

## **Making Matters NH COVID-19 Membership Agreement Addendum June 1, 2020**

Making Matters NH has been approved to begin a re-opening process that allows members to use Making Matters NH's space, tools, and equipment. During this reopening phase, Making Matters NH will be following universal guidance issued by the State of NH and the guidelines for manufacturing and retail sectors. Making Matters will be open using a reservation system with strict policies and procedures that each member will agree to prior to using the space. Making Matters NH cannot eliminate the risk of members contracting COVID-19, but through the implementation of the policies outlined below, we can decrease the risk.

Making Matters NH is limiting operation hours to ensure that it has the capacity to clean the common areas of the makerspace each morning before member use. The organization will re-evaluate hours, policies, and procedures periodically to determine if new policies are needed and if hours should be expanded or decreased. During this reopening phase, Making Matters NH will be open during the following hours for member use:

- Sunday: 10am-10pm
- Monday: Closed
- Tuesday: Closed
- Wednesday: 10am-10pm
- Thursday: 10am-10pm
- Friday: 10am-10pm
- Saturday: 10am-10pm

The following labs and shops are available to be reserved by one member at a time for up to four hours. Members may reserve a maximum of three blocks of time each week. If the lab or shop is vacant on the day a member wants to use it, they may reserve it if they have already reached their three blocks of time:

- Woodshop
- Metal Shop (once open for use)
- Fiber Arts, Sewing/Embroidery
- Fiber Arts, Weaving
- Fiber Arts, Cutting Area
- Photography
- Prototyping/Electronics
- Laser Cutters

Within 24 hours of your reservation, members are asked to confirm that they have experienced no health concerns. If you are sick- stay home!

### **Member Responsibilities:**

- You will clean all equipment, tools, and surfaces before and after your use with the cleaning solution provided by Making Matters NH.
- You are encouraged to bring your own tools to the extent feasible.
- You will sanitize or wash your hands when entering the space and periodically while using the space.
- You will wear a mask whenever you are unable to maintain six feet of social distance between other members and when you are in common spaces. Masks are not required when you are in an individual shop or lab you have signed out.
- You will not enter the makerspace if any of the following are true:
  - You have a temperature above 100 degrees Fahrenheit.
  - You're experiencing loss of taste or smell.
  - You have had face-to-face contact within the previous two week period with anyone that tested positive for COVID-19 or is showing signs and symptoms of the illness.
- Maintain six feet of social distance between every member in the space during use.
- You will not bring any guests or nonmembers to the makerspace during the temporary reopening period.
- You will sign out the shop or lab space you plan to use in advance on the calendar provided by Making Matters NH for the time you plan to use the space. You will not work in a lab or shop space that you have not signed out while you are using the space.
- We ask that if you test positive for COVID-19 or show signs and symptoms, you inform Making Matters NH. We will keep your identity confidential.

### **Making Matters NH Responsibilities:**

- We will provide sufficient cleaning supplies, sanitizer, and soap for members to clean equipment and surfaces before and after use and wash and sanitize hands periodically throughout their use of the space.
- We will clean all common areas each morning the space is open prior to member use.
- We will provide a calendar for members to sign out use of a specific lab space prior to its use to ensure all members have access.

- We will provide signage throughout the space reminding members to follow universal guidelines, sanitize or wash hands, clean all equipment before and after use, and maintain six feet of social distancing between other members in the space at all times.

By signing below you are agreeing to abide by all rules and policies laid out by Making Matters NH and its COVID-19 Member Reopening Agreement. Failure to abide by these rules may result in a loss of access to the space during the COVID-19 reopening period.

This agreement is subject to change in order to follow universal guidelines published by the State of New Hampshire. Version 1 implemented June 1, 2020.

Printed Name : \_\_\_\_\_ Date: \_\_\_\_\_

**Signature:**