

Daily Workshop Procedures

Before relocating/commuting to the Woodshop or Fab Lab

- Online Check in (UTK self-screening app)
- Schedule use (Bookkit)

Before Entry

- Put on Face mask

Upon Entry

- Wash Hands
- Check in with staff

During Appointment

- Maintain Face mask usage
- Social Distance from staff and other users
- Sanitize and/or wash hands regularly
- Users will be assigned work areas and make all attempts to remain as central as possible
- Users clean areas used before leaving
- All fixed equipment wiped down before leaving that immediate area (not entire tool, but areas likely contacted)
- All portable power tools and hand tools wiped down before putting away
- Minimize shared equipment
- PPE will be cleaned before returned
 - One area for 'cleaned'
 - Another area for 'to be cleaned'
- Staff will also conduct periodic cleanings
- Cleaning stations have been fabricated and placed within the facility.

Before Departure of a tool, area, workbench or lab space

- Using spray solution over all areas contacted
- Wipe down using paper towel
- Place PPE in designated area
- Wash Hands before departure

All necessary cleaning items are supplied by eth workshop/s and can be found in convenient cleaning stations.