

2021 Touchstone COVID-19 Guidelines and Procedures

COVID-19 Procedures and Precautions

After much discussion and deliberation, the staff at Touchstone Center for Crafts is excited to be moving ahead with the planning of our 2021 workshop season. Although we know that the world is ever-changing due to the Novel Coronavirus, we have been working diligently to ensure the safety of our students, staff, and instructors during next summer's scheduled programming. This has taken countless hours, as running a residential craft school has many aspects to be examined from workshop logistics to dining and lodging. We are looking forward to welcoming our instructors and students back to our campus for a great line up of workshops in 2021!

Policies and Procedures

- Anyone who has been diagnosed with COVID-19 within two weeks prior to arrival, cannot attend a workshop at Touchstone.
- All Students and Instructors are required to review and sign a COVID-19 liability waiver before or upon arrival to Touchstone's campus
- Students and instructors scheduled to arrive at Touchstone for a workshop must fill out a 3 question health questionnaire the day prior to arrival.
 - Have you been exposed to someone with symptoms or diagnosed with COVID-19 within the past 2 weeks?
 - Have you been diagnosed with COVID-19 within the past 2 weeks?
 - Have you shown any symptoms of COVID-19 within the past 2 weeks?
 - If so, please list.
- Anyone who is experiencing symptoms of COVID-19 or has been exposed to someone with symptoms or diagnosed with COVID-19 cannot attend a Touchstone workshop.
- We expect everyone at Touchstone to follow these basic prevention strategies:
 - A mask/face covering must be worn in all indoor spaces and while outdoors if closer than 6' to others
 - Wash hands frequently and avoid touching your face
 - Maintain a 6' distance between people - both inside and outside
 - We ask that everyone on campus is respectful of everyone's personal space
 - Follow all sanitation procedures, which will be clearly displayed in all studios and common spaces
- If any staff, instructor, or student is possibly exposed or showing symptoms of COVID-19 during a workshop, they will be sent home immediately and the surfaces in their workspace will be cleaned and disinfected.
- We will be implementing regularly scheduled cleaning and disinfecting practices in all studios and communal spaces throughout each day
- To help maintain social distancing practices, Touchstone will be limiting class sizes to 6 participants per workshop
- Larger group evening events such as Thursday night auctions and studio tours/demonstrations will not take place. We may develop alternatives to these events.
- Visitors and members of the public are not permitted on campus or in any buildings until further notice.

Workshops

To help keep our staff, students, and instructors safe during these difficult times, our studios and workshops have been altered slightly. All of our studios have been adjusted to meet CDC guidelines and to assure everyone is able to maintain 6ft between participants.

- To help maintain social distancing practices, Touchstone will be limiting class sizes to 6 participants per workshop
- Each student will be provided a workspace that is no closer than 6ft to other workshop participants
- Partitions to help maintain distance will be added to studios where needed
- Students and instructors are required to wear a mask or face covering while inside of the studio and throughout the duration of the workshop
- Studio access is restricted to workshop participants; visitors will not be permitted
- Students and instructors are required to follow all sanitation procedures that will be clearly displayed in all studios and common spaces
- Open Studio hours will end each day at 9:00pm to allow the studio to be cleaned and disinfected
- In most cases, Students will be assigned a tool kit with all the necessary tools for the workshop
 - Students are encouraged to bring their own tools if they have them
 - Whenever possible, tools are not to be shared amongst students
 - At the end of each workshop, all tools will be cleaned and disinfected for the next workshop
- No eating or drinking in the studios
- All shared equipment must be cleaned and disinfected after every use
- Hand sanitizer and antibacterial soap will be available in all studios
- Antibacterial wipes and cleaning supplies will be available with instructions for wiping down equipment and spaces

Housing

One of the best parts of the Touchstone Experience is being able to stay on campus and enjoy uninterrupted class/studio time. In order to help maintain the health and safety of everyone on our campus we have updated our lodging booking and cleaning procedures.

- All dorm rooms and cabins will be single occupancy only
 - Families or groups traveling together may call Touchstone to arrange for double occupancy housing
- For all students and instructors staying in dorm rooms: Restrooms will be assigned to students and instructors with no more than 2 people sharing one restroom
- In order to help maintain distancing, students and instructors will be placed in lodging based on the workshop they are in
- All rooms will be thoroughly cleaned and sanitized before arrival
- For safety, guests are encouraged to bring their own linens, including sheets, pillowcases, blanket, pillow, and towels. Note: It does tend to get cold at night on Touchstone's campus and many students often like more than one blanket.
 - Touchstone can provide linens for an additional \$50 fee if needed
- Bathrooms and the bathhouse will be cleaned and disinfected daily

Dining

It is often said that some of the best conversations that happen during a workshop are during meal times. We understand that dining is a quintessential part of the workshop experience. For 2021 we have

made some changes to our dining hall and meal services to ensure the safety of everyone on our campus.

- Outdoor tables and seating will be provided with minimal seating at each table
- Guests will be asked to share tables only with their classmates or traveling partners
- In case of inclement weather we will have both our dining hall and annex spaces set up for dining with fans to help with air circulation
 - If weather dictates that everyone will be eating inside, mealtimes may be staggered
 - Tables will be placed no closer than 6ft apart to maintain social distancing
- Hand sanitation stations will be installed throughout the Dining Hall and Annex
- Guests will be required to wear masks, except when eating
- During all meals, a staffed beverage bar in the dining hall will provide coffee, tea, water, and juice
- Dining hall and all dining areas will be cleaned and sanitized after every meal
- For sanitation purposes Touchstone's kitchen will be using compostable plates and prepackaged utensils for every meal
- Individual salt/pepper, dressing, and other condiments will be available in single serving packets
- Touchstone will still provide vegetarian, gluten free, and vegan options for meals
- Touchstone's chef and kitchen staff will be taking every precaution to make sure every student and instructor receives safe and fresh meals daily

Guidelines and procedures may change as WHO/CDC/local guidelines change. Any policies and procedures we institute will be strictly enforced and anyone not abiding by the policies may be asked to leave campus without refund.