

# Generator Community Handbook

Updated July 2022

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# Safety

## Safety Committee:

Generator's Safety Committee oversees and implements strategies to maintain and/or increase safety throughout the organization. The Safety Committee consists of appointed board members, staff, and member representatives who have extensive experience in industrial workspaces and/or medical professions. The Safety Committee meets monthly to perform safety walkthroughs of the facility.

The primary goals of the Safety Committee are to:

1. Increase safety awareness and preventative maintenance to avoid injury at Generator
2. Provide first aid and safety training for staff & volunteers
3. Promote a "safety first" culture and make it a part of everything we do
4. Clearly communicate safety protocols and emergency action plans to the Generator community in an on-going basis

## Staff Safety Training:

Generator requires full-time staff to complete First Aid, CPR/AED, and Bloodborne Pathogen training.

Along with this training, staff are expected to understand Generator's Emergency Action Procedures (EAP) in order to be able to respond and direct members if an emergency is encountered.

## OSHA/VOSHA:

Generator strives to provide a safe and healthful work environment for staff, members, educational partners, and visitors. Generator follows guidelines established by the Occupational Safety and Health Administration (OSHA) to ensure safe activity is practiced in day-to-day operation. To that end, the organization provides safety trainings, has created an Emergency Action Procedure plan (EAP), a Safety Data Sheet program, a Standard Operating Procedures program for equipment (SOP), Bloodborne Pathogen protocols along with certification for staff who complete the American Red Cross course requirements, as well as a Lockout Tagout (LOTO) program for hazardous conditions in the facility. Generator also invites Vermont's Occupational Safety and Health Administration (VOSHA), a non-profit organization created to assist regional implementation of the national guidelines, into the facility each year for safety "check-ups."

# Buddy System

Generator requires the use of the buddy system when using powered stationary tools as indicated in our tool inventory. Pairs or teams of people are safer in workspaces due to their ability to collectively respond to injury, accidents, or unforeseen hazards. It is therefore required that members must identify and get consent from a person who is willing to be a safety buddy. This buddy must be in the building, though not necessarily in the relevant shop, while the member is using the relevant equipment. Members must notify others when they plan to work in a shop alone, and those in the role of buddy must inform the member operating the tool if they intend to leave so that the tool operator can stop using the tools.

# Personal Protection Equipment (PPE)

For PPE related to specific tools, please refer to Standard Operating Procedures (SOPs) located on each tool and at [www.generatorvt.com](http://www.generatorvt.com). In addition:

## Closed-toe shoes

1. Closed-toe shoes are required when working in any of Generator's shops.
2. Open-toed shoes can be worn in offices and individual studios when power or heat generating tools are not being used.

## Hearing Protection

1. OSHA requires hearing conservation when noise exposure is at or **above 85 decibels averaged over 8 working hours**, or an 8-hour time-weighted average (TWA).
  - a. Noise in the Wood and Metal Shops when power tools run concurrently often exceeds 85 decibels
2. Generator requests that members bring their own personal hearing protection when using workshops and equipment that generate noise, particularly in the Wood Shop, Metal Shop, and Jewelry Shop.

## Eye Protection

**\*\***Generator requests that members bring their own personal eye protection when using workshops.

1. American National Standards Institute (ANSI) approved eye protection is required when using Generator's Wood Shop, Metal Shop, and Jewelry Shop.
2. The type of eye protection used depends on the hazards associated with the shop/process.
  - a. ANSI safety glasses, face shields, welding masks, and shaded safety glasses are examples of different types of eye protection required in Generator shops for woodworking, lathe work, welding, and plasma cutting respectively.

## Respiratory Protection

1. Due to Covid-19, the requirement that everyone wear face masks while inside the facility fluctuates. It is incumbent on everyone within the facility to comply with current requirements as mandated by Generator.
2. N95 masks are recommended for the Wood and Metal Shops to avoid breathing in dangerous levels of dust.
3. Generator requires that available ventilation systems be turned on during shop use such as the dust collector in Wood Shop, and the ventilation systems in the laser cutter area and the Jewelry Shop's brazing station.

