

RULES & REQUIREMENTS FOR STAFF & PARTICIPANTS



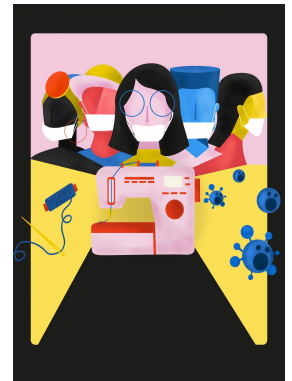
Body temperature check is required

BEFORE ENTERING The Sewing Labs(TSL) - Due to added health & safety requirements - it is required that all students arrive 10-15 minutes early and wait outside for admission to TSL. TSL has created a system of “marking” at the front entrance to maintain social distancing during check in. If you arrive late we will not be able to process you ----- “NO DRIFTING IN”

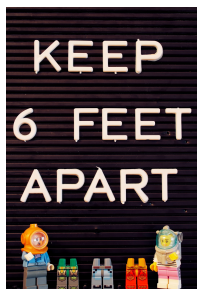
Approved entrance to TSL. All staff and guests will be required to log in with name, email and phone, address and reason for visit, read & sign a waiver, agree to rules & requirements and have temperature taken before entering the facility. In the event that we have any exposure of Covid identified in our space we must be able to notify each individual and inform them. IN addition, if you have been exposed you will be required to wait 14 days and be symptom free before returning.

Contact Tracing in Place - TSL will use the sign in/out log for contact tracing information. This will allow us to know who was in our space in the event that someone becomes affected. If you have been identified to have been in our space at the same time as a tested positive for COVID19 individuals you will be contacted. If you have been in direct contact with them - meaning sharing the same class or workspace you will be restricted from using TSL for 14 days and be symptom free. It is recommended that you seek testing.

Personal temperature to be taken and recorded. A temporal temperature reading will be taken and recorded of everyone who wishes to enter our space. If a temperature of 99.0 is recorded you will not be allowed to enter The Sewing Labs or participate in any Sewing Labs program(s) today. You will be asked to wait 14 days and be symptom free before attempting to re enter TSL.



Wearing a Non-medical grade face mask. All participants and guests will be required to wear a face mask upon entering & during any participation of The Sewing Labs space or “programs”. TSL will have a limited number of masks available.



Social Distancing followed. As an added preventative measure it is required that a distance of 6 foot or 2 meters be kept between all participants or guests to reduce the spread of germs between each person. This distance must be maintained while moving through the space and while sitting at sewing stations during classes. Please observe this spacing when selecting a sewing station and seat yourself at every other machine.

Use of hand washing, sanitizer and disinfectants - All participants and guests will be required to immediately & routinely wash their hands, use sanitizer and disinfectants as directed by The Sewing Labs as a preventative measure to reduce the spread of Covid 19 and other germs.

- a. Hand washing is required when entering the facility. Please use public restrooms for this. Repeat hand washing after classes or on fresh air breaks..

- b. Sanitizing sewing stations equipment & tools is required before starting. Disinfectant wipes for sanitizing are located in the industrial and domestic machine areas. Repeat this sanitizing process at the end of each session.
- c. Disposable gloves are available but not required to operate sewing machines or other equipment. Gloves are required for processing donations and for kitchen activities.
- d. Students will check out a kit of tools and any equipment needed for their class. NO sharing of tools or equipment to prevent cross contamination

Capacity limitations - TSL will not immediately allow full capacity of participants into the facility. In order to maintain social distancing and follow city procedures we will be at 50% capacity. TSL staffing will monitor these levels and react as needed if over capacity.

Outside drinks and food are allowed but must follow these guides. Drinks are allowed in sewing stations if they are covered with lid to prevent spilling and exposure - no pop cans. Access to the kitchen is regulated. Snacks can be eaten in the kitchen area. No community beverages or food. Microwave and refrigerator is limited to staff at this time. Sanitizing measures will be implemented per use or at high touchpoints. All foods must be sealed and marked with names with a preference to take home every night.

Children under the age of 16 will not be allowed into TSL at this time. This decision will be re-evaluated every 30 days or when public schools are back in session.

Teaching & Instruction modifications - Teachers will restructure how they instruct to keep a 6ft distance between themselves and students if possible. Video instruction will be introduced for some classes as a way to allow better instruction at a distance. Instructors will be live on monitors to allow students to view without leaving their stations. Additionally ironing stations will be available when possible or sanitation between users will be required.

Misc office equipment - All laptops, tables and office equipment must be wiped down each day by the user or each time the user is changed.

Donations Processing - All donations will be held in quarantine within the donation center for 72 hours before processing. All donations will need to be dated & logged in upon receiving and be kept separate from other donations. Gloves are required to process donations.

Restrooms are maintained by the landlord, however will be monitored by TSL staff to ensure adequate supplies are available for guests. Please make TSL staff aware if restrooms need serviced.

Airflow within the space will be routinely monitored and any issues will be immediately communicated to the landlord for resolution. Typically our classes are 2-3 hours per session. The duration of the classes are not anticipated to change, but we will build in a fresh air break for any classes over 2 hours. This will allow our participants & staff to refresh themselves and re-wash their hands.

These rules & requirements are in place until further notice and can be amended at any time by The Sewing Labs.

Thank you for following these guidelines. They were designed to follow local and national health and safety guidelines and implemented for “best practices” for preventative measures to reduce the spread of COVID 19. However, The Sewing Labs cannot guarantee that we or anyone else will not become infected with COVID-19,

COVID-19 IMPORTANT INFORMATION ABOUT CORONAVIRUS

ROUTES OF TRANSMISSION



SIGNS AND SYMPTOMS



PREVENTION



PROHIBITED ACTIONS

