**Art Lab Access: Covid Protocols 2021**

 Studio faculty and graduate students will have access to the Art Lab this semester, we are excited for you to use the newly renovated facility with state-of-the-art ventilation. Protocols have been developed and put in place that will have to be adhered to by all patrons. Please keep in mind we are operating under **crisis** conditions; the changing landscape is unpredictable, we will attempt to provide this access based on adhering to these protocols as they relate to the current situation and advice from the University, but nothing is guaranteed because of the pandemic.

All persons using the facility who have not taken the EHS training for using the Art and Art History facilities must first take the required online training they can find here:

<https://apps.fo.unc.edu/ehs/training/art-safety/>

1. **The Art Lab will have directional traffic flow signs, adhere to these even when traffic is light to avoid unnecessarily contact with others.**
2. **The University wide policy is for you to wipe all tools, PPE, and all surfaces you are coming in contact with, before use.** Hand sanitizer and wipes are provided in each shop for your use. If we run out of wipes or sanitizer look for them in other shops to use and let Pat know by email.
3. **Masks are required outside your private studios**; put you mask on before entering the facility and keep a minimum of 6’ from everyone at all times.
4. **Shop time outside normal business hours MUST be scheduled in advance through the Bookings Calendar.** ITS is developing a Bookings calendar using your Outlook email account for our patrons to access to sign out time blocks for using the different shop areas. We are the first to set up this type of calendar up but hopefully next week or soon after this will be available and allow you to schedule using the shop and will also allow you to schedule time for technical assistance from Pat Day.
5. **Only two people will be allowed to use a shop area at a time and in the paint booth only one.** This will be done on a first come first served basis through Bookings calendar in your Outlook mail, a separate email will be forthcoming on how to set up and use that. As usual, the “Buddy System” will be required for accessing and using power tools. Alone in the facility you may paint, draw, layout, and stage but if you are using power tools you must coordinate with at least one colleague that will be in the facility.
6. **No guests will be allowed in the facility until further notice.** Any person not a current Art and Art History graduate student or faculty are considered a guest and it will be your responsibility to arrange with your colleagues this after-hours shared access. During regular business hours when Pat is in the office, you will be able to use power tools by scheduling that with Bookings on Outlook.
7. **You will have 24 hour seven days a week access to the facility and equipment you are checked on.** After you get your keys to the Art Lab your One Card will allow you access to the front door and the tool room, your keys will unlock the woodshop door and the door to your studio.
8. **Do not use any tools or equipment you have not been oriented to by Pat Day.** It is your responsibility to arrange this with him through Bookings on Outlook this type of instruction. Please do not endanger yourself or our equipment by not following safe practices and getting instruction on tools and processes you are not familiar with.
9. **Use the sign out sheet in the tool room for graduates and faculty for all tools and equipment you use.** Never keep tools from the tool room in your studios, always return them clean of debris, bits removed and to their appropriate place after each use. No tools may be taken off the Art Lab premises and taken anywhere including Hanes at any time, do not ask.
10. **Do not leave your work on tables in shops or create messes and hazards for others.** This is a communal space. If you use the facility you are responsible for any debris, dust, trash, or material that is created by your activity.
11. **The Clean Room will not be available until February.**

Contact Pat Day by email with any issues or questions by email, pday@email.unc.edu, do not call or text him with non-emergency issues.