The CAC kitchen may be used to prepare food for yourself and eat. A maximum of 3 persons are permitted in the kitchen at a time. No CAC dishes or utensils may be used. The refrigerator may only be used by staff. The microwave may be used by students. If you eat in the kitchen, please wipe down the area

where you sat with a disinfectant wipe when finished. No group meals may be prepared. There will be no eating and drinking in the studios. Please go outdoors or to your car if you need to eat or drink somewhere other than the kitchen.

- 12- **Isolating:** If you become ill while at the CAC, please inform the instructor. If you are able to drive safely, please leave immediately. If you require assistance, the instructor will instruct you to wait in a specific area until assistance arrives.

Painting/Drawing/Mixed Media Classes and Workshops

- 1- **Masks:** Students and instructors must wear masks at all times while at the CAC except when eating (Eating not permitted in studios). Close fitting masks are preferred. Neck Gaiters and plastic face shields are not acceptable masks. Face shields may be worn, but masks are still required in addition.
- 2- **Self Screen:** If you have or live with someone who has symptoms commonly associated with COVID-19, have been diagnosed with the disease in the last 14 days, or have been exposed to others diagnosed with the disease in the last 14 days, or if you have a temperature of 100.4° or above, please do not to come to the CAC.
- 1- **Distance:** Individuals should maintain 6 feet distance from each other whenever feasible.
- 2- **Tools:** Bring your own tools and supplies. Avoid sharing with other students.
- 3- **Cleaning/Disinfecting:** 10 minutes before the end of each class stop working to clean up. Once your personal supplies and materials have been packed up, wipe down equipment (easel, tray table, still life stand, work area on a table) you have used with a disinfectant wipe, which are available on each floor of the building. Instructors will wipe down any shared equipment (tables). High touch surfaces in common areas of the facility will be disinfected daily.
- 4- **Studio Capacity:** The maximum number of students in the studios is as follows: Second Floor Painting Studio - 7, Third Floor middle Studio – 7, Third Floor End Studio – 6, Elevator Room – 3. Printmaking Studio - 2
- 5- **Office:** The office will remain closed for walk-in traffic until the risk of infection goes down significantly. This helps to protect the staff and students from unnecessary exposure. If you need to communicate with the office, please call or email (even if in the building). If there is an important matter that you feel needs to be discussed in person, you may make an appointment to meet with a staff member in the lobby or lounge.
- 6- **Food/Kitchen:** The CAC kitchen may be used to prepare food for yourself and eat. A maximum of 3 persons are permitted in the kitchen at a time. No CAC dishes or utensils may be used. The refrigerator may only be used by staff. The microwave may be used by students. If you eat in the kitchen, please wipe down the area where you sat with a disinfectant wipe when finished. No group meals may be prepared. There will be no eating and drinking in the studios. Please go outdoors or to your car if you need to eat or drink somewhere other than the kitchen.

- 7- **Isolating:** If you become ill while at the CAC, please inform the instructor. If you are able to drive safely, please leave immediately. If you require assistance, the instructor will instruct you to wait in a specific area until assistance arrives.

Jewelry Classes and Workshops

- 1- **Masks:** Students and instructors must wear masks at all times while at the CAC except when eating (Eating not permitted in studios). Close fitting masks are preferred. Neck Gaiters and plastic face shields are not acceptable masks. Face shields may be worn, but masks are still required in addition.
- 2- **Self Screen:** If you have or live with someone who has symptoms commonly associated with COVID-19, have been diagnosed with the disease in the last 14 days, or have been exposed to others diagnosed with the disease in the last 14 days, or if you have a temperature of 100.4° or above, please do not come to the CAC.
- 3- **Distance:** Individuals should maintain 6 feet distance from each other whenever feasible.
- 4- **Tools:** Bring your own tools and supplies. Avoid sharing with other students. Wash or sanitize hands before and after using shared tools and sanitize the tool after use when feasible.
- 5- **Cleaning/Disinfecting:** 10 minutes before the end of each class stop working to clean up. Once your personal supplies and materials have been packed up, wipe down equipment (easel, tray table, still life stand, work area on a table) you have used with a disinfectant wipe, which are available on each floor of the building. Instructors will wipe down any shared equipment (tables). High touch surfaces in common areas of the facility will be disinfected daily.
- 6- **Studio Capacity:** The maximum number of students in the studios is 4.
- 7- **Office:** The office will remain closed for walk-in traffic until the risk of infection goes down significantly. This helps to protect the staff and students from unnecessary exposure. If you need to communicate with the office, please call or email (even if in the building). If there is an important matter that you feel needs to be discussed in person, you may make an appointment to meet with a staff member in the lobby or lounge.
- 8- **Food/Kitchen:** The CAC kitchen may be used to prepare food for yourself and eat. A maximum of 3 persons are permitted in the kitchen at a time. No CAC dishes or utensils may be used. The refrigerator may only be used by staff. The microwave may be used by students. If you eat in the kitchen, please wipe down the area where you sat with a disinfectant wipe when finished. No group meals may be prepared. There will be no eating and drinking in the studios. Please go outdoors or to your car if you need to eat or drink somewhere other than the kitchen.
- 9- **Isolating:** If you become ill while at the CAC, please inform the instructor. If you are able to drive safely, please leave immediately. If you require assistance, the instructor will instruct you to wait in a specific area until assistance arrives.

Children's Classes

- 1- **Masks:** Students and instructors must wear masks at all times while at the CAC except when eating (Eating not permitted in studios). Close fitting masks are preferred. Neck Gaiters and plastic face shields are not acceptable masks. Face shields may be worn, but masks are still required in addition.
- 2- **Distance:** Individuals should maintain 6 feet distance from each other whenever feasible.
- 3- **Parental Screen:** Screen your child for health concerns before attending each class. If your child has or lives with someone who has symptoms commonly associated with COVID-19, has been diagnosed with the disease in the last 14 days, or has been exposed to others diagnosed with the disease in the last 14 days, or if your child has a temperature of 100.4° or above, please do not to send your child to the CAC.
- 4- **Office:** The office will remain closed for walk-in traffic until the risk of infection goes down significantly. This helps to protect the staff and students from unnecessary exposure. If you need to communicate with the office, please call or email (even if in the building). If there is an important matter that you feel needs to be discussed in person, you may make an appointment to meet with a staff member in the lobby or lounge.
- 5- **Kitchen:** The CAC kitchen may not be used for children's programs. No food will be distributed by the teacher or shared by students. Students should only eat food they bring from home.
- 6- **Isolating:** If a child becomes ill while at the CAC, the instructor will call the parents. The child will be asked to wait in a specific area until parents arrive.