

Glass Studio Rental Policy – Covid19 additional policies and procedures

The following guidelines, policies and procedures have been added to the TMA Glass Studio Rental Policy in the interest of Staff and Community Safety, Health and Wellness.

Please note that these guidelines, policies and procedures are subject to change as new information is made available about the COVID-19 pandemic from government agencies such as the Ohio Department of Health and the Centers for Disease Control.

Building Protocol

All building protocol must be followed when entering the building.

Health Screening

Each studio user will check in at Post 40 off the Glass Pavilion loading dock prior to entering the building. This will allow Post 40 to conduct individual health screenings in a timely manner.

Only one studio user will be allowed at a time in the Post 40 vestibule. There are 6' markings outside of Post 40 to ensure proper physical distancing.

Studio users will be buzzed in when Post 40 is ready.

All studio users are required to wear a face covering from the time they arrive outside of Post 40.

Studio users will complete a questionnaire at Post 40 before entering the building. The questionnaire, which aligns with Lucas County Health Department guidance, will be available at Post 40. Studio users may also request a digital copy of the questionnaire which they can download and print from home. Filling out the questionnaire in advance will help expedite the screening process.

The questionnaire consists of the following:

1. Do you have at least one of the following symptoms: cough, shortness of breath, difficulty breathing, fever OR at least two of the following symptoms: chills, muscle aches, headache, sore throat, new loss of taste or smell?

If a studio user has symptoms, but has a diagnosed known cause (asthma, COPD, chronic sinusitis, etc.) and has NOT been exposed to someone with confirmed COVID-19, they may proceed to their scheduled rental.

If a studio user has a diagnosed known cause but has been exposed to someone with confirmed COVID-19, follow the Self-Quarantine Guidance for Question 3.

2. Do you live with someone who has the symptoms in Question 1 above that cannot be isolated from you in your home? (e.g., a person who does not have their own bedroom with a door and dedicated bathroom)

3. Have you had close contact in the last fourteen (14) days with an individual diagnosed with COVID-19?

If a studio user answers YES to any of these questions, they will not be provided access to the building through Post 40 and will not be provided with Glass Studio Access. All rental fees will be refundable and scheduled rentals will be eligible for rescheduling with the Glass Studio Supervisor.

After the health screening questionnaire is completed, the studio user's temperature will be taken by Post 40. If the temperature is 100.4 F or above the studio user will be sent home with recommendations to self-quarantine or isolate.

Self-Quarantine and Isolation

Self-Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Someone in self-quarantine stays separated from others, and they limit movement outside of their home or current place.

If the studio user reschedules for health reasons, they will be granted studio access when:

- The studio user can get a COVID-19 test with a negative result and the ill individual receives a different diagnosis from a physician.

Symptomatic studio users will not be allowed to physically enter the building, even if their symptoms are mild.

Scheduling Studio Activities

All studio access (i.e. non-studio rental activities such as packing and pickup) will need to be scheduled in advance with the glass studio supervisor. This is done to create a structure that allows as many studio users access while limiting the actual number of individuals in the space at any given point.

- All studio bookings will be conducted through the TMA website or by calling the glass studio supervisor. No in-person studio reservations will be accepted at this time.
- All assistants must be listed when booking the TMA Glass studios for rental.
- The Renter is responsible for all assistants' compliance to TMA safety protocol.
- No day-of reservations allowed. (i.e. if you are coming in to pick up work made during a previous rental you must reserve a time by contacting the glass studio supervisor in advance)
- All rentals must be cleaned up by the end of each reserved time slot.
- Flame shop rentals in excess of one person will have specific seat assignments.

Visitors

Anyone that is not a registered assistant or invoiced renter that wishes to visit the TMA glass studios will be handled on a case by case basis.

- All visitors must be pre-approved by the glass studio manager 24 hours prior to visit.
- Facility vendors and contractors will be allowed but must follow building protocol.
- Personal visitors are not allowed.
- All approved visitors must follow building and studio protocol.

PPE

- A Mask (cotton face covering is acceptable) must always be worn while in the glass studios and common areas of the glass pavilion. Exceptions will be made only where masks would hinder the making process by staff, students, teachers and renters. **ONLY 100% cotton masks are acceptable in any studio area with open flame(s) or electric heating equipment such as casting/fusing kilns (while firing).**
- Hands must be washed upon entering the glass pavilion for studio usage. There will be a provided hand sanitation station in the hallway while entering from post 40. It is suggested that everyone wash their hands before and after studio use. Sinks and soap are available in each studio.

Staff and community interactions

- Staff and community interactions will be limited and adhere to TMA's social distancing protocol.
- Social distancing markings will be clearly marked and visible in each glass studio.
- To limit person-to-person interactions, all required tools, and equipment must be reserved at the time of booking. There will be no Add-On requests during day-of scheduled studio use.

Respect social distancing procedures.

- Do not move chairs - there is one chair per six-foot radius in studios requiring the use of chairs.
- Locker use is allowed while following 6' social distancing protocol.

Cancellations

- The TMA Cancellation policy remains in effect but will be waived due to sickness or self-reported symptoms.

Carts

- Carts will continue to be provided for rentals between the loading dock and the glass studios.
- Carts will be sanitized by each individual cart user during the day and staff will clean them at end of day.
- Carts will be stored in the storage area opposite the cold shop.
- Carts can only be used to transport work or tools - there will be no storage on carts.
- Carts will have individual sanitation supplies and should be sanitized before and after use.
- Do not remove sanitation products from the carts.

