



COVID-19 Reopening Procedures

Visitors and Gallery Shop Patrons

1. Visitors
 - a. Protocols for visitors are communicated through our website and social media posts prior to the re-opening of the gallery. Signage will be placed throughout public spaces and staff will remind visitors of new protocols when they enter the building.
 - b. All staff and visitors must self-screen before visiting the gallery (<https://covid-19.ontario.ca/self-assessment/>).
 - c. Visitors are required to wear a mask or face covering while visiting the gallery. Visitors must bring their own masks.
 - d. Entry will not be timed; however staff will ensure that galleries, the lobby, and the gift shop are within acceptable capacity to enable physical distancing between staff and visitors.
 - e. The first hour of opening each day (11am-12pm Tuesday-Friday, 10-11am Saturday, and 1pm-2pm Sunday) will be designated for visitors and shoppers who are over the age of 55 or who have special needs.
 - f. Floor markings will be used to identify where visitors and shoppers should stand to provide space between themselves and relevant staff members. Floor markings will separate entry and exit sides of the main doors to enter the gallery space.
2. Entering the Building
 - a. The front doors of the building will be designated for Entrance or Exit, assisting with physical distance as visitors enter and exit the building.
 - b. All interior doors will be kept open to avoid contamination from handling.
 - c. Hand sanitizer will be available at the main entrance for visitor use upon entry and exit.
3. Family Corner
 - a. Hand sanitizer and sanitizing cleaner will be placed at the Family Corner with instructions for families to wipe tables and materials before and after each use.
4. Coffee Corner
 - a. Hand sanitizer will be available at the coffee corner.
 - b. Staff will continue regular cleaning and sanitization of the coffee corner.
5. Capacity limits will be communicated through signage as listed below. Capacity limits may need to be adjusted as exhibition installations change.
 - a. Mutual Group Tower Gallery: 3 visitors / one household
 - b. Wright Education Gallery: 6 visitors
 - c. Bierstock Circular Gallery: 2 visitors / one household
 - d. Shantz Gallery: 12 visitors
 - e. The lobby will be limited to 10 visitors
 - f. The Gallery shop will be limited to 15 visitors

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- g. Washrooms are limited to two individuals
- 6. Group tours (10+ people) will not be allowed until further notice.
- 7. Opening receptions will not be allowed until further notice.
- 8. Cleaning
 - a. High touch surfaces (all door handles, accessibility buttons, railings, benches, tables, chairs, and counters) will be cleaned twice per day; once prior to gallery opening and again at 2pm.
 - b. Gallery staff will sanitize gallery-owned accessibility-related devices (wheelchairs) after each use.
 - c. The point-of-sale terminal and common phones (gift shop and reception desk) will be sanitized after each use.
 - d. Washrooms will be sanitized frequently.
- 9. Space modification
 - a. Physical and digital signing books will be removed from exhibition spaces.
 - b. Cloth benches will be removed from gallery and public spaces and replaced with chairs.
 - c. Plexi-glass will be installed to create a barrier between the point-of-sale and shoppers.
 - d. Water fountains are temporarily closed.
 - e. Every other washroom stall will be temporarily closed to enable physical distancing.
- 10. Gallery Shop
 - a. Staff will encourage contactless payment and the use of email receipts rather than passing paper copies.