



# WORCESTER CENTER for | **CRAFTS**

*A Creative Community. A Safe Community. We're all in this Together!*

## Craft Center COVID Re-Opening/Policy Guide



As we are all aware, COVID-19 is highly contagious and singular actions alone cannot overcome the threat that this virus poses. To this end, the Center and its studios have implemented many changes in accordance with the Massachusetts government's Mandatory Safety Standards for Workplaces (attached) and our partner, Worcester State University's Fall 2020 Safe Return Plan (<https://www.worcester.edu/Safe-Return/>).

Everyone accessing the studio is asked to recognize and accept their role as part of a **greater community effort** that is required to **help maintain the safety of all members by being proactive** about:

1.) Health self-assessment, 2.) Following all studio guidelines, 3.) Participating fully in the support of sanitization efforts that are required to maintain a healthy work environment.

We're all in this together!

The Worcester Center for Crafts and its Studios will continue to monitor and update all parties on the health and safety of our community, and adjust our operations accordingly. If the CDC, the Government, or Worcester State University, alters recommendations, we will communicate these changes as effectively as possible to the student body.

Thank you for your cooperation in supporting our efforts to keep the community safe and healthy. If you have any questions or comments, please do not hesitate to reach out to your department head:

**Ceramics & Photo:** Tom O'Malley via email [tomalley1@worcester.edu](mailto:tomalley1@worcester.edu) or by phone 508-753-8183 ext.304

**Metals:** Elaine McKenna-Yeaw via email at [emckennayeaw@worcester.edu](mailto:emckennayeaw@worcester.edu)

**Glass:** Gale Scott via email at [gscott@worcester.edu](mailto:gscott@worcester.edu) or by phone at 508-757-1424



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## What We Are Doing to Keep You Safe:

- All faculty and staff have received COVID-19 training in sanitization, social distancing, proper use of face coverings.
- All faculty and staff wear face coverings while on the property.
- Occupancy has been minimized to support a safer studio environment.
- HVAC filtration has been upgraded to Merv-13 standards, with increased maintenance.
- Work stations are socially distanced, separated by a minimum of 6 feet.
- Daily sanitization of the studio, public spaces and all touch points will occur.
- Sanitization stations for student tools will be set up at each sink and maintained daily.
- Studio access will be controlled with only students, faculty and staff allowed in the studio during class.
- Attendance records and sign in logs will be used for contact tracing.
- Demonstrations will be able to be viewed in large format, to help maintain social distance.

## What We Ask of Our Students:

### General Rules

- DO NOT attend class or enter the Center if:
  - You or another household member is ill and exhibiting symptoms of COVID-19, which according to the CDC, include:
    - Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea
  - If you have traveled in the past 14 days by airplane, bus, or train. Travel increases risk of COVID-19 contraction and transmission.
- All students, faculty and staff **are required** to wear face coverings while on the property.
- DO NOT bring food or consumables into the studio.
- DO NOT eat or drink in the studio.
- If a student (or anyone in their household) is suspected of having COVID-19, or has tested positive for COVID-19, they should notify the Craft Center immediately. Your privacy will be respected; however, we will take necessary action to communicate any potential spread of the virus, including closing for a short time to clean and disinfect the building.
- Non-compliance with these rules may result in denial of service.



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## Policy Acknowledgement & Release of Liability

Every registrant will be expected to complete an electronic form included in their registration receipt acknowledging that they understand and agree to comply with the policies outlined, and that they thereby release the Worcester Center for Crafts and Worcester State University of any liability. This form must be submitted no less than 48 hours prior to the start of the first class.

