

Onsite Classes

This Information and more is on the Callanwolde Website:

<https://callanwolde.org/arts-education/>

Responsibilities of the Students:

- Students will be required to wear masks in and around the studio at all times.
- Proper Social Distancing must be followed (6 feet distance).
- The convenience of entering or free-roaming the ceramics studio is temporarily suspended. Students must register for an onsite class or solo studio, or pre-arrange times with staff, to enter the studio.
 - Please review Callanwolde Fine Arts Center Exposure Protocols and Acknowledgement on pages 6 and 7 of this document.
- If at any time that a student is unable, or unwilling to follow safety protocols, staff and/or assistants may ask that student to leave the campus.
- Break-Room/Seminar, including the refrigerator and coffee machine, are off limits.
- Pre-cleaning i.e. rinsing off splash pans, wiping off wheels, cleaning up trimmings, etc, will be the responsibility, as usual, from students renting/using equipment.

House Crew

- Disinfecting equipment used, or rented on-site, is mandatory. This will be done by the House Crew. Sanitation times will be in both Onsite Wheel and Handbuilding studios between 2:15-4:45pm, and after evening classes at 9:30pm.

Resident Assistants/Monitors

- Callanwolde Ceramics Studios has a core group of Resident Assistants and Studio Monitors to help with work around the studio. This includes:
 - Loading/Firing/Unloading Kilns
 - Glaze Mixing
 - Studio/Kiln Maintenance
- Resident Assistants and Monitors can also help you to purchase clay or tools, and assist with any clay related questions.
- Assistants schedule: TBA

Studios

The Carriage House (wheel classes) and the Handbuilding studio will be used for onsite classes.

- 6 Student Maximum in all Onsite Classes
- Mask/Social Distancing Protocols in place
- Work stations at a minimum 6 foot distance apart.

Class/Studio Time

Onsite students will be allowed 4.5 Hours of Class/Work time during the time of their class in either the Onsite Wheel or Handbuilding studio, once a week.

- Onsite students will have the glaze area reserved during their assigned Class/Work time.
- General Onsite Schedule:
 - Morning Classes 9:30am-12:00pm, Morning Class Studio Time 12:00pm-2:00pm
 - Studio Sanitation 2:15-4:45pm (both studios)
 - Evening Class Studio Time 5pm-7pm,
- Open Access Studio time in these studios will be temporarily unavailable. Students will only be allowed in the communal studio during the time of their class/extended studio time.
- Students may opt to rent solo studio time for \$25 for 2.5 hours, during available hours. **See document “Solo Studio Protocols” for more info.**

Clay/Firing/Shelves

- **Starting in the New Quarter, registration will include**
 - Class Fee
 - Supply Fee
 - One bag of Clay
 - 2000 Cu In of Glaze Firing Space
- **Storage Shelves**
 - Shelf space will only be available during the current class quarter.
 - 1 shelf for onsite Wheel Throwing Students
 - 2 shelves for onsite Handbuilding/Sculpture Students.
- **Bisque**
 - Onsite students will be prepping greenware for bisque firing in the kiln house (Kilns in the Carriage House are reserved for Drop off/Virtual Classes).
 - Pick up of bisque ware for Onsite Classes and Solo Studio is located in the entrance of the basement studio.
 - Maximum of 1 student in the basement entrance to collect work..
 - Masks are required at all times
 - Students are to maintain a 6 foot spatial distance.
 - Hours will vary, due to scheduling, especially on the weekends, but as long as the campus is open, access to this area will be available.
- **Glazing**
 - Glazing stations have been relocated indoors to the basement studio.
 - Onsite students may use the glaze area **during their class time** or by signing up for extended time on Signup Genius. (This link will be added to the Callanwolde Website: <https://callanwolde.org/arts-education/>).
 - 1 Hour Sign Up Times, Per Glaze Station.
 - Max of 2 Stations - 1 student per station
 - Stipulation for Instructors, Assistants, and/or Monitors to be in the space for glaze lecture, glaze mixing, or studio maintenance.
 - Masks are required at all times.
 - Students are to maintain a 6 foot spatial distance.
 - Access is permitted to the glaze area, restroom, kiln room, and cage. All other areas are **OFF LIMITS**.

