

Delta Potters Association (DPA)

COVID-19 Safety Plan

July 15, 2020

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Commitment to a COVID-19 Safety Plan:

DPA is committed to creating a safe and healthy studio for all members. The DPA recognizes the unprecedented crisis that has arisen from the COVID-19 pandemic, and that an explicit plan for safety measures to implement and maintain a safe and healthy studio is crucial to support our organization.

This Safety Plan is fully supported by the executive and all members of the DPA. It will be regularly monitored and reviewed to adhere to orders and guidelines issued by the Provincial Health Officer (PHO), WorkSafe BC and the City of Delta.

Purpose:

This Safety Plan follows the City of Delta's Safety Plan as it aims to limit transmission to protect people and prevent further spread of the virus. It sets out what measures will be taken in the DPA studio to slow the spread of COVID-19.

These measures will be implemented and maintained over the coming 12-18 months and will be thought of as the "new normal" in terms of required actions that are the basis for DPA operations until the PHO lifts the public emergency requirements.

Considerations:

The City of Delta (as per WorkSafe BC) requires DPA to develop a plan that reduces the risk of exposure. The plan must address how:

- the studio is organized and arranged
- some specific activities are carried out
- cleaning and sanitization, and
- changes and precautions will be communicated to membership

WorkSafe has provided the following guidelines to reduce the risk of COVID-19 transmission:

- Assess the risk within the studio
- Implement measures to reduce the risk through:
 - maintaining physical distance
 - where physical distance cannot be maintained, employing the use of engineering controls (e.g. partitions or barriers) and personal protective

- equipment (PPE)
 - cleaning and hygiene
 - limiting the number of members in the studio
 - administrative controls
 - exposure controls
 - Develop communication plan
 - Monitor the studio and update the plan as needed
 - Assess risks arising from resuming operation
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Interim Protocols and Procedures

DPA's COVID-19 Safety Plan aims to limit transmission of the virus to its members and to maintain a safe and healthy studio. Even though DPA has implemented the DPA COVID-19 Safety Plan and are applying all the associated protocols and procedures, the risk remains that a COVID-19 outbreak could occur despite our efforts. Members use the DPA facilities entirely at their own risk.

Every member attending the studio agrees to adhere to the DPA COVID-19 Safety Plan.

The DPA studio is 1452 square feet. It is organized into three work areas:

- Main Studio
- Glaze Room
- Kiln Room

Physical Distancing

The main studio will be measured and arranged so that physical distancing of at least 2 meters can be maintained between each workstation. The maximum number of participants in the studio at one time will be limited by the number of workstations.

Members may also drop in to pick-up / drop-off pots:

- for tracing purposes, members dropping into the studio must sign in
- must stay no longer than necessary - maximum 10 minutes
- maintain physical distance of at least 2 meters
- only one drop-in member at a time in the studio

Social Interactions:

Members are to avoid communal food and beverages.

Non-essential items such as microwave, teapot, mugs and radio are not to be used.

Within Workspaces:

- Members must take note of and comply with markings and signage identifying areas or items that are not to be used. Items include the portable fan and hairdryer.
- Members are to be respectful and communicate in advance of movements within workspaces when others are present.
- Members are to yield way and turn to face the walls or away from others when passing in common areas.
- Members are not to pass tools or equipment to one another.
- Only one member at a time may enter the glaze room with the exception of glaze mixing teams of two. It is standard protocol for mixing teams to wear a respirator with a P100 particulate filter cartridge and gloves, and they will now also respect physically distancing.
- Only one member at a time may enter the kiln room.
- Only one member at a time may use the sink area.
- Only one member at a time may use the wedging tables, drying tables, drying cupboards, slab roller or extruder.
- Only one member at a time may load and unload the kilns.
- Shared tasks will be completed with physical distancing in place. If physical distancing cannot be maintained, non-essential tasks will not be done.

Meetings:

DPA will reduce in-person meetings and other gatherings. Meetings will be conducted virtually when possible. Unavoidable in-person meetings will be kept short and members will stay 2 meters apart.

Visitors:

Visitors not required to be in the studio (e.g. not attending an organized event or class) will be restricted or limited.

Orientation and Training:

The number of participants in orientation and training sessions will be limited to allow for physical distancing of at least 2 meters.

