

The Guidelines below have been approved by HOA 2 board and SBFAG will follow these. These can be adjusted as needed whenever situations occur in the COVID-19 status or in response to any HOA2 changes in its recommendations and/or requirements for activities.

NOTE: Any member not feeling well (fever, cough, cold) shall not participate in any activity with the Topaz Room until they have returned to a healthy condition.

Per the HOA 2 – Every club is responsible for self-policing. If it is found that a club cannot follow the established guidelines, the HOA2 Board reserves the right to close the club/activity. Members not complying with these guidelines will be asked to leave the studio.

- The opening of the art room will be gradual. At this time, the Topaz room will be open for use on Monday, Wednesday and Fridays only. Until classes begin in August, we need a **designated monitor** for a 3-hour shift. Anyone can volunteer. Shifts will be 8:45 am to 12:30 pm, and 12:45 pm to 4:30pm. This allows time for set up and cleaning at end of session. Please note the room can provide space for 9 people (9 artists or 8 students and 1 instructor.)
- To sign up for a 3-hour period on the assigned days contact Robbie Summers via email at robsumart@aol.com. If space is available, the room can accept walk ins.

The artist agreeing to monitor for the 3-hour session is asked to have all attendees sign in or initial the reservation sheet upon entering the room. The monitor must also remain in the room for closing and cleaning. A checklist and products will be available for use.

- There is a required sign in sheet upon entering the room. Each person must bring their own pen/pencil to sign in with. Should an infection happen, we then have contact tracing abilities. Enter, sign in, disinfect or wash hands before starting your day.
- All members must be aware of “social distancing” while using the Topaz room.
- **All attendees must supply and wear at all times their own personal face mask while they are inside the Topaz room** until any guidelines change. Each attendee is responsible for providing their **own personal mask, gloves and hand sanitizer** to be used as required.
- Gloves are suggested to be used when it is practical and safe. Hand sanitizers are encouraged to be used often. The sinks are available for cleanup and hand washing, however, only one person should be at the sink, others can wait at their table until a space is available.

- Room will be set up for 8 artists plus an instructor. **No furniture shall be moved or rearranged at this time.** Additional tables and chairs not being used at this time are off limits. See chart at bottom. All tables are marked with a big X for where NOT to sit plus a sign on that side. Please ONLY sit where there is NO X!! **You may use the entire table but you cannot share a table at this time! Also, remember, you must bring your own table covering.**

For traffic flow, please enter door in front of the room (East door) and exit via the back door near sinks (West door).

- At this time, each artist must provide a full table cover to use and take home each visit. You can purchase an inexpensive shower curtain at the dollar store. All tables and chairs will be wiped down after class by the artist using that particular table.
- Attendees are asked to bring their own water/beverage in a container to class and take it home with them. Use a cup/mug that has a closed top with straw. There will be no food allowed in the room at this time. **Do not use the refrigerator at this time.**
- At this time, kindly leave the blinds down and opened. Do not raise them or close them.
- The library is closed until further notice. Do not enter that area, take, or touch books.
- The only person permitted to go into supply drawers is an instructor. All needed supplies for any class or open studio time **MUST** be provided by each individual artist.
- Until further notice the Topaz room is only to be used by SaddleBrooke residents. No outside attendees are permitted at this time.