Tools and Tool Kits

- Tools and tool kits from all glass studios will be sanitized daily by staff. We suggest that everyone use sanitation supplies to clean the tools prior to use.
- All specific items to be made available for rentals must be requested at the time of booking or by calling the glass studio supervisor 24 hours prior to reserved studio use.
- Studio pipes and punties will continue to be provided to studio users. All studio users must provide all used pipes and punties to TMA technical staff following each studio activity so that they can be sanitized.
- Studio blocks will continue to be made available for all classes, workshops and studio rentals. All teachers, students and studio users must provide all used blocks to TMA

technical staff following each studio activity so that they can be disinfected with bleach and water before being returned to the studio block sinks.

- Face shields will continue to be provided to studio users. Face shields will be disinfected by studio staff and disinfectant products will be available for regular cleaning. All studio users will disinfect face shields before and after use. **It is highly recommended that studio users source and purchase their own loading gear including face shields.**
- Loading tongs will be provided to studio users. Loading tongs will be sanitized by studio staff nightly and following individual studio activities. Studio users will leave loading tongs at knock –off station(s) for sanitation following each studio activity.
- **Kevlar Gloves and Loading Jackets will no longer be provided for studio rentals.** Kevlar gloves and loading jackets will be provided to classes and workshops.
 - Only designated staff will use Kevlar gloves and loading jackets that have been issued directly to them. The sharing of Kevlar gloves and loading jackets is prohibited.
 - Renters must provide their own Kevlar gloves and loading jackets which must be brought in and removed prior to and following each studio rental. Kevlar gloves and loading jackets may be stored in a renter’s locker between studio rentals.

Compliance

- Compliance to posted signage and all policies/procedures is mandatory. Violation will result in immediate suspension of access on that day. Multiple or repetitive non-compliance will result in review and may be subject to full suspension of glass studio access.

Glass Studio Rental - (Schedule and Safety Protocol)

- Hot Shop (Monday: 2-5 p.m. and 6-9 p.m.; Tuesday-Friday: 10 a.m.-1 p.m, 2-5 p.m. and 6-9 p.m.)
 - 2 shifts per day, 1 rental per shift
 - Reheat Chamber #2 will be the default workstation unless another reheat chamber has been requested at the time of booking.
 - Max 3-person team per rental
 - All studio pipes and tools must be provided to technical staff following each rental
- Flame Shop (Monday: 2-5 p.m.; Tuesday-Friday: 10 a.m.-5 p.m.)
 - 4 rentals max at any given time – Compliance with 6’ social distancing protocol
 - All tools and tool kits, (including mandrels), must be reserved at the time of booking.
 - Annealing ovens, (i.e. chili peppers, paragons), must be requested at the time of booking.
 - Glass is not provided for flame shop rental.
 - All rentals must schedule the pick-up of items from annealers. Renters are responsible for unloading and removing all work from annealers during their scheduled pick-up time.
- Flat Shop (Monday: 2-5 p.m.; Tuesday-Friday: 10 a.m.-5 p.m.)
 - 4 rentals max at any given time – Compliance with 6’ social distancing protocol
 - Studio tools must be requested at the time of booking.
 - All rentals must keep work/ activity confined to designated work areas
 - All work must be removed from the flat shop following studio use.

- All TMA tools must be disinfected and left on the table(s) following each studio use.
- Kiln Shop (Monday: 2-5 p.m.; Tuesday-Friday: 10 a.m.-5 p.m.)
 - 1 rental max per shift - Compliance with 6' social distancing protocol
 - Use of the kiln shop in tandem with the flat shop must be reserved at the time of booking
 - Each kiln to be used must be requested at the time of booking
 - Carts may be used to transport work from the flat shop to the kiln shop and must be disinfected after each use by the studio user.
 - All rentals are responsible for the scheduling and unloading of kilns.
 - Standard procedure for the use of kilns will still apply, I.e. firing schedules to be provided to technicians and approved prior to running the kilns(s).
 - Firing schedules must be identified at the time of booking.
- Mold Shop (Monday: 2-5 p.m.; Tuesday-Friday: 10 a.m.-5 p.m.)
 - 1 rental max per shift - Compliance with 6' social distancing protocol
 - Max 2-person team in the mold shop
 - All materials and artworks must be removed from the mold shop following each studio rental.
- Cold Shop (Monday: 2-5 p.m.; Tuesday-Friday: 10 a.m.-5 p.m.)
 - 3 rentals max at any given time – Compliance with 6' social distancing protocol
 - Individual Cold Shop Equipment must be requested at the time of booking to comply with TMA social distancing protocol.
 - Grit must be requested at the time of booking and will be provided by TMA.
 - Grit may be re-used during each scheduled shift but must be removed and discarded following each rental.
 - All materials and artwork must be removed following each rental.
 - All used cold shop (hard) surfaces must be disinfected by the studio user following each rental.
 - Max 2 people per rental in the cold shop
- Sand Blasting (Monday: 2-5 p.m.; Tuesday-Friday: 10 a.m.-5 p.m.)
 - Max 1 rental at a time
 - Individual sand blasting cabinets must be requested at the time of booking. #1 - #4
 - Hands must be washed directly before use of the sandblaster.
 - Nitrile gloves must be worn while using the blasting cabinets and cabinet gloves.
 - All blasting cabinet gloves must be turned out and disinfected following each studio rental.

In the interest of community health and safety NO studio rentals will be scheduled on the same day(s) as classes to allow for adequate cleaning and disinfecting.