Monthly Clean Up:

- Regular monthly cleanup sessions will be modified to ensure physical distancing will be maintained.
- The studio will be closed except the cleaning team (maximum of 7 members).
- Cleanup times may be staggered to help ensure distancing.
- Each participant will be assigned an independent area to clean.
- Cleaners bring their own gloves and towels and take them home with them.

Adult Classes (Wheel / Hand-building):

The studio will be arranged so that work stations are 2 meters apart. The maximum number of participants in classes will be limited by the number of work stations. Members must register for classes, including drop-ins.

Participants must work and remain in their assigned area as much as possible. If participants need to move to use common equipment, such as the slab roller or sink, they must communicate in advance of their movements. Participants are to yield way and turn their face away from others when passing. Shared equipment and tools must be cleaned and disinfected immediately after use.

Workshops:

The studio will be arranged so that work stations are 2 meters apart. The maximum number of participants in workshops will be limited by the number of work stations. The DPA studio will be closed to all other members while workshops are occurring.

Participants must work and remain in their assigned area as much as possible. If participants need to move to use common equipment, such as the slab roller or sink, they must communicate in advance of their movements. Participants are to yield way and turn their face away from others when passing. Shared equipment and tools must be cleaned and disinfected immediately after use.

Raku:

Raku is a weather dependant outdoor activity. It is standard protocol for participants wear a respirator with a vapour filter cartridge, thick gloves and protective clothing. Every participant will be assigned an individual task and work independently so physical distancing can be maintained.

Interactions with customers and members of the public:

Pottery Sales:

- DPA Pottery sales will be held in an indoor space that has been laid out to allow for physical distancing.

- The number of customers permitted in the sale at any one time will be limited by the square footage and physical distancing requirements.
- Hand sanitizer stations will be made available.
- Signage will indicate flow and proper spacing.
- Credit cards and e-transfers transactions will be encouraged.
- Supplies will be provided but customers will have to wrap and bag their own purchases.
- Physical barriers will be set up between the cashier and the customer.

Children’s Classes:

No children’s classes are scheduled during this time.

Community Outreach (Kinsmen):

No community outreach/Kinsmen programs are scheduled during this time.

Administrative Controls

On entering the studio, each member will sign in for contact tracing purposes and acknowledge they:

- will adhere to the new COVID-19 Safety Plan guidelines
- enter at their own risk and understand that although DPA has implemented our COVID-19 Safety Plan, the risk remains that a COVID-19 outbreak could occur despite our efforts
- will not attend the studio if they are feeling unwell with cold/flu like symptoms
- will not attend the studio if someone in their household is experiencing cold/flu like symptoms
- will not attend the studio if they have travelled out of the country, including the US, in the past 14 days (excluding essential service workers who are exempt).

Exposure Controls

- Members will register for a time-slot at a work station at the studio.
- Work sessions may be staggered to reduce congestion
- Downtime of 15 minutes will be scheduled between sessions to reduce congestion.
- Members must leave the studio before the end of their booked session
- Each member must sign in when entering the studio.
- Members will maintain physical distancing of at least 2 meters while in the studio.
- Members may bring their own mask and gloves if they choose to wear them.

Communication Plan

Delta's COVID-19 Safety Plan and DPA's COVID-19 Safety Plan will be communicated to each member via email and posted on our DPA website (www.deltapotters.com). A subsequent virtual meeting will be held to review the safety plan and answer any questions.

DPA's year end is June 30th. DPA's membership forms will stipulate that members have read and understood the conditions of DPA's Covid-19 Safety Plan and agree to adhere to them. Members must sign this form before they can renew their membership or become a new member of DPA and use our facilities. Every member will also acknowledge they will adhere to DPA's Safety Plan each time they sign-in to the studio.

Clear signage indicating:

- thorough cleaning
- hygiene (hand-washing, respiratory etiquette)
- physical distancing
- health surveillance
- non-essential items are not to be used.

Health Surveillance

In an effort to help contain the potential spread of COVID-19, **all Delta Potters members must perform the following health check prior to entering the studio.**

Are you experiencing the onset of any of the following symptoms? (Note: If you are unsure whether your symptoms are related to allergies or an infection, please refrain from entering the studio)

- Fever of greater than 38 degrees Celsius
- New cough or an increase in the amount of coughing
- Sore throat and painful swallowing
- Loss of sense of smell
- Muscle aches not due to overexertion or exercise
- Loss of appetite
- Chills
- Shortness of breath
- Stuffy or runny nose
- Headache or unusual headache
- Unusual fatigue

Have you had close contact with a person with confirmed COVID-19? (Note: This means you would have been contacted by your health authority's public health team.)

