



## GREENWICH HOUSE POTTERY STUDENT INFORMATION & GUIDELINES 2020-2021

**READ CAREFULLY AS POLICIES AND PROCEDURES  
HAVE BEEN UPDATED IN CONSIDERATION OF THE  
PANDEMIC.**

This information is provided to remind returning students and to acquaint new students with Greenwich House Pottery's (GHP) guidelines. We encourage each student to become familiar with this information to ensure that things run safely and smoothly in the studios, so we can provide you with the best experience possible. This information does not replace a studio tour.

GHP's primary focus is education in the ceramic arts. Adult classes provide instruction on making pottery, sculpture, mold making, surface treatments, and history.

To complement these programs, the Pottery hosts lectures and demonstrations throughout the year. GHP supports the arts community and individual artists through its public exhibitions and residency program. The Jane Hartsook Gallery provides a venue for contemporary ceramic artists.

The Resident and Fellowship Program and the Summer Intern Program have been developed to assist artists at various stages of their careers with the development of functional, sculptural, or mixed-media ceramic work and to help them develop a working knowledge of community-based art centers.

### COVID RESPONSE

We have updated our policies and procedures to ensure the health and safety of our faculty, staff and students. We will keep track of CDC and government COVID-19 guidelines to ensure that we are up to date with best practices. To that end, we need everyone to work together to minimize risk and remain safely open. In order to respect your

studio-mates and allow everyone to make the most of their studio experience, we require that you do your part to take care of our clay family.

- Do not come to the Pottery if you are sick. If you have a temperature of 100.4 or greater, you will not be allowed to enter. You must stay home and not return until you are fever-free for 48 hours.
- You are **required** to bring your own mask and wear it at all times. Masks must be worn properly to cover your nose and mouth.
- Prior to entry you are required to complete a Daily Visitor Health Questionnaire and have your temperature taken and documented on the log when you enter the building.
- You must **wash/sanitize** your hands upon entry into the studio and before accessing highly frequented surfaces such as clay or glaze buckets.
- Only a limited number of people are allowed in the building at any time.
- You must socially distance from staff and others that you may encounter while moving through the building.
- Students cannot bring visitors to the building. This includes friends, children, family and pets.
- You may only come to the Pottery during your registered time.
- You must exit at the end of each session on time to allow for staff to sanitize each studio.
- If you have engaged in high-risk activities, consider getting tested for COVID prior to returning to the studio.
- If you have traveled outside of the state or country, or if you have been exposed to a friend or family member that has virus symptoms, we require that you refrain from coming to the Pottery and recommend that you follow the CDC guidelines for returning.
- Non-compliance with GHP rules may result in being asked to leave the building.

If you choose to come back and work within our community, you accept the risk that comes with working in a community studio and using shared materials and tools. In registering you acknowledge said risk and will not hold Greenwich House responsible if you become sick.

### OUR STUDIOS

- Information about the studio and its activities will be listed in *Pottery Notes*, posted on the *Message Center* and on the website, and will be read during class by your instructor.
- In case of emergency, exit out the front of the building.
- First Aid kits are located in the 1<sup>st</sup> floor bathroom, 1<sup>st</sup> floor glaze room, 2<sup>nd</sup> floor wheel bathroom, each of the 3<sup>rd</sup> floor studios and slipcasting studio.
- Restrooms are located in each studio on the 2<sup>nd</sup> floor.
- Talking on cell phones is not permitted in the building except for emergencies.
- GHP is SMOKE FREE.
- You may only attend the class for which you are registered.
- Do not handle or touch the work of others.
- If you damage another's work, leave a note.
- GHP is not responsible for the loss or damage of work or personal property.
- No storing personal possessions on class shelves, or under lockers.
- Locker rentals are \$5 per term for currently enrolled students. Limit one per student.
- If a locker is not renewed at the end of term it will be emptied and reassigned.
- No student is permitted to remain in the building after closing.

### STUDIO STAFF & LIAISONS

- All administrative questions or concerns should be directed to a Student Liaison.
- Report studio issues to the Studio Technicians.
- With questions regarding firings, clay or about any general studio concerns speak with the Studio Manager or Studio Technicians.
- We encourage you to register online.

### CLAY & GLAZE

- Clay in the barrels is free for registered students to use, however, it is not to be removed from GHP.
- Recycling buckets are provided for each clay body. Be careful not to mix clays or add foreign materials to the clay or to the bucket.
- Break up clay to reclaim before it dries out.