● **Filling out firing slips**

- Any missing or questionable information will result in work being **rejected**.
- All rejected work will be placed on the reject shelf in the kiln room.
- Since we do not have the ability to see students come in on a regular basis, we hope this will help to keep you connected with the status of your work.

1. Write Your Name Clearly	Name <u>Jack Shephard</u> Date <u>8/8/20</u>
2. Include email or phone# ----->	Contact Info: <u>481-516-2342</u>
3. Pottery Description (Bowl, Mug, Vase, Etc.) ----->	Quarter: <u>F20</u> Type of Pot <u>Mug</u>
4. List the glazes you used. If using commercial glazes, they need to be approved by your instructor, and your firing slip needs to be initialed. ----->	Glazes <u>Celdon (inside), Reitz Green (outside)</u>
5. Check the appropriate firing temperature box ----->	Firing Temp: 6 <input type="checkbox"/> 10 <input checked="" type="checkbox"/> Soda <input type="checkbox"/> Salt <input type="checkbox"/> Raku <input type="checkbox"/>
6. List all dimensions and total cubic inches. ----->	Sizes: (H) <u>3</u> x (W) <u>3</u> x (D) <u>5</u> = <u>45</u> Cu.In.
7. Write down your instructor's name or "Solo Studio". ----->	Instructor <u>John Roberts</u>

● **Glaze Firing**

- All glazing for onsite, virtual, and solo studio rentals should be placed on the appropriate shelves for glazing (Cone 6, Cone 10, Soda, Salt)
- Firing slips are to be filled out for firing
 - Please write info clearly to avoid work from being rejected
 - 2000 cu in included for "Current" Quarter Onsite Classes
 - Firing fee: 1 cent per cubic inch will be charged after 2000 cu in

● **Glaze Pickup**

- Fired work for all onsite, solo studio, and virtual classes, will be stored in the "Cage" next to the Ceramics Office..
- Pick Up is available whenever campus hours are open.
- Safety guidelines remaining in place:
 - **One** student at a time in the Cage (try to maintain a 20 min time limit in the space).
 - Wear a mask on campus.
 - 6 foot minimum social distancing.
 - Be courteous to the students in front and behind you in line for pick up.

● **Solo Studio**

- Solo Studio Rental is available for Virtual and Onsite Class Students. 1 shelf per student for a max of 2 weeks from the most recent rental date.
- Got to the Callanwolde Website: <https://callanwolde.org/arts-education/> to enroll, or for more information.
- With more Virtual and Onsite classes also renting this space, we will have limited storage.
- Storage for solo studios is temporary for a maximum of 2 weeks from the original Solo Rental date. Shelves must be cleared off before or on the 2 week deadline, or if a student rents another day.



THE CERAMICS STUDIO - HEALTH SAFETY

(In part from Radcliffe College Ceramics Studio, Boston, MA)

Inhalation of all clay materials especially silica can damage your lungs.

- All clay bodies contain some free crystalline silica which can scar your lung tissue and cause irreversible loss of breathing capacity.
- Free crystalline silica is present in clay bodies from trace to 50% amounts. It is the finest, least visible particles that can hang in the air for hours that are the most dangerous because they are the most easily respired and because we are less likely to wear a mask when the air seems clear.

Understanding Silicosis (In part from the American Lung Association)

What is silicosis?

• Silicosis is a chronic lung disease caused by breathing in tiny bits of silica dust. Silica is the second most common mineral in the earth's crust. It is a major component of sand, rock, and mineral ores like quartz. People who work in jobs where they can be breathing in these tiny silica bits—like sandblasting, mining, construction and many others—are at risk for silicosis. When people breathe silica dust, they inhale tiny particles of silica that has crystallized. This silica dust can cause fluid buildup and scar tissue in the lungs that cuts down your ability to breathe.

How serious is silicosis?