Have you travelled to any countries outside of Canada (including the United States) within the last 14 days? (This excludes essential service workers who are exempt.)

If you answer **"YES"** to any of the above, you are **not permitted to enter the studio** and should remain at home, self-isolate and contact your doctor.

If you answer **"NO"** to all of the above, you are welcome to enter the studio.

If, already in the studio, you begin to feel unwell or show any signs of COVID-19 illness, please wash your hands, don a mask if you have one, and leave the studio immediately without interacting with others or touching objects.

If you have a minor injury while in the studio please self-treat. First-aid supplies are provided for minor injuries.

Cleaning and Hygiene

- At the end of each session in the studio members must thoroughly clean and disinfect their work area as well as every surface they have touched.
- Shared tools must be sanitized immediately after use so they are clean and disinfected for the next person.
- The studio will be equipped with disinfectant spray and hand soap.
- If preferred, members may bring their own disinfectant from Health Canada's approved list (available here: [Health Canada approved disinfectants](#))
- Members must provide their own sponge or towel for cleaning/removing clay, plus another towel for applying the disinfecting spray.
- Members should practice proper hygiene as outlined by the Provincial government: Wash hands frequently with soap and warm water for at least 20 seconds. Avoid touching your face. Always cover your mouth and nose if coughing or sneezing and dispose of the tissue in your garbage or use the inside of your elbow. Do not touch others.
- Members must supply their own bag for garbage and take it home with them after each studio visit.
- Members must provide their own plastic wrap as adequately cleaning the shared bin of wrap is not possible.
- Members must bring their own food and beverages, use their own mug and utensils, and take it all home with them.
- Members must not leave anything in the studio other than on their designated shelf. Members should not use other members shelves or leave items on common shelving and counter spaces.
- Signage:
 - Member must thoroughly clean and disinfect all items they have touched as per Cleaning Procedures listed below.
 - non-essential shared equipment is not to be used

Cleaning Procedures

We all must do our part to keep DPA clean and healthy. Every person must wash their hands upon entering the studio.

In light of the **COVID-19** pandemic, at the end of each session in the studio you must not only thoroughly clean your work area but you must sanitize every surface you have touched. You should also sanitize any shared tools immediately after use so they are clean and disinfected for the next person.

If a member is concerned their workspace was not adequately disinfected by the previous user, they should wipe it down again with disinfectant.

Cleaning Products:

DPA will provide disinfectant spray and hand soap for use in the studio. Every member should bring their own sponge or towel to clean/remove clay, plus another towel to apply the disinfectant to wipe down all hard surfaces. Do NOT use the same towel to clean and then to disinfect. Be sure to take your towels home with you.

Although not necessary when physical distancing can be maintained, if you choose to wear gloves, masks or other personal protective equipment, you must supply them yourself and take them home with you.

Garbage:

Bring your own bag for garbage. Put all your garbage into the bag and take it home with you. Do not leave any garbage in the studio.

Sanitizing Your Designated Work Area:

After cleaning your area of clay and dirt, use the disinfectant spray and your personal hand towel to wipe down all hard surfaces

- table
- chair
- stool
- pottery wheel
- counter spaces

Sanitizing Shared Tools & Equipment:

Immediately after using any shared tools or equipment, you must first clean them of clay and then use the disinfectant spray and your personal hand towel to wipe down all hard surfaces

- sink and taps
- door and cupboard handles
- slab roller
- wedging tables
- clay drying tables
- throwing bats
- drying bats
- other tables & counter spaces
- shared tools, molds, etc
- shared glaze rooms tools
- containers of wax, slip, glaze, etc
- broom, mop, and bucket handles
- pens
- clipboard and binders
- phone
- kettle

Personal Items:

- Personal pottery may only be left on members designated shelves, in drying cupboards, kiln room shelves, the ware cart or the window display shelf used to store kiln-fired items waiting for pickup.
- Personal items such as towels, tools, slip buckets, plastic wrap, mugs, etc, must not be left in the studio unless it is on a members designated shelf.
- Clay cannot be left on the drying tables when members are no longer in the studio.