To access the form, visit: <https://forms.gle/FiNTsV9vWXWzDZta9>

## What We Ask of Our Students (continued):

### For and During Class

- Please observe all posted hours for classes and for studio-specific options such as Open Studio. NO exceptions.
- The studio will open 15 minutes prior to the start of each class. We ask that you not congregate in the hallways, but remain socially distanced outside or in your car, while waiting for the studio to open.
- Students are asked to be present for the beginning of each class meeting for recording of attendance.
- Attendance in any given offering is restricted to registered students for that specific class/workshop/Open Studio.
- Guests are not allowed to access the studio unless a tour has been arranged in advance with the Department Head.
- All faculty, students and staff will wash their hands immediately upon entering the studio; disinfecting soap and disposable hand towels will be provided at each sink.
- Sanitize your tools at home. Do not bring in unnecessary materials from outside the Center to class.
- One student per workstation per class; students are asked to sanitize each workstation upon completion of class.
- Sanitize any shared touch points, tools or equipment you use during class.
- Observe and obey all signage within the studio and building.
- Observe and obey all instruction by your faculty regarding health and safety.
- Manage your time accordingly; additional cleaning and sanitization will require more time.

Our learning model is greatly affected by these practices, and so we ask that all students actively engage in learning by observing, listening and following the lead of your expert faculty, helping us overcome the challenges of teaching in a socially distanced environment.



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## Ceramics Studio-Specific Rules:

- Work stations (wheel, hand building, glaze) are socially distanced. Each work station is a minimum of 6 feet apart.
- Class enrollments are limited to a maximum of 8 students.
- Areas of congestion such as sinks will be limited to one user at a time, with signage and faculty oversight.
- Smaller spaces such as Glaze Lab, Clay, Kiln, Plaster Rooms will only be accessed by faculty or staff, with occupancy limits clearly posted.
- Store your tools and materials on class shelves instead of bringing them back and forth between home and each class.

## REFUNDS & CANCELLATIONS related to Illness

Please do not attend class or come into the Center if you are ill or exhibiting symptoms of COVID-19. **In the event that you are ill and are no longer able to attend class, please notify the Registration Office immediately via email at [wccregistration@worchester.edu](mailto:wccregistration@worchester.edu).**

Students may cancel their enrollment due to illness up until the first class for either a full refund or a transfer to an online class **provided that they submit their cancellation notice in writing via email *paired* with an accompanying doctor's note.** Requests of this nature must be submitted to the Registration Office at [wccregistration@worchester.edu](mailto:wccregistration@worchester.edu).

Exceptions may be considered for cancellation requests submitted past the first class on a case by case basis for illness. In the event that an exception is granted, partial refunds will only be issued for student tuition (no materials or studio fees) for the weeks of class not attended.

NO exceptions will be considered for requests made after the class has completed.

For additional information on our policies regarding cancellations, please visit:  
[www.worcestercraftcenter.org/policies](http://www.worcestercraftcenter.org/policies).

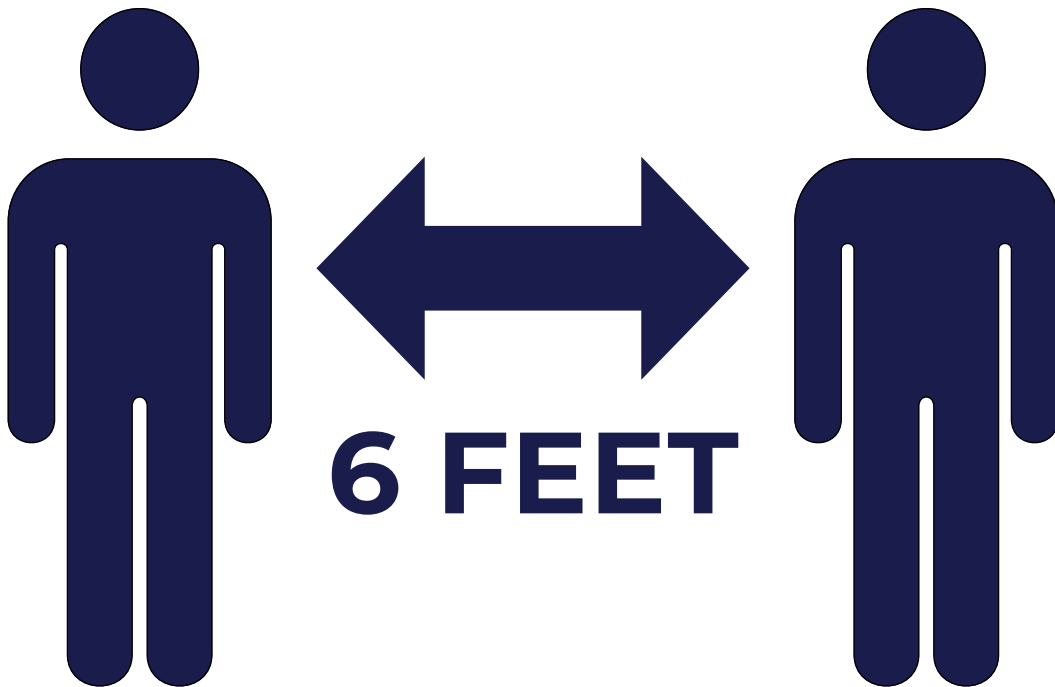


## CERAMICS STUDIO\*



# SOCIAL DISTANCING

DO YOUR PART...

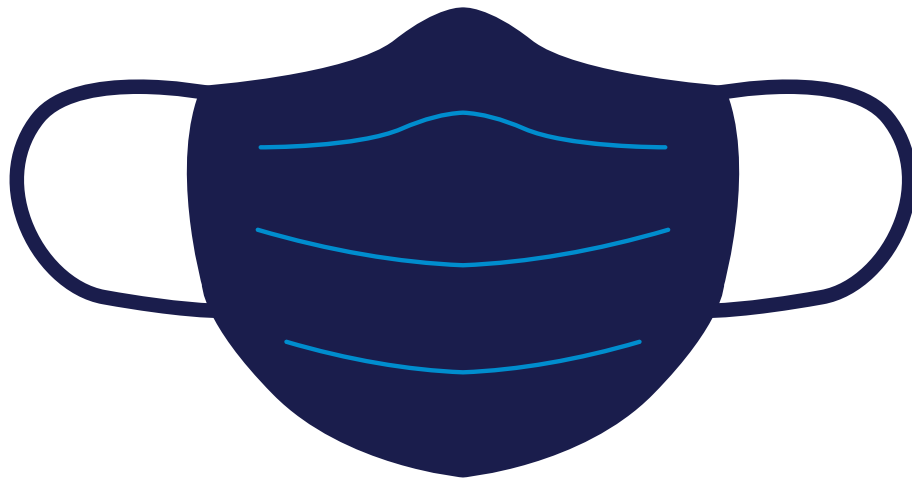


STAY APART.



# PREVENT THE SPREAD

FACE COVERINGS ARE  
**REQUIRED**



WHILE ON CAMPUS



## RULES TO KEEP YOU SAFE AT WORK

# Mandatory safety standards for workplaces



### SOCIAL DISTANCING



Remain at least six feet apart from others to the greatest extent possible, both inside and outside workplaces



Follow established protocols to ensure social distancing



Review signage for safe social distancing



Use a face covering or mask at all times

### HYGIENE PROTOCOLS



Ensure there are hand washing capabilities throughout the workplace



Wash your hands frequently and properly



Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms, etc.

### STAFFING & OPERATIONS



Attend work trainings regarding the social distancing and hygiene protocols



Do not report to work if you are displaying COVID-19-like symptoms



Comply with plan for employees getting ill from COVID-19 at work, and return-to-work plan

### CLEANING & DISINFECTING



Comply and maintain cleaning protocols specific to the business



Ensure that cleaning and disinfecting is performed when an active employee is diagnosed with COVID-19



Disinfect all common surfaces must take place at intervals appropriate to said workplace



## EMPLOYER GUIDANCE

# Mandatory safety standards for workplaces



## SOCIAL DISTANCING



All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces



Establish protocols to ensure that employees can practice adequate social distancing



Provide signage for safe social distancing



Require face coverings or masks for all employees

## HYGIENE PROTOCOLS



Provide hand washing capabilities throughout the workplace



Ensure frequent hand washing by employees and adequate supplies to do so



Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

## STAFFING & OPERATIONS



Provide training for employees regarding the social distancing and hygiene protocols



Employees who are displaying COVID-19-like symptoms do not report to work



Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

## CLEANING & DISINFECTING



Establish and maintain cleaning protocols specific to the business



When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed



Disinfection of all common surfaces must take place at intervals appropriate to said workplace