



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

### **KILN 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**

- Kiln 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.

- 9:00am-1:00pm (include kiln rental)
- 1:30pm-5:30pm (include kiln rental)

Each Fusing timeslot reservation includes use of a kiln for one day. Users will need to contact the Glass Studio Manager Fumi Amano via email: famano@pratt.org to receive a kiln assignment and coordinate their kiln schedule.

### **Picking Up Artworks**

Users needing to pick up works outside of their Reservation Time.

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.

### **Reservation Limits**

Initially, Accessed Users will be limited to 5 reservation per week. This includes consecutive daily reservations. For example, Sarah has a Flame working project she needs to finish by Friday. She has a maximum of 5 allowed reservations per week. She can choose to reserve one slot per day Monday –Friday. She can choose to reserve two consecutive slots on Monday, two consecutive slots on Wednesday, and one slot on Thursday. However the time works best for her within the guidelines.

### **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:

- Pratt will hand out a Cleanup Check List to Access Users. Access Users are to check and return to glass studio manager after cleanup.
- 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 door handles, light switches and other commonly used fixtures are to be sanitized after each use.
- Sweep the entire Kiln shop. Move ALL equipment out of the way to clean properly.
- The kiln shelf must be left in a smoothly coated condition and kiln furniture put away.
- The work tables and/or sink you must wipe down the counter area. If the paper protecting the work tables cannot be cleaned or is otherwise too dirty for the next person to work on, contact someone in the glass tech office for replacement paper.
- Plaster or silica mold construction should not occur in the Kiln Shop and plaster and silica should not be disposed of in the studio sink.

### **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 Manager Fumi Amano via email: [famano@pratt.org](mailto:famano@pratt.org).