

MCBA's Covid-19 Health and Safety Protocols for Studio Visitors ♦ Updated October 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.
- At the scheduled time, staff will open the **bindery door** to let folks into the building. The door to the bindery is nearest the patron parking lot, at the southwest corner of the building, near a bike rack. Please call or text 502-759-1392 if you are not greeted or arrive later.
- Open Book, the building MCBA is located in, is closed to the general public until further notice.

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!