- When putting clay back into the clay bucket mash it down to keep it from drying out.
- Glazes are microwave-, dishwasher-, and food-safe unless otherwise noted.
- Unglazed washes & slips may not be not food safe.
- Always leave lids on clay and glaze buckets to avoid drying out and contamination.
- Do not thin glazes. Ask Studio Technicians if you have questions about glaze consistency.
- No outside clay or glaze is allowed. Any exceptions must have prior approval from the Studio Manager.
- Only registered GHP students may purchase 25 lb. blocks of clay and other materials, and this must be done 24 hours in advance.

#### **FIRINGS & PROCEDURES**

- Due to social distancing practices, work must be dropped off at the Pottery to be measured by a Student Liaison prior to firing.
- For the health and safety of our tech team, entry into the kiln room is not permitted at this time, except en route to the slip casting studio.
- At this time, staff will transport work from the measuring location to the kiln room.
- The firing fee is \$0.03 per cubic inch for a single firing; the minimum firing fee is \$1.00.
- You may keep money on a firing log. Once money is added to the firing log it can only be used for firing and is non-refundable. There is a minimum charge of \$50 when adding money with a card.
- GHP is not responsible for lost firing slips.
- GHP is not a production studio and cannot accommodate large volumes of work due to limited materials, shelf space and kiln space.
- Do not let work pile up on greenware or bisque shelves, keep it moving: bisque dry work; glaze bisque work; take home glazed work.
- All work must be accompanied by a firing slip. For greenware, also use a class ID chip.
- ALWAYS bisque fire prior to glaze firing.
- Low fire clay should NEVER be high fired.
- Do not glaze the bottom of work.
- Do not use stilts in Cone 10 firings.
- Requests for firing credit should be placed on

the shelf behind the spray booth with a completed firing credit request form.

- GHP does not issue firing credit for undesired or inconsistent firing results, kiln accidents or work that is lost or damaged. Firing credit is given at the discretion of the Studio Manager for work that is damaged as the result of mishandling by the staff.
- Pieces with sharp edges can be left for grinding by the Studio Technicians and can be rejected under their discretion.
- Unclaimed work on the finished glaze shelves, the unclaimed bisque shelves, or hospital shelves are subject to discard after 4 weeks.

#### **CLEAN-UP**

- Class and studio session participants are responsible for leaving studios clean and sanitizing their work area at the end of their session.
- Minimize dust: clean with a wet sponge.
- Clean up spills as they happen.
- Rinse out sponges when done using them.
- Wipe down sink when finished cleaning.
- Tables, bats, ware boards, and banding wheels should be cleaned and put away.
- Potter's wheels should be cleaned, shut off and splash pans washed and returned to wheel.
- Do not store work on bats. Use ware boards.
- Faculty members and studio staff may delegate clean-up responsibilities to ensure complete clean-up of the studios.
- Clean up, put your work away, return community items and leave the building by the end of your studio session.
- Work left on the tables or counters will be discarded.
- All personal items, clothing and shoes, must be taken home during inter-term breaks unless they are stored in a paid locker.

#### **STUDIO SESSIONS**

- Studio Sessions are ONLY available to currently enrolled students.
- Observe studio hours. Clean up before leaving.
- Do not show up early or leave late.

- No children, friends, or pets allowed.
- Be courteous.
- Keep conversations quiet.

#### **STUDIO SAFETY**

- No sanding or scraping dry clay or glaze in the studio. Always use the spray booth.
- Never place anything on kiln lids.
- Do not use the spray booth, slab roller, or extruder without an orientation from a staff or faculty member.
- Students should not use the clay hoist, clay mixers, grinders or dremels.
- No sharp objects or detachable blades such as X-ACTOs, razor blades, homemade pin tools, thumbtacks, needles, glass shards.
- For your safety and the safety of those around you we require faculty, staff and students to wear shoes while in the studio.

#### **MAKE-UPS & CLOSINGS**

- During weather emergencies, GHP closes in accordance with the NYC public school system, though GH retains the right to cancel whenever public health and safety are involved.
- Emergency closures are announced via email and on the phone system at 212-242-4106 ext. 5.
- GHP is not responsible for providing makeup classes or issuing refunds for programs or classes changed or missed due to illness, emergency, weather closings, substitute teachers, or other events beyond our control.
- There are no prorates given.
- Our refund policy can be found on our website.

#### **DISMISSAL**

Students are expected to abide by studio rules and to comport themselves in a courteous and polite manner at all times. Greenwich House Pottery reserves the right to exclude from its programs and activities anyone who fails to do so.

#### **GREENWICH HOUSE POTTERY**

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