- Silicosis is chronic and cannot be cured. Treatments ease symptoms and address infections that people with silicosis are prone to getting. Depending on the type of silicosis, people may live for many years or only a few months.

Anyone with silicosis may suffer from several complications:

- Increased risk for lung infections and tuberculosis.
- Progressive massive fibrosis—severe scarring and stiffening of the lung, which makes it difficult to breathe. Progressive massive fibrosis can occur in either simple or accelerated silicosis, but is more common in the accelerated form.
- Respiratory failure.

Clean-Up! (in part from Appalachian Center for Craft, Tennessee Technological University)

With reasonable precautions the clay studio is a very safe place to work, but in order to maintain a safe environment you must familiarize yourself with the key issues in ceramic studio safety. Some of the issues discussed below are of primary concern to all students and professional ceramicists, but there are fundamental precautions that must become second nature to every person working in the clay studio, as they affect not only your own personal safety, but everyone else's as well.

General Guidelines - There are a few general safety and cleanup issues that must be considered at all times in the ceramics facility:

- **Avoid making dust!** Don't leave clay scraps on the floor. Wet mop and towel down floors, and wipe down all work surfaces after use.
- **No Sanding, Grinding, or Spraying glaze in the studio!!!** Confine all dust-producing processes outside, or to the spray booth with fan turned on. You must realize that clay debris on the floor in your studio means that everyone else is breathing the dust produced when you work in your studio, and that is not acceptable.

Callanwolde Fine Art Center

COVID Policies and Procedures Exposure Protocol and Guidelines

Student Responsibilities

1. Do not attend onsite classes if you have engaged in activities outside of Callanwolde that put you at moderate-high to high risk of contracting COVID-19.
 - a. Please use the following chart for reference: [VIEW CHART](#)
2. Do not attend onsite classes if you or any household members show any symptoms of COVID-19.
 - a. Please view the CDC's list of symptoms [HERE](#)
3. Do not attend onsite classes if you have been in close contact with someone with COVID-19 until you have completed 14 days of self quarantine from exposure AND taken a COVID-19 test.
 - a. All results should be sent to John Roberts at jroberts@callanwolde.org for approval, before attending an onsite class.
4. Wear an approved facemask upon arrival and during class time, only removing to drink water.
 - a. Please view this helpful infographic from Emory University for more information about masks [HERE](#)
 - b. Bandanas, gaiters and masks with vents or valves are not permitted.
5. Agree to all policies and procedures upon registration

Callanwolde Responsibilities:

1. All Callanwolde staff will be required to wear a cloth face cover
2. Provide hand sanitation stations in every studio
3. Pre and post studio disinfecting by one authorized staff member only
4. Keep all doors open for proper ventilation
5. Floor markers to keep students physically distanced at 6 ft. apart
6. Floor markers pointing towards entrances/exits to keep mobile traffic flow
7. Monitor instructor and staff symptoms and require COVID-19 testing of staff members

Callanwolde Holds the Right To:

1. Move all classes to an online-only platform at any time
2. Ask a student not to return to onsite classes if policies and procedures are not followed
3. Update policies and procedures at any point in time

Our community's health and safety is our number one responsibility but it is going to take the cooperation of all of our members. Thank you in advance for your cooperation and understanding. These policies and procedures are in compliance with Center for Disease Control guidelines.



Acknowledgment of the Risk and Liability Relating to COVID-19

Callanwolde Fine Arts Center has put in place preventative measures to reduce the spread of COVID-19; however, Callanwolde cannot guarantee that you will not become infected with COVID-19 while at Callanwolde. Callanwolde will provide the student with a list of suggestions for safety procedures based on health officials' guidelines. These guidelines are in compliance with the CDC. It is up to the student to uphold these safety procedures, in addition to the measures set forth by Callanwolde Fine Arts Center.

By signing this document, I acknowledge the potential risk of COVID-19 at Callanwolde. I acknowledge that Callanwolde has provided me with a list of suggested safety guidelines for me to uphold at my event.

I voluntarily agree to assume all of the beforementioned risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, illness, disability, and death).

I have read and acknowledged the beforementioned risks regarding COVID-19.