**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.