## Skin Protection

1. Refer to the Bloodborne pathogen skill sheet from the American Red Cross to determine when to use skin protection to prevent exposure to blood.
2. Refer to (Standard Operating Procedures) SOPs to see in which cases it is advised to wear gloves in a particular shop.

# Emergency Action Procedure (EAP)

Generator's EAP can be easily found on the website:

[generatorvt.com/emergency-action-procedure/](http://generatorvt.com/emergency-action-procedure/)

## IMPORTANT INFO:

Generator Inc.

40 Sears Lane, Burlington, Vermont 05401

(802) 540-0761

## Designated Responsible Official – Emergency Names and Phone Numbers

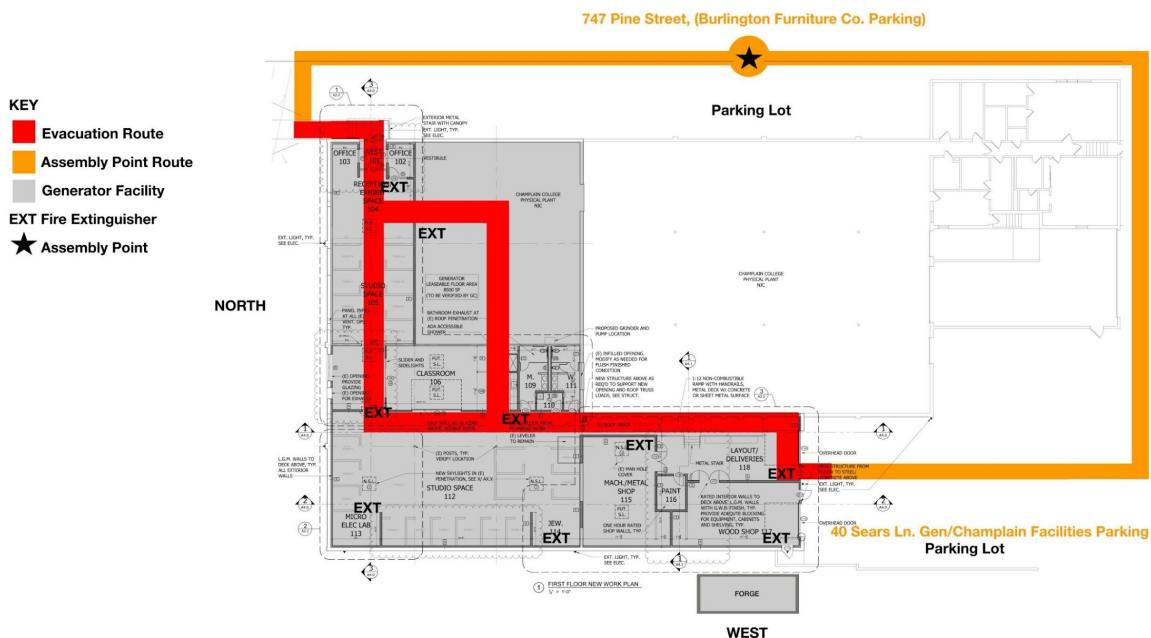
Elliott Katz, Operations and Facilities Director

[operations@generatorvt.com](mailto:operations@generatorvt.com)

Alex Hahl, Operations and Safety Technician

[Alex@generatorvt.com](mailto:Alex@generatorvt.com)

## Emergency Action Procedure Map



The following information is marked on evacuation maps:

- Emergency exits/Evacuation Routes
- Locations of fire extinguishers

- *Assembly point*

### **Emergency Phone Numbers**

*Fire Department: (802) 864-4554*

*Paramedics: (911)*

*Ambulance: (911)*

*Building Owner: Fernando Cresta, fcresta@neddre.com*

### **Utility Company Emergency Contacts**

*Burlington Electric Department: (802) 865-7300*

*Department of Public Works: (802) 863-9094*

*Vermont Gas: (802) 863-4511*

*Burlington Telecom: (802) 540-0007*

### **Emergency Reporting and Evacuation Procedures**

#### **Types of emergencies to be reported by site personnel are:**

- *Medical*
- *Fire*
- *Severe Weather*
- *Chemical Spill*
- *Extended Power Loss*

