

How?

Should the membership vote to reopen the space, the board has put together a **phased, iterative approach** to allow members to return to the space. Phase One of the approach, outlined in detail below, will be used to determine the member demand for space access and the effectiveness of our safety measures. The results will then govern our decisions to tighten or loosen restrictions for future phases. Phase One will last for a two-week period, but is subject to change to accommodate member demand. We will be reviewing member behaviour during this period for adherence to the rules established below. Properly adhering to the rules will allow the board to increase access to the makerspace.

Any members who want to access the space for any reason (whether it be to use the space or to pick up items from storage) must first sign a COVID-19 Exposure Waiver. This waiver can be filled out, scanned, and emailed to waivers@milwaukeeemakerspace.org or dropped off in the Makerspace's mailbox (located next to the entrance at the corner of Lenox and Otjen).

Here is a link to the vote. You can also drop off a sheet of paper with your name and your vote in the Makerspace mailbox (located by the door at the corner of Lenox and Otjen) by Monday, May 25th at 11:59pm. Votes submitted after this time will not be counted.

What Safety Measures?

The following safety measures are based on and intended to comply with local, state, and federal requirements and regulations.

1. Areas will have scheduled time slots for member access
 - a. Areas will have reservable time slots established in consultation with Area Champions. Attached is an example of the Phase One reservation spreadsheet.
 - b. During phase one, we will be restricting the space to one member per area
 - c. During phase one, sign-ups will be on a first come, first serve basis; time slots are scheduled one week at a time. The specific time and day of the week will be determined after the member vote.
 - d. During phase one, members will be limited to one area and one time slot per week
 - i. On the time and day of your appointment, if no one has claimed the slot after you, you may claim that time slot and extend your reservation. You must update the reservation spreadsheet.
 - ii. Depending on demand, we may adjust the time slots and/or reservation limit

- e. If you want to retrieve items from your storage but do not want to actually use the space, you can do so by contacting the BOD (info@milwaukeeemakerspace.org)
2. Cleaning and Sanitation
- a. Each area will be stocked with sanitizing supplies
 - i. You are expected to clean machines and touch points both before and after you use them; while your safety is your own responsibility, please be considerate of other members. Please note that some areas will have specific cleaning instructions that must be followed
 - b. Internal doors are being held open to cut down on common touch points (i.e. door handles).
 - c. The kitchen, (including fridges and cooking equipment), is off limits; there should be no eating or storage of food anywhere at the space in order to cut down on exposure hazards.
 - d. Congregation of groups in the meeting room or other areas is prohibited.
 - e. Bathrooms are the most likely area to spread contamination, and as such:
 - i. Sanitization equipment will be available in the bathrooms
 - ii. You are expected to clean all touch points both before and after you use them; while your safety is your own responsibility, please be considerate of other members.
 - f. Shared PPE should not be used
 - i. The board is looking into purchasing face masks and eye protection for the membership
 - ii. You are highly encouraged to bring your own PPE (including work gloves, face protection, hearing protection, welding helmets etc) and clean it yourself after working in the space; do not share PPE
 - g. If you are sick or displaying flu or Covid-like symptoms, you must stay home. Failure to do so will result in a minimum three weeks' suspension and immediate formal warning.
 - h. Guests and non-members are barred from entering the Makerspace; we are not resuming Tuesday public meetings or space improvement days.

I HAVE READ THE SAFETY MEASURES, FULLY UNDERSTAND THESE RULES AND AGREE TO ABIDE BY THEM

Name of participant: _____

Participant signature: _____

Date signed: _____