**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.