



MAG Covid-19 Protocols-Rules-Procedures

If you plan to visit the MAG property, for your own and the safety of others, please read all information. MAG protocols, rules and procedures will be in place until further notice.

OPERATIONS

Hours: Tuesday through Saturday from 10:00AM to 3:00PM. Sometimes open on 4th Fridays. Closed all other days/times.

Rules

1. **Masks must be worn at all times while in the building.**
2. **Social distancing of a minimum of 6 feet is required at all times in the building.**

Procedures

1. An automatic hand sanitizer dispenser is located in the lobby with masks.
2. Wash hands with soap and water for 20 seconds and use paper towels to dry hands in bathroom.
3. Persons entering any area of the building must sign in in the lobby to facilitate contact tracing in the event this is needed.
4. *Downstairs Open Studios* (Wednesday Painting Group, PanPastels, Drawing and Watercolor etc.)
 - a. Read further instructions under *Open Studios/Classes/Small Groups, Leased Studios.*
5. *Upstairs Classroom Classes, small group meetings and Open Studios* (Portrait and Let It Be Toled)
 - a. Read further instructions under *Open Studios/Classes/Small Groups.*
6. *Personal Studios (Downstairs)*
 - a. Read further instructions under *Open Studios/Classes/Small Groups, Personal Studios.*
7. No groups larger than 10 people. No exceptions. Zoom is a good platform for larger groups.

MAG Safeguards

1. A plexiglass sneeze guard will be installed at the checkout desk in the Gallery.
2. An open trash can will be provided for disposal of masks when leaving the building.
3. Please use a credit card for purchases if at all possible.
4. Open the windows and doors whenever possible to bring in fresh air.
5. Do not share desks, computers, telephones, equipment, or supplies. If a phone call comes in, take a message and deliver it to the recipient who will return the person's call.
6. The user must sanitize with a wipe any item touched in bathroom after each use (toilet seat/handle, sink, faucet, door knobs).

Food Hygiene

1. No open food shall be permitted in a public space.
2. Use **ONLY** disposable cups for tea and coffee.
3. Do not have open creamers or sugars.

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4. The user must discard used items in the trash immediately after use.
5. When using MAG's cutlery or dishes, wash immediately after use with soap and water, dry with paper towels and be returned to drawers or cabinets.
6. Clean with soap and water and sanitize with wipes, all tables, chairs, countertops, door handles, cabinet door knobs, faucets, and refrigerator and sink in all used rooms at the end of the day.

OPEN STUDIOS, CLASSES, SMALL GROUP MEETINGS and PERSONAL STUDIO SPACES

1. Persons entering the lower level of the building **must** sign in to facilitate contact tracing in the event this is needed.
2. Groups are limited to 10 people at a time in the downstairs or upstairs classroom
3. Each person must have 6 feet of space in all directions.
4. Use only 4-foot tables.
5. **Organizers and attendees:** You will be responsible for cleaning with soap and water and sanitizing with wipes the classrooms, kitchen and bathroom after each session or at the end of the day. This includes all tables, chairs, countertops, door handles, cabinet door knobs, faucets, and refrigerator and sink in all used rooms at the end of the day.
6. **Attendees/Students:** bring clean towels or fabric table coverings for 4 foot by 2-foot tables when attending open studios and classes.
 - a. At the session's end, place your table covering in a plastic bag and **remove** from the building. Wash them before bringing them back to MAG.
7. Do not share supplies, brushes, etc.
8. **Instructors:** perform demos in such a manner that students will be at least 6 feet apart in all directions.
9. **Instructors & Students:** wearing a mask and gloves is **mandatory** during personal helping/coaching
10. **Instructors & Students:** stagger bio and lunch breaks.
 - a. No communal dining.
 - b. Eat in classroom or in front of building using benches or table and chairs.
11. When using the library – only a 2 people at a time, one at each far end of table.

PERSONAL STUDIOS (DOWNSTAIRS)

1. Work only in your own studio.
2. Follow all procedures outlined in open studios, classes, personal studio spaces (above)

Help your self and others by respecting these procedures, rules, and protocols.