

DMS Covid-19 Reopen Member Rules and Policy

General Rules for all Community Work and Storage Areas:

The janitorial staff will be following enhanced cleaning procedures, but it is the responsibility of the individual members and their guests to clean up after themselves in any area they occupy or use.

Before coming to the space:

- If you are feeling sick do not come to the space
- Take your temperature before leaving home. If it is 99 or greater, do not come to the space
- If you have had a temperature of 99 or greater in the last 48 hours do not come to the space
- Wipe down any tools, equipment, bags etc. you are bringing to the space with disinfectant wipes
- Pack your own PPE and disinfectant wipes/cleaning products for use while at the space. We will not be providing these for personal use.

Facemasks

Masks must be worn at all times both inside the space and while on the grounds. This includes the front entrance patio areas and the ramps, dumpsters and bay door areas. These masks must cover the nose and mouth of the wearer and be one of the following:

- Mass-produced dust mask such as N95, FFP2, KN95, P2, Korea 1st class, DS2

- Masks like this, with an unfiltered exhaust vent are not allowed



- Sewn cloth masks
 - Paul has made a fantastic tutorial in case you want to make one:
<https://youtu.be/wRnkX3iZNn8>
- Surgical masks

All members are required to wear a mask even if you have already had covid-19 and recovered. DMS cannot accept medical information for members in any way and therefore cannot handle or process any doctors notes or test results.

Upon arrival at the space:

- Put on your mask
- Wash or sanitize your hands at the the entrance you used
- Follow social distance rules within the committee or area you will be working in.
- When changing committee areas, wash or sanitize your hands in between visits
- Follow all posted rules/signage within your work or committee area

Use of High-Touch areas, tools

- *All high-touch areas, fixtures, equipment, tools, furniture,etc are to be sanitized prior to use*
- *Same areas, fixtures, equipment, tools, furniture,etc are to be sanitized after use*

Social Distancing

- *Members and visitors will remain the CDC-recommended 6 feet (or 2 meters) apart whenever at rest - i.e. sitting or standing at a tool or work area*
- *When in motion - i.e. passing through hallways or past work areas - members will only remain within the social distancing threshold as long as necessary to complete their movement to a location outside of the threshold*
- *Committee shall establish social distancing guidelines for equipment and work stations within their areas*

While working on of your project:

- Wipe down any DMS tools you used with spray disinfectant or disinfectant wipes as you finish using them
 - Re-oil any tools that require oil for operation (see committee specifications)
- Dispose of any wipes or towels used during your work

Things the Makerspace will not supply during the Covid-19 restriction period

- Community safety equipment such as face shields, work gloves, and eye protection
- Project storage will remain closed until further notice.
- A community refrigerator in the galley. The galley seating area will remain closed until all covid restrictions are lifted
- An ice machine in the galley. We do not have a way to insure that the scoop remains sterile and the ice and drain lines free of contamination during these restrictions.
- You may purchase packaged food from the Parks kiosk for consumption outside of the galley.
- The member exchange shelf (free shelf) will remain closed until the covid restrictions are lifted.

Enforcement of rules:

All members are empowered to enforce these rules. If a member observes a fellow member or a guest breaking the rules they should follow the following escalation procedure:

1. Politely remind the person that there are new rules they need to follow.

2. If the person refuses, politely remind them that all members are empowered to enforce these rules.
3. If the person still refuses, contact the committee chair or a DMS officer and report the member. Please note the date/time you observed the behavior, as the video security cameras can be reviewed for confirmation. If the person becomes belligerent or argumentative please do not engage further, simply disengage and contact a DMS officer, we will take steps to address the infraction. Send reports to : admin@dallasmakerspace.org
4. Penalty for anyone refusing to follow rules will vary depending on the severity and frequency of the infractions. However, refusal can result in punishment up to and including permanent expulsion from the Dallas Makerspace if necessary.

Contractors and service people:

All contractors and vendors will be required to wear a mask when visiting or working at the space.

Tours:

Group and open tours will remain cancelled until the CDC social distance guidelines are updated to allow groups in close contact.

