Dear Parents,

First and foremost, we hope that you and your loved ones are safe and healthy. We have received some questions from parents about if and how COVID-19 will affect our Summer Pottery Classes for kids. We know this pandemic has been stressful for many and recognize that socializing and interacting with peers can be a healthy way for children to cope with stress and connect with others, particularly after spending quite a bit of time at home. After careful thought and planning, we are excited to let you know that we plan to have summer classes this year while following CDC, State, and local guidelines to protect students, families, and our community.

The health and safety of our students and staff will remain our highest priorities. Below, you will find a summary of actions we are taking to help ensure we are lowering COVID-19 risk as much as possible. We are:

* Intensifying cleaning and disinfection practices within our studio by cleaning and disinfecting frequently touched surfaces such as potters’ wheels, work tables, counter tops, and door handles. We will safely use and store approved disinfectants.
* Students will be encouraged to remain at least 3 feet apart when not at their potters’ wheels.
* Limiting the number of items that are shared or touched between students and staff. Students will be assigned their own potter’s wheel for the week. They will also have their own set of tools to use, that will not be shared. Students will keep their belongings, including backpacks, lunches, clothing, etc. in designated areas to keep them separated from others’. When necessary, disposable plates and utensils will be used.
* Promoting healthy hygiene practices, teaching and engaging in frequent hand washing. Approved soaps and hand sanitizers will be provided
* Requesting that staff and students wear a cloth face covering, especially when indoors, or at times when physical distancing is difficult, as recommended by health officials.
* If a student does get sick at class, we have identified an area where they can rest, be watched after, and safely isolate from others. We will communicate with parents or caretakers directly and help the student prepare to go home.

We ask that you help us protect the health of students this summer. Anyone who is currently sick with COVID-19 — including staff, students, and families— should not come to the studio. Be on the lookout for symptoms of COVID-19, which include fever, cough, shortness of breath, chills, muscle pain, sore throat, and loss of taste or smell. Call your doctor if you think you or a family member is sick.

If you have a specific question about this plan please contact us for more information.

We look forward to seeing you.

Thank you and stay healthy,

Tim Duncan

413-281-3960 cell and text [info@timduncanpottery.com](mailto:info@timduncanpottery.com)