

Guild of Oregon Woodworkers – Startup Plan
June 16, 2020

Purpose: In March, 2020, the Guild had to shut down most group activities for the membership, including access to the Guild Shop, due to the COVID-19 pandemic. This plan is intended to provide clear guidelines and requirements for the evolving process of returning to maximum services.

This plan was developed to meet or exceed the requirements and guidelines of federal/state/local authorities and create an environment that is safe for members. It seeks to find the balance between restrictive safety vs. operational needs and is dependent on members taking personal responsibility for their actions. ***It is incumbent upon each member to assess their individual circumstance and determine if they should attend any sessions.***

Startup Team: The Startup team consists of Carol Boyd, Tim Moore, Doug Drake and Ken Hall. The team was responsible for developing recommendations for shop startup and now providing recommendations to the Board, modifying the plan as needed moving forward and for reviewing the startup plans of respective programs.

The Shop: The Guild Shop (this includes the annex) is the most significant component in this plan. The plan for reopening includes that the following criteria be met prior to opening:

1. Meet and adhere to all Multnomah County requirements.
2. Install a mobile wash station in a location that will maximize use and effectiveness.
3. Complete any needed maintenance.

Shop Use Procedures: Woodworking is an inherently dangerous endeavor with the ever-present risk of physical injury from the equipment, the tools, and the wood. The pandemic adds the risk of exposure to COVID-19. Due to the challenges presented by the pandemic, the following procedures will be implemented in addition to already existing procedures.

1. Eligibility – anyone experiencing any of the following is not eligible to visit or use the shop:
 - a. Currently being treated for COVID-19
 - b. Any of these COVID-19 symptoms
 - 1) a new or worsening cough
 - 2) a fever
 - 3) shortness of breath
 - c. Living with or in close contact with someone who is being treated for Covid-19
 - d. Been in close contact with anyone with COVID-19 symptoms or anyone who has been diagnosed with COVID-19 in the last 14 days.
 - e. Being notified by contact tracers to self-isolate.

2. Handwashing – A wash station will be placed by the door into the bench room (outside if the door is open). Members shall wash hands with soap and water for at least 20 seconds prior to entering the shop. Members should also wash hands before leaving for the day. Hand sanitizer may be used until a wash station can be obtained.
3. Physical Distancing – Maintain as much physical distancing as possible, generally considered to be about 6 feet. Cloth face coverings are NOT a replacement for physical distancing.
4. Face Coverings – Face coverings will be used here as a general term that includes face coverings, masks and face shields. A face covering serves two purposes; (1) keep you from touching your face which is a main way that the virus spreads and (2) reduce the possibility of dispersal of germs from breathing or coughing. For our purposes, the member must:
 - a. Use a face covering that covers the nose, mouth, and goes under the chin. Bandannas and scarves are not permitted.
 - b. Face coverings must be safely secured and worn at all times members are in the shop or annex.
 - c. When needed for personal protection against airborne dust, *the use of PPE equipment is required consistent with existing Guild policy.*
 - d. If a member needs to change face coverings during the shift, go outside, change the face covering or mask, and wash hands before re-entering the shop.
5. Safety Glasses - Wear safety glasses at all times in the shop. For machine users ANSI Z87.1 rated glasses are required. For the bench room, ANSI certification is not needed – plain safety glasses are fine.
6. All users will register or reserve time: Due to the limitations on the number of users in order to maintain reasonable distancing, all shop users will need to sign up in advance for a scheduled activity. Users will complete an online waiver (acceptance of risk) prior to making a reservation. Walk-in users will not be permitted at this time. If a member needs to drop off or pick up something, they should contact the SA assigned for that time. They must adhere to all PPE requirements.

Post use followup: If a member is diagnosed with COVID-19 within 14 days after being in the shop, they are to notify the Safety Officer. They should give the county contact tracer the Safety Officer's contact information. We will use the sign in database to assist county health workers with contact tracing.

Shop Attendants: In addition to previous responsibilities, SA's will have an active role ensuring that the Startup Plan is carried out during shop use. To accomplish this, they will be doing the following:

- Guiding members in shop expectations due to the new expectations and ensure adherence to requirements.
- Maximize airflow through the use of open doors, fans and air cleaners (Jet). Being sensitive to noise to neighbors will be a consideration in such actions.

Supervision: The purpose of SA's is to both provide guidance, instruction and assistance to shop users and to ensure adherence to Guild procedures. The cooperation of members is essential in order to avoid disagreements but the SA is ultimately the final authority in regards to a member's participation on that shift should a conflict arise.

Member Pre-Use Checkoff List: In an effort to provide guidance to users of the shop, the following is a suggested checkoff list that the member should go through prior to attending a function at the Guild Shop. This information will be included in an acknowledgement of risk the member signs before registering for shop use (of any type).

1. Should I be out of my home in a public place?
2. Did I reserve my slot in advance?
3. Do I meet the eligibility criteria regarding COVID-19?
4. Do I have the proper PPE for use of the shop including face coverings and safety glasses
5. Am I prepared to be personally responsible in my activity including the commitment to social distancing?
6. Do I have questions about the new procedures? Have I contacted someone in advance to get answers so that I am prepared when I arrive?
7. Do I have all of the tools and materials I need for what I plan to do?
8. Do I have my shop card (for open shop)?

Meetings: at this time, committee meetings, board meetings, and monthly membership meetings will be held virtually using zoom. As time progresses, this may change and specific requirements will be identified at that time.

Programs Shop Use: All programs within the Guild that use the shop will be required to submit a plan to the Startup Team in order to be approved to use the shop under these new guidelines. The submitted plan must include an explanation of how the programs will incorporate the Startup Plan into program activities. Examples of programs include:

- Education classes
- SIGS
 - Hand tools
 - Women's
 - CNC
 - Carving
- Toy Build
- Project Build
- Open Shop
- Community Projects

- Estate Sales

FAQ's Section:

1. What is the specific difference between face coverings, masks and face shields?

According to the State of Oregon:

- “Face covering” means a cloth, paper, or disposable face covering that covers the nose and the mouth.
- “Mask” means a medical grade mask.
- “Face shield” means a clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face.

KN95 masks (made in China per their specifications) are considered acceptable but have a single use requirement for effectiveness.

2. Can I use a scarf or bandana as a face covering in the shop?

No, these are not allowed in the shop.

3. Are the masks I wear for my routine woodworking considered OK by the Guild as a face covering?

Most woodworking masks are designed to provide for both good dust protection and comfort for the user. To accomplish this, they have an exhaust port that allows for less effort when exhaling. Exhaust ports do not provide good protection against the potential spread of virus. Members should wear woodworking masks only when needed for dust protection, and wear face masks at all other times. Note that the use of an N95 medical mask (which are not currently readily available) can provide for both dust protection as well as virus protection.

4. Is there any information you know of about how to make face coverings?

Yes. Here are some links that may be of help.

<https://sarahmaker.com/wp-json/mv-create/v1/creations/12/print>

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf>

<https://beta.portland.gov/sites/default/files/2020-04/face-mask-patterns-all-sizes-with-filters-jennifermaker-pdf.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>