

MCBA's Covid-19 Health and Safety Protocols for Studio Visitors ♦ Updated August 2020

*When visiting any public place during this pandemic, there's always a risk of exposure to COVID-19. When visiting MCBA, you voluntarily assume all risk knowing that COVID-19 is extremely contagious, and that for some people it can lead to severe illness and even death. **Please stay home if you are feeling sick, have COVID-19 symptoms, or have been exposed to someone with COVID-19.***

By signing up for an onsite activity with MCBA, you agree to read and follow these protocols:

Entry to building:

- Your visit must be scheduled in advance. Registration is required for Studio Labs and equipment rentals. Tutorials must be scheduled in advance.
- Open Book, the building MCBA is located in, is closed to the general public until further notice. An MCBA staff member will let you into the building at the scheduled time; please wait for staff at the rear doors, in the south parking lot near the disability parking spots.

When you enter, and before you begin working:

- Use hand sanitizer at the entrance of MCBA.
- Enter MCBA and take a temperature check using the touchless thermometer and conduct a health self-assessment using the checklist at the door.
- Wipe down handles, small tools, and other touch points on equipment you plan to use using the paper towels and EPA-approved disinfectant provided in each studio.

While you are in MCBA's studios:

- In compliance with the City of Minneapolis's policy, **masks or face coverings are required at all times while in Open Book and MCBA's studios**. We understand that masks can be unpleasant, but this is important for the health and safety for the entire MCBA community. If you do not wear a mask, you will be asked to leave.
- Your registration does not allow free access to the rest of MCBA or Open Book. Please remain in your assigned studio area at all times unless visiting the restroom.
- Maintain social distancing – at least 6 feet between yourself and others – at all times.
- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your face.
- Cover your face when you cough or sneeze by using the inside of your elbow.
- Shared food or beverages are not allowed. You may bring your own food/beverages and keep them at your workstation.

After you finish working:

- Place all small tools (rulers, bone folders, scissors, etc.) in the "Used Tools" bin.
- If you worked with any cases of type, or small type spacing material, label them with the provided label: "USED by [NAME] on [DATE]" with your name and the date.
- If you used furniture for letterpress printing, place it in the "Used Furniture" box.
- Wipe down large equipment and any other areas used with disinfectant and paper towels.
- Fill out the used equipment and tools checklist and leave it in the box on the entry table.

Thank you for keeping yourselves and our community safe and creative!