Members may give one on one tours to friends and visitors under the following conditions:

- The guest/visitor meets all of the rules listed above that are required for anyone to be at the space
 - We will not provide masks for your visitors. They must supply their own.
- The guest and guide follow social distance guidelines while touring
- The size of the group does not exceed the CDC guidelines for group size

Classrooms:

This includes all classrooms and the new computer classroom

In person classes will not be allowed initially since they require close contact most of the time. We will revisit this rule as the social distance guidelines for groups from the CDC is updated.

You may use the classrooms individually to live stream classes to the membership.

3D Fab:

Follow the sanitization rules defined above for all equipment you use.

If you use makerspace filament, wipe down the spool (not the filament) before and after you use it.

Don't load or unload your printer if there is someone loading or unloading the printers near it. Maintain social distance when loading and unloading

Automotive:

- General
 - Pull tools required before start of work to minimize touch contact with chest and cabinets
 - Follow the general sanitization rules for the space.
- Lift:
 - Disinfect the control knobs and buttons on the lift and garage door controller when complete
- Parts Washer:
 - Personal PPE Gloves are required before inserting hands into unit's rubber gloves
 - Invert the vapor hone rubber gloves so the interior is exposed
 - Disinfect rubber gloves and leave inverted to allow them to breathe
 - Wipe down the unit window and door handle

Blacksmithing:

All members using equipment will need to follow the same safety practices as usual, however members will need to provide their own equipment

Safety glasses are required for all work in the metal shop, both hand tools and machines. Glasses must be rated ANSI z87 + U5 (arcflash) or greater.

- All forge usage:
 - Gloves, head-to-toe coverage in leather/natural fibers or Fire-Rated materials. DMS is not providing most of these supplies for the time being. We encourage members to have their own PPE regardless and it's worth getting better gear since even outside of the pandemic it's never known what condition our equipment will be in, and you can get PPE better sized/suited for your use.
 - No use of Chlorinated disinfectants on the welders. Use alcohol-based cleaners of a high (>80%) concentration only, giving adequate time for evaporation before energizing equipment. Store the alcohol away from the blacksmithing area during operation.

Ceramics:

Classes will not be held in the ceramics area. When DMS has determined that classrooms may be utilized, you may do so within the social distancing guidelines.

Ceramics 100 classes are suspended for the time being and/or until classes resume. Any member who has not taken ceramics 100 should familiarize themselves with the rules published on the wiki and the rules below before utilizing the space.

1. No free clay will be provided - bring your own clay; the free clay bin will not be available
2. Bring your own plastic for covering your pieces if needed for the in progress shelf
3. Do not move other peoples work on the in progress shelf.

4. Do not wedge or work on the canvas section of the slab table unless you are working on your own sheet/board. The canvas cannot be reliably sanitized without damaging the surface. Until the restrictions are lifted the canvas will be covered with plastic sheet.
5. Wedging clay must be done on stone or plaster tables.
6. Any tool or ceramics item that can be taken to the sink must be washed with soap and water after use; i.e. wheel trays, throwing and hand tools, glaze brushes, etc...
7. Wipe down all surfaces with a disinfectant wipe that could not be washed in the sink; i.e. wheel surfaces, on/off button, workstation table.

If you are bringing pieces to the Ware shelves to get ready for firing or picking up after firing, please ensure that you keep your distance from other members or kiln firing team members who may be working.

Creative Arts:

Social Distancing:

- The two small workrooms – aka the Vinyl Cutter & Dye Sub room and the Sewing Room – will both be limited to an occupancy of two (2) people in each. Users must pay special attention to maintaining a six-foot distance from each other in the process.
- The six-foot distancing requirement must be maintained throughout the Creative Arts Committee area.
- Due to social-distancing challenges, we recommend that any meetings/gatherings be scheduled in the Interactive Classroom to allow more distance between attendees or held via video conferencing.

Cleaning/Sanitizing:

Not only is cleanliness traditionally next to godliness, it is now doubly important for both your own health and the health of fellow makers who use the space after you leave.

- If the trash can(s) nearby are full, please take the trash out to one of the two DMS dumpsters out back. Retrieve a fresh trash bag from the supply closet in the Common Room and re-bag the trash can in CA.
- Wipe down the area where you intend to be working with disinfectant, including any seating to be used.
- Put on a pair of disposable gloves to retrieve tools and supplies needed for your project.
- Before removing gloves, wipe down the tools to be used. If appropriate, wipe down any supplies to be used.

