

UICB Sanitation and Operating Safety Checklist & UICB Studio Contract

Fall 2020

University of Iowa Center for the Book Studios:

Type Kitchen & Type Pantry (9NH, 9ANH, 13NH)
Digital Lab (15NH)
Kolarik (16NH)
Binding Annex (22NH West)
Print Annex (22NH East)
Storage Room (25NH)
Grad Print and Tooling (NH27)
Papermaking (29NH)
Grad Work Room (107 NH)

There is a certain communal flow to working in a shared studio space. Much of what we are accustomed to doing and how we are used to working will need to be adapted and revised. Please be hyper-aware of how you move around the room, your location in relation to others, and the surfaces you touch.

Familiarize yourself with the maximum occupancy of every room you plan to enter. Occupancy numbers will be posted outside room entrances as well. Maximum Occupancy may be greater than the number of sign up options provided on the online studio sign up form. This is to allow for movement in the studios: walking from beater room to dry work area; setting type and using the sink; cutting book board and using the weight station.

These guidelines and expectations may be adjusted or adapted to reflect current understanding of the transmission and spread of the novel coronavirus.

Maintain a 6-foot distance from others while working.

Face coverings

- A mask is required at all times.
- Until data suggests otherwise, a face shield alone is not allowed as a face covering in UICB studios. A face shield **with** a surgical mask, or disposable or cloth mask is approved.

Sanitation supplies provided in studios

- Hand Soap (in rooms with sinks)
- Hand Sanitizer
- Sanitizing Wipes
- Sanitizing Spray
- Air purifiers are placed in areas of high use

When entering a studio

- Sanitize or wash hands. Avoid a bottleneck at sinks, maintain 6-ft distance.
- Sanitize your table surface using provided wipes or spray, and any shared tools you plan to use.

When leaving a studio

- Disinfect your table surface, using provided wipes or spray.

- Disinfect any tools or equipment you handled, using provided wipes or spray.

Leaving class: instructor or RA disinfects light switches and door handles

Working alone: each person is responsible to disinfect switches, door knobs, drawer handles, lock boxes. In addition to disinfecting their table surface, cutting mat, and shared tools.

Shared tools

- Wash or sanitize hands before using shared tools, or operating any equipment
- Tools must be sanitized before and after use, and returned to their homes

Fresh Air and Airflow

It has been advised that all studio doors and windows remain open for as much of the workday as possible. This protocol is still being established. Please anticipate updates on window and A/C unit procedures. For now, open the windows and doors to the studio you work in.

Eating Locations & Food Preparation

Eating is not permitted in any of the studios. Water bottles and covered beverage containers are allowed.

- Eating in North Hall is limited to the hallway, seated at the two black reading chairs, and the wood Ikea table.
- Maintain social distancing, keep chairs and table at minimum 6-ft distance
- Wipe table and chairs with disinfectant before and after use.

We encourage all students and faculty to avoid eating in the building, and while weather permits to eat outside.

Use of kitchenette:

- Wash or sanitize hands before using kitchenette
- One person allowed in kitchenette area at a time; maintain 6-ft distance
- Disinfect fridge handle, microwave, kettle, drawer handles, and any other implements before and after use.

Hand cleaning, sanitation, hand coverings

Hand sanitizer: sanitizing stations are placed at each room entry

Sanitizing wipes: sanitizing wipes are provided in each studio

Spray cleaner and paper towels: provided as backup in each studio

Gloves: not provided in the studios for general use. Reusable nitrile gloves have been removed from print studios. Students in print classes will receive one 100-pack of disposable Nitrile gloves as part of their lab fee. Studio users are responsible for providing their own gloves, if desired. A limited quantity of nitrile gloves is stocked in letterpress studios to wear while working with solvents.

Some rooms have studio-specific cleaning protocols, entrance/exit operations, and use guidelines. Please familiarize yourself with the specific guidelines for each room you will occupy.

STUDIO CONTRACT

It is the responsibility of each student to help maintain general cleanliness and order in the shop. Always clean up after yourself: your work area, floor around your work area, wash off all wet tools and equipment, wipe down surfaces, empty left over pulp into the junk basket (and once drained, take to dumpster), and put away any dry felts or tools, wash out brushes, wipe down surfaces, empty board shear of scraps, throw away or recycle unused materials, put away any equipment, supplies, tools or furniture used, clean presses and inking areas and keep group supply areas neat. Put all personal items away.

The key chemical materials supplied for general use in the papermaking studio include aqueous dispersed pigments, formation aids, retention aids, cellulose reactive liquid sizing, and sodium carbonate. None of the supplied materials are considered highly toxic or dangerous to work with when the proper procedures outlined by the course instructor are followed. Rubber gloves, goggles and dust masks are provided for use when cooking fiber with sodium carbonate.

The key chemical materials supplied for general use in the Type Kitchen, Rooms 13 & 27 and Kolarik Book Studio are methyl cellulose, polyvinyl acetate, rubber based inks, and cleaning solvents. Other than the solvents, these materials are not considered highly toxic or dangerous to work with. Always use gloves when using cleaning solvents.

A Safety Manual on materials used including SDS sheets is available in each of the studio rooms.

By my signature I acknowledge that:

- I have been informed of safety procedures for the equipment used in the studio.
- I will not use any piece of equipment/material that my instructor has not explained how to operate and/or given permission to use.
- I have been informed as to what equipment in the studio is off-limits prior to special training and permission.
- Any work involving potentially dangerous equipment is to be performed only when at least one other person is present and when the building is officially open.
- I accept responsibility for and will use all tools and equipment properly and safely.
- I agree to return the key to the combination lock box on the door to the studio each time I use it to enter the classroom.

Print Name

Signature

Date