



Reopening Plan
May 23, 2020

Letter from the Director



Hello,

I hope you and your family are in good health.

The whole world has changed since you last walked out of Open Works. When you walk back in for the first time, you'll notice a lot of things have changed here as well.

First off, our staff has been working harder than ever since we shut down on March 16th. Within a week, we had organized a massive project to rapidly produce PPE for healthcare professionals and essential workers. In the two months since, we have made and delivered over 20,000 face shields. Learn more at www.mdmakersunite.org.

Now it is time to turn back to our core mission. As Maryland flattens the curve and moves towards reopening, we have developed this detailed 3-phase plan to protect our community. It is designed to roughly mirror Governor Hogan's "Maryland Strong Roadmap to Recovery," released on April 24, 2020.

However, we have seen in the last week that local orders have conflicted with state and federal guidance. We are doing our best to navigate these conflicts, and we ask you to please be patient with us as the facts on the ground shift. In the same way, think of this plan as more of a roadmap than a rigid set of rules. We too will have to adapt

to new rules, new data, and new guidance as they become available.

This plan has been informed by CDC guidance, member survey data, and other maker-space plans around the country. The Open Works Board of Directors voted to approve its protocols on May 22nd.

We are incredibly excited about reopening. Please read this plan carefully. If you have any questions, please email frontdesk@openworksomore.com.

Sincerely,

Handwritten signature of Will Holman.

Will Holman, Exec. Director

Reopening Plan Summary

Phase 1 / 4-6 weeks

Hours	Staffing	Protocols
+ Tuesday-Saturday	+ 3 PT staff on duty when open	+ Masks required
+ 10 AM- 6 PM	+ FT staff rotating WFH	+ Day pass only, shop reservations required
+ No in-person classes	+ Zoom “Help Desk” available for tech trouble shooting	+ Check in at front desk
+ No in-person events		+ Sanitation stations in each room, daily cleaning

Phase 2 / 6-8 weeks

Hours	Staffing	Protocols
+ Monday-Saturday	+ 4 PT staff on duty when open	+ Masks required
+ 10 AM- 6 PM	+ FT staff rotating WFH	+ Day pass only, reservation caps raised
+ Online adult ed. starts	+ Zoom “Help Desk” available for tech trouble shooting	+ Check in at front desk
+ No in-person events		+ Sanitation stations in each room, daily cleaning

Phase 3

Hours	Staffing	Protocols
+ Monday-Saturday	+ 5 PT staff on duty when open	+ Check in at front desk
+ 9 AM- 9 PM	+ FT staff rotating WFH	+ Regular memberships resume
+ Events & classes fully resume		+ Sanitation stations in each room, daily cleaning

New COVID-19 Protocols

Check in

Our keycard swipe system does not provide any real-time data. This means we cannot actively monitor how many people are in the building.

On your first visit back to Open Works, you will be issued an additional membership card. Please check in by swiping your card at the front desk every time you enter our facility.

Sanitation Stations

The micro-studio areas, lobby, and each shop will be equipped with a new sanitation station. Each will contain a pump dispenser of hand sanitizer, a spray bottle of sanitizing liquid, and paper towels.

Please disinfect and wipe down shared surfaces after use -- same as you would after using a piece of gym equipment.

Wash your hands.

Social Distancing

The CDC has not released any hard-and-fast occupancy limits to prevent transmission of COVID-19. We are doing the following:

- Limited hours
- Limit of 2 people in upstairs shops
- Limit of 4 people in downstairs shops
- Classrooms and small conference room closed

Cleaning

Immediately after closure, we commissioned a deep COVID-19 sanitation clean of the building.

Going forward, we will keep our normal janitorial schedule of two cleanings per week supplemented by daily disinfections. We have ordered a disinfecting fogger, which will allow us to sanitize railings, doorknobs, and machines.

If sick, stay home.

Masks

Masks will be required at all times while in Open Works. If you do not have a mask, or forgot yours at home, we will have them available for sale at the front desk.

If you refuse to wear a mask, you will be asked to leave. No exceptions.

Studios

Upon returning, you will find that your **studio walls have been raised by 16 inches** with a new sneezeguard made of acrylic. Center-to-center, our micro-studio design already provides for social distancing, but we wanted to be extra safe.

Clean as you go.

Programming Changes

Membership

Billing

All current membership, micro-studio, and storage fees have been cancelled. Upon reopening, micro-studio and storage space members will see the return of their studio or storage space fees only.

During Phase 1 and 2 of the reopening, we will shift to day-pass only model. Day passes will be reduced to \$15/day, and will be available at a discount if purchased in bulk.

Day Passes

We have always operated on a monthly subscription model. However, since we cannot offer the same level of access as before, we don't believe it is fair to charge monthly subscription fees at this time.

To access the shops, reservations are available in Mind-Body by shop by day. **Please reserve a spot, check in at the front desk, and pay for your day pass.** You will then receive a key fob.

Studios

As indicated above, we will be installing sneezeguards to protect studio users. **Existing studio users will see their fees resume at the rate of \$125/studio with no additional membership fee.** Admin (shared) keys will be canceled. In addition:

- There are no visitors until Phase 3
- Single and double studios are limited to one occupant
- Triple and quad studios are limited to two occupants

Education

Online Classes

We hope you have been enjoying our #makinginplace series on YouTube and IG Live since the shutdown. Since gatherings of over a few people while maintaining social distancing are a little hard in our shops, we are shifting our educational resources online. **Be on the lookout for new content coming your way on YouTube, Facebook, Instagram, and the Open Works blog.**

Youth Classes

Maker Camp will be shifting online this summer! We have kids, we get it -- keeping them quarantined is hard. Do not fear! **We will be live-streaming DIY at-home summer camp starting July 7th.** Join us for fun DIY activities -- everything from making seed bombs to sewing your own mask. Some activities will be totally DIY, and some will be kit-based (coming soon!)

Help Desk

We haven't worked out all of the technical details yet, but we will be offering some version of a Zoom "Help Desk" to bring more expertise to the shops even while we limit some staff time to maintain social distancing. **Dial in to access one of our expert techs at home who can walk you through whatever process you are trying to tackle over video conference.**