After completing your “making” for the day:

- Put tools back in their places
- Put your trash into the trash can
- Clean up any spills
- Pack up your personal belongings
- Wipe down your workspace

Consumables:

If DMS consumables are used in CA, don't forget to pay for them at the kiosk. Wipe the iPad down with a disinfectant wipe before using, then clean again when transaction is complete.

- Some frequently used consumables, such as button-making supplies, will be pre-packaged in standardized quantities for purchase/use to reduce the opportunities

CA Leadership has concluded that with the huge variety of consumables available throughout the committee area, that it would be relatively impossible to keep it all "sanitized for your protection." Therefore, we recommend that makers:

- Bring your own consumables/supplies to use with our tools, or
- Be prepared deal with the "is it safe to touch" issue on your own

Digital Media:

- Leave door open at all times
- Leave camera cabinet open
- Clean equipment before use and after returning it.

Electronics

Users of the Electronics area shall maintain proper social distancing. This includes:

1. No more than one person per bench.
2. No teaming or 1:x training at the benches
3. Benches shall be wiped down before and after use.
4. Equipment on benches shall be wiped down before and after use.
5. Tools and test equipment used shall be wiped down before use and as they are being returned to their shelves or toolbox drawers.
6. Drawer and door knobs and handles wiped down before and after usage.

Glassworks:

The following changes will be made to glassworks layout in the short term.

Lampworking glasses can't be guaranteed to be sanitized. Members are encouraged to bring their own. If they do use the glasses we have they should wipe them down with disinfectant wipes before usage.

When using the torches it is required that any facemask work is cotton or paper, or fire retardant.

One microwave will move to the saw area so both microwaves can be used without violating the 6 foot rule

Saws will be moved to the kiln area as needed to keep social distancing

The kiln start times will be staggered people can use the kilns without violating the 6 foot rule.

Hatchers:

No additional rules required for hatchers.

Jewelry:

Jewelry

Jewelry is dropping Jewelry 101 req in effort to make it easier on members/tours. There will be a google doc that will have the outline and ref videos. Onus on the member or simple test at the end to be decided at the first committee meeting after reopening.

We will set up the new area in a split fashion, benches spread out. With shared items in the middle. Onus on members to clean etc with BoD provided items. Bring your own safety glasses and headgear.

Lapidary:

You will be required to bring your own eye protection or face shield to use the polishing wheels.

Aprons will no longer be provided. If you want one, you need to bring it.

Laser:

The general rules cover all the needs required for the laser area.

Machine Shop:

Personal Safety is still a Number 1 Priority.

The number one & most important is:

- Gloves shall NOT be worn during the operation of any equipment as our current committee rules state.

This is cited as being an Immediate Life & Safety risk. Gloves can be worn to wipe/disinfect the equipment, but must be removed before operation of said equipment can begin. This will be strictly enforced.

- Safety Glasses are still required 100% of the time with side shields. They must meet Z87 spec.
- Take Personal responsibility & do not assume that the previous user has wiped the equipment clean. The general consensus is that your hands are likely to have machining oil on them, therefore keeping you from touching your face as a result. It is encouraged that you wash your hands afterwards. While cleaning, do not spray the equipment, unless authorized by committee leaders, IE Chair or Vice Chairs. You may spray the rag then wipe normal controls surfaces. Spraying the equipment directly can lead to removing of the oils & cause rusting in areas not intended to be disinfected if not re-oiled afterwards.

Classes on the equipment will be temporarily unavailable due to the close proximity of people. Once the social distancing guidelines have been removed or another policy is enacted, classes will resume as previously done before the shutdown.

Metalshop:

All members using equipment will need to follow the same safety practices as usual, however members will need to provide their own equipment

Safety glasses are required for all work in the metal shop, both hand tools and machines. Glasses must be rated ANSI z87 + U5 (arcflash) or greater.