**Call medical emergency phone numbers** (fill out incident report sheet @ [generatorvt.com/report-an-issue](http://generatorvt.com/report-an-issue)):

- *Paramedics (911)*
- *Ambulance (911)*
- *Fire Department: (802) 864-4554*

#### **Provide the following information:**

1. *Nature of medical emergency*
2. *Location of the emergency (address, building, room)*
3. *Your name and phone number from which you are calling.*

#### **Medical Emergency Protocol:**

- ★ *Do not move the victim unless absolutely necessary. Call 911 before immediately calling the Designated Responsible Official.*

★ *If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:*

- 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).*
- 2. Clear the air passages using the Heimlich Maneuver in case of choking.*
- 3. In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.*

## **Fire Emergency Protocol**

### **When fire is discovered:**

- 1. Activate the nearest fire alarm (if installed)*
- 2. Notify the local Fire Department by calling: (802) 864-4554*
- 3. If the fire alarm is not available, notify the site personnel about the fire emergency*

### **Fight the fire ONLY if:**

- 1. The Fire Department has been notified.*
- 2. The fire is small and is not spreading to other areas.*
- 3. Escaping the area is possible by backing up to the nearest exit.*
- 4. The fire extinguisher is in working condition and personnel are trained to use it.*

### **Upon being notified about the fire emergency, occupants must:**

- 1. Leave the building using the designated escape routes.*
- 2. Assemble in the designated area (specify location):*
- 3. Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.*

### **Designated Official:**

- 1. Disconnect utilities and equipment unless doing so jeopardizes his/her safety.*
- 2. Coordinate an orderly evacuation of personnel.*
- 3. Perform an accurate headcount of personnel reported to the designated area.*
- 4. Determine a rescue method to locate missing personnel.*
- 5. Provide the Fire Department personnel with the necessary information about the facility.*
- 6. Perform assessment and coordinate weather forecast office emergency closing procedures*
- 7. Assist all physically challenged employees in emergency evacuation.*



## **Extended Power Loss**

*In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:*

- 1. Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and affecting sensitive equipment.*
- 2. Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.*
- 3. Fire sprinkler system, standpipes, potable water lines, toilets.*
- 4. Add propylene-glycol to drains to prevent traps from freezing*
- 5. Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.*

### **Upon Restoration of heat and power:**

- 1. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.*
- 2. Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.*

## **Chemical Spill Protocol**

### **The following are the locations of:**

- *Personal Protective Equipment (PPE): First Aid cabinet near kitchen/conference room.*
- *SDS information: <https://generatorvt.com/safety-data-sheets/>*

### **When a Small Chemical Spill has occurred:**

- 1. Notify the Emergency Coordinator and/or supervisor.*
- 2. If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.*
- 3. Deal with the spill in accordance with the instructions described in the SDS.*
- 4. Small spills must be handled in a safe manner, while wearing the proper PPE.*
- 5. Review the general spill cleanup procedures.*

## **Severe Weather/Natural Disaster Protocol**

## **Tornado:**

**When a warning is issued by sirens or other means, seek inside shelter. Consider the following:**

1. *Small interior rooms on the lowest floor and without windows,*
2. *Hallways on the lowest floor away from doors and windows, and*
3. *Rooms constructed with reinforced concrete, brick, or block with no windows.*
4. *Stay away from outside walls and windows.*
5. *Use arms to protect head and neck.*
6. *Remain sheltered until the tornado threat is announced to be over. Earthquake:*
7. *Stay calm and await instructions from the Emergency Coordinator or the designated official.*
8. *Keep away from overhead fixtures, windows, filing cabinets, and electrical power.*
9. *Assist people with disabilities in finding a safe place.*
10. *Evacuate as instructed by the Emergency Coordinator and/or the designated official.*