



## ***Safe Start Studio Access Guide:***

### **FLAME 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**

- Flame Shop: 2 users max

#### **Work Zones**

There are two designated workstations in both Flameworking and Fusing - each user will have a dedicated space on opposite ends of the large tables to work on. Users are expected to take turns, one person at a time, using kilns and accessing other shared equipment such as torches and hand tools. Users are expected to remain at their dedicated workstations until shared spaces are clear for individual use.

#### **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.

- 9:30am-1:30pm
- 1:45pm-5:45pm
- 6:00pm – 10:00pm

### **Picking Up Artworks**

Users needing to pick up works outside of their Reservation Time. Access users are allowed to pick up their work. They must pass the health screening upon entry and maintain 6' distancing from active users while moving through the space. You may have to request a pathway and wait for active users to clear certain areas before proceeding.

### **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 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:

- There is Cleanup Check List to Access Users in Flameworking studio. Access Users are required to follow the direction.
- All hand tools 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 Oxygen/Propane torches, torch bodies, hoses and tank valves will be wiped down or sprayed with sanitizer after use.
- All power cords, setting knobs, power switches and tank valves will be wiped down or sprayed with sanitizer after use.
- All door handles, light switches and other commonly used fixtures are to be sanitized after each use.
- Sweep the entire Flame shop. Move ALL equipment out of the way to clean properly.

**Food & Drink**

Beverages may be consumed only within designated work zones(Large table in Hotshop) when social distancing is maintained. In these instances masks may be temporarily removed and immediately replaced.

**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](mailto:famano@pratt.org).