- Welding:
 - Hoods, Gloves, head-to-toe coverage in leather/natural fibers or Fire-Rated materials. DMS is not providing most of these supplies for the time being, save for a couple of hoods though it is strongly encouraged to bring your own hood. To use the hoods you will need a Skull Cap that you can take home and wash, a balaclava, or similar and it must be made of natural fibers or FR material. These can all be procured at local welding supplies. Metroplex Welding is a popular supplier for members for good equipment whereas cheaper “consumable” PPE equipment can be had at Northern Tool. However, we encourage members to have their own PPE regardless and it’s worth getting better gear since even outside of the pandemic it’s never known what condition our equipment will be in, and you can get PPE better sized/suited for your use.
 - No use of Chlorinated disinfectants on the welders. Use alcohol-based cleaners of a high (>80%) concentration only, giving adequate time for evaporation before energizing equipment. Store the alcohol away from the welding bay during operation.
- Plasma Operation:
 - Shades are still required. You can either use a welding hood of your own procurement (if it drops to around AWS 6 or similar comfort of operation), or you can purchase static glasses of the appropriate shade similar to what DMS has provided in the past.
 - Wipe down computer table, keyboard, and mouse with disinfectant
- Vapor Hone Usage:
 - Personal PPE Gloves are required before inserting hands into unit’s rubber gloves
 - Invert the vapor hone rubber gloves so the interior is exposed
 - Disinfect rubber gloves and leave inverted to allow them to breathe
 - Wipe down the unit window and door handle

Printmaking:

No additional rules are required here.

Science:

Science does not require any rules greater than the rules in place for the general space.

Science's material handling rules will remain unchanged.

Science's chemical cabinet rules will remain unchanged.

To maintain social distancing science may need to utilize the tables in the flex area for it's projects.

Software:

No special rules are required for software. When using a computer in the common room remember to wipe down the keyboard and mouse.

The computer lab will remain closed initially but will open shortly after after the space reopens.

Vector:

No public / member play of games in the VECTOR area will be permitted while COVID-19 rules are in place.

The only exception would be games being played by their owner or if the owner is present and gives explicit permission to another member for a one time play. Game owners are very particular about their machines and paint / finishes may be affected by some disinfectants. As such, any game owner granting explicit permission for a one time play will be responsible for sanitizing their game surfaces.

In addition:

1. Users of the Vector area shall maintain proper social distancing. This includes:
2. No more than one person per every 3rd bay.
3. No teaming or 1:x training in the area
4. Benches / tables shall be wiped down before and after use.
5. Equipment on benches / tables shall be wiped down before and after use.
6. Tools and test equipment used shall be wiped down before use and as they are being returned to their shelves or toolbox drawers.
7. Drawer, shared keys, and door knobs and handles wiped down before and after usage.
8. Drape plastic sheets over anything you don't wish the janitors to clean or to get accidentally sprayed by someone cleaning nearby. Please be respectful and don't touch anything draped in a plastic sheet. It might be possible to spray something on it from afar but please don't lift anything covered in a plastic sheet to clean under it.

Woodshop:

Personal Safety is still a Number 1 Priority.

- The number one & most important is, **Gloves shall NOT be worn during the operation of any equipment as our current committee rules state.** This is cited as being an Immediate Life & Safety risk. Gloves can be worn to wipe the equipment but must be removed before operation of said equipment can begin. This will be strictly enforced.
- Safety Glasses are still required 100% of the time.
- Take Personal responsibility & do not assume that the previous user has wiped the equipment clean.

Classes on the equipment will be temporarily unavailable due to the close proximity of people. Once the social distancing has been removed or another policy is able to be enacted, will resume as previously done before the shutdown.

- Personal tools and supplies are not to be left on common surfaces and work tables while not in immediate use. Users are encouraged to bring a tote, bag, or bucket to manage personal items during work periods.
- Hand sand paper and hand sander sheets will be either single use or retained by one user as they cannot be cleaned readily.
- Middle work table in Woodshop Annex table will be off limits - again to encourage proper distancing.

When the Felder or trash barrels are to be emptied, users are to distance appropriately to the point where the bags are to be lifted into the dumpster for emptying. During sawdust-dumping, volunteer duos will have to get into closer proximity, but should then immediately distance again for transport back into the committee area for installation of the bags.