

OS-3 Step Opening Matrix-Final

	Stay at Home Order	Step 1	(+21 days) Step 2	(+21 days) Step 3
GENERAL	No recently reported symptoms of COVID 19 by staff/ members/visitors. Safety and cleaning materials are kept stocked. Safety concerns raised by staff and members have been addressed.			
OFFICE	Closed, staff working from home when possible.	Closed, staff working from home when possible.	Staff rotating schedule. Closed for August.	Open with public health guidelines in place.
GALLERY / SHOP	Closed.	Curbside pick up 2 days/week. Galleries closed.	Curbside pick up 2 days/week. Print viewing by appointment. Installation begins with restrictions.	Open with public health guidelines in place.
STUDIO	Closed	Closed	Capacity: 1 person/area, pre-booked. Max 5 people in studio. No drop ins or guests. Kitchen closed. Hours:24/7	Capacity: online bookings as per public health guidelines. Kitchen closed. Hours:24/7
VISITING ARTISTS	No studio access.	No studio access.	Booked online with collaborative printer.	Full access with public health guidelines.
CUSTOM PRINTING	Not available	Projects can resume remotely.	Booked online with collaborative printer.	Booked online with collaborative printer.
EDUCATION	Not available.		Private instruction available by appointment. Classes as per public health guidelines.	

All phases are subject to change.

This outline compliments the OS Re-opening Plan which includes further details regarding cleaning schedules etc.