



Studio Guidelines –

Setting Up Before A Class

1. Instructor needs to wear a Sew Happy Apron (IRONED PLEASE!) and a mask which must cover nose and mouth and fit securely. This is to protect both students and instructors.
2. Open windows partially.
3. Turn on air purifier
4. Turn on all fans (one in studio, one in entrance room)
5. Turn on heat or AC at thermostat (if necessary)
6. Get class bin
7. Set up iron & ironing board
8. Make sure there is sanitizer on table by front door (or the foot activated pump)
9. Sanitize surfaces and door handles using spray and paper towels
10. Check the bathroom to make sure it is clean and tidy. Use Lysol to spray the doorknobs, toilet handles and taps
11. Have burn cream and bandaids accessible (each studio has a first aid box, make sure you know where it is)
12. Emergency contact numbers are posted by the door of each studio, make sure you are familiar with them

For Each Class:

1. Check each student in – make sure to get a waiver from each student (unless we already have one on file and you have been told not to collect a new one)
2. If a student appears ill in any way alert Sew Happy management immediately (or if a parent is still present tell them that due to Covid Guidelines they are not able to attend the class unless they are showing NO SYMPTOMS)
3. Everyone MUST hand sanitize before entering studio
4. Allow early students to be threading their machines (if they know how to) but no sewing until after class intro
5. Class Intro -
 - Sew Happy Way
 - Goals for the class
 - Inform students where bathroom and water is located
6. If a student needs to visit the bathroom use the door wedge to keep the main office door open, walk along with them and unlock the door, make sure there is toilet paper and hand towels (we have extra in the coat closet). Hover between your class and the



office door until the student arrives back in the studio. They must use hand sanitizer as they re-enter the studio.

At the end of each class:

1. 10 minutes before the end of class (set your alarm) - ask students to:
 - Unthread their machines, wind the bobbin and spool of thread so no loose thread is hanging off and put them away in the designated area
 - Clean up their workstation, put away extra tools and materials
 - Put their projects and tools in their bags and place the bag in the class bin
 - Check the floor around their workspace and pick up any pins, threads etc.
 - Put the sewing machine cover on their machine (push down spool holder first)
2. Bring students downstairs and release to parents. If a parent is more than a few minutes late bring the student back up to the studio until the parent arrives. If this happens more than once please alert Sew Happy management (INSTRUCTORS SHOULD NOT LEAVE WITH STUDENTS - COME BACK TO DO TASKS BELOW).

After each class (after you have dismissed the students):

1. Make sure you completed the class attendance form
2. Put the class bin away
3. Unplug iron and put ironing board away (unless in the Pink Studio)
4. Sanitize general areas including water spigot, hand sanitizer, pens used to sign in and door knobs
5. Vacuum room with hand held vacuum cleaner or upright vacuum cleaner
6. Close windows, turn off fan and air purifier, turn off lights
7. Lock studio and office (top and bottom locks).
8. If alarm has been set by another tenant in the building, the code to disable the alarm is 2356OFF
9. To set the alarm 2356AWAY (only set the alarm if it had already been on and you disabled it).



NOTE: Sometimes, especially at the weekends or if it is late another tenant will lock the door and sometimes set the alarm while you have a class. This should be fine as you are bringing the students down at the end of a class but just be aware that this may happen. There is a note on the front door with the studio telephone number to call in case the door is locked so if the "house" phone rings please answer it as someone may be trying to get in!