

We opened our retail operations on June 9th in the Shop and outside the Dave Drake Studio Barn and we are expanding our retail with art for sale in the atrium and in three galleries and plan to open art programming in mid-August.

When we opened our retail, and as we prepare to expand retail and open other programs, the safety of our guests and staff has guided all our decisions.

These overall guidelines are followed with more detailed guidelines for each space

- Employees will conduct self-screenings before entering The Bascom. The forms were sent to each staff member and there is a sign on the door reminding them to conduct a self-screening before entering and more forms in the admin office.
- Masks or face coverings are required for everyone while on The Bascom Campus.
- New sanitizing stations have been installed at all entrances.
- Social distancing is practiced on the entire Bascom Campus.
- Only contactless payments will be accepted.
- There are separate entrances and exits and one way flow of traffic.
- Max capacity numbers follow the guidelines for each space. Currently this is 50% capacity or 6ft distance-whichever is smaller.
- All frequently used surfaces such as door knobs and railings are being disinfected with a good bleach solution and cleaned hourly. A wet spray disinfectant can be used at the end of the day if it sits for 10 minutes.
- Shifted cleaning and sanitation from an “after hours” chore to something conducted in a highly visible and reassuring manner throughout the day.
- All water fountains have been turned off.

What we ask of all visitors:

- Wear your masks or face coverings while on The Bascom Campus.
- Wash your hands frequently with soap and water and/or use the hand sanitizer regularly.
- Practice social distancing at all times.
- Do not touch your face.
- Cover your cough or sneeze, cough into a tissue, or the inside of your elbow.
- If you don't feel well, please come back when you do.
- Conduct self-screenings throughout the day – If you or someone around you exhibits symptoms of illness: fever, cough, shortness of breath, or other indicators you /they should stay home and seek medical attention.

There are discreet areas with discrete protocols:

Retail spaces in the main building-Shop, Atrium, Galleries and outside of the Barn

Education programs at the Trail Level of the main building, inside and outside of the Barn, and the Terrace (adults and children).

To further minimize interactions:

Mon-Tues staff parking lot only for staff

Wed-Friday staff lot only for students

Only entrance into the main building is through the front doors

Only entrance to the Trail level is through education doors for students and through back door by swipe card for staff

Only entrance to the Barn is on the side for open studio members/workshop attendees/staff

Retail Spaces: Shop, Atrium, Galleries, outside Barn, Terrace

- Masks or face coverings are required for everyone.
- New sanitizing stations have been installed at all entrances.
- Social distancing is practiced on the entire Bascom campus.
- Only contactless payments will be accepted
- Plexiglas barriers installed
- All internal doors are propped open.
- Available bathroom stalls reduced and are cleaned 2x per day
- There are separate entrances and exits and one way flow of traffic
- Max capacity numbers follow the guidelines for each space.
- All frequently used surfaces are being disinfected and cleaned regularly.
- Elevator marked for two individuals at a time
- Signage on stairwells asks for people to wait until so guests can go in one direction

Program spaces-Trail level and Barn

- All students must wear masks or face coverings
- Wash hands and/or use sanitizer upon entry and before leaving
- Maintain 6 feet social distancing
- Leave during lunch (if applicable) and after program for cleaning
- Enter and exit only through designated points

Trail Level

- Trail level doors will remain locked from the outside.
- Policy signage is prominently displayed outside of the rear entrance.
- Access to the Trail Level will be restricted from the Main Level.
- The elevator will be marked for social distancing.

- Staff parking will be devoted primarily to workshop student parking.
- Students will enter through the woodturning studio door and exit through Trail Level doors.
- Studio doors will remain propped open.
- Studio workstations will be organized with 6' buffers.
- Maximum capacity based on 6 feet social distancing and max of 12 people.
- Students will not be allowed to eat in the studios.
- Outdoor seating with proper distancing will be made available outside of the studios.
- Studios will be cleaned during lunch, and at the end of each day.
- Trail Level restroom will be limited to use by one individual at a time.
- Restroom will be disinfected hourly

Barn

- Policy signage is prominently displayed outside and the entrance to the barn
- Mug/glaze room off limits to students. Staff only designated areas
- All students and staff must wear masks at all times
- Hand sanitizing station at entrance, inside, and at the exit
- Studios will be cleaned during lunch break (1pm - 2pm)
- Students will not be allowed to eat in the studios.
- Directional arrows taped on the floor for entry, exiting, and movement around the studio using the side doors as entry and large front doors or rear door near bathroom as exit
- 10 x 10 work spaces for individuals for open studio members to ensure social distancing
- Remove community tools and any other tools away that require or have the opportunity for multiple people touching.
- Employees and studio members will help disinfect the work stations, door handles, etc. periodically
- All sale items relocated to the terrace and point of sale with Plexiglas barrier in place to be moved just inside the studio terrace door so all guests and visitors are outside and on the front walk way.
- Art by Appointments will be done outside and maintaining social distancing at all times.
- Communal aprons must be washed after use or left unused for 3 days

Terrace

- 25 people max (per current guidelines) with masks or face covering, social distancing, and hand sanitizer available.

Should a guest/student call and say they have tested positive, immediately contact the Executive Director who will contact the Call Center at the Health Department. The number is 349-2517.