

**Personal Health Guidelines
For All Staff, Board, Artists, Volunteers, and Students**

All staff, board, artists, and volunteers must take their temperature at home before coming to Baltimore Clayworks. It should be below 100.4 F. If you have a temperature call your physician.

Stay home if you exhibit one of the following:

- Fever
- Shortness of breath
- Cough

Stay at home and call your physician if you have any two of the following:

1. Chills
2. Sore throat.
3. Nausea or vomiting
4. New loss of taste or smell
5. Headache

Please stay at home for 2 weeks after traveling outside the country or flying.

Stay at home, call your PCP, and notify Matt Hyleck of BCW if you have:

- been exposed to another with Covid-19
- become Covid-19 symptomatic
- been diagnosed with Covid-19

We will contact trace your exposures in Baltimore Clayworks and we will inform the Health Department.

BC Guidelines for Entering Buildings and Participating in Services

Everyone will sign in agreement with the guidelines and sign a waiver.

You must have a face covering in place before entering any space at BCW and it must be kept on at all times while in BCW. Your face covering should cover your nose and mouth. Try not to touch your mask or face, and wash your hands afterwards if you do. Cloth masks are fine and should be laundered daily to be effective.

Upon entering you must immediately wash your hands for twenty seconds, warm water with soap. Bring your own freshly laundered apron and towel for drying hands and take them with you when you leave, wash them daily. There are also paper towels in the bathrooms.

Once your hands are clean please complete the questionnaire by the front entrance of each building. Staff will have their own form. This is necessary for contact tracing in case someone falls ill with Covid-19.

Keep your personal belongings in a bag and minimize surfaces you touch. Use only your own equipment, computer, etc. to minimize exposure.

Stations with spray bottles of disinfectant are located throughout the buildings so you can clean anything you have touched and your personal area of work once done. The spray must stay wet for the time listed on the bottle as dwell time.

Practice recommended social distancing (6ft) to the greatest extent possible.

What BC is doing to Ensure Your Safety and the Safety of Others

All staff, board members, volunteers, and staff will take their temperature before coming to BCW. They will all comply with guidelines recommended above.

All frequently touched surfaces, e.g. bathrooms, door handles, railings, etc., will be sanitized with a disinfectant solution before the building is open, and again before evening classes.

Soap dispensers will be set up at all sinks. Bathroom sinks will have paper towels.

Spray bottles of disinfectant and paper towels will be available throughout the building for cleaning after touching surfaces and your work space.

Class sizes will be limited to allow for social distancing. Glazing areas will be limited to one person at a time. Sink areas will be limited to one person at a time. Elevator will be limited to one person at a time.

No guests will be allowed in the studio

Front desk will be protected with a splash guard.

Only credit cards will be used for payments. No checks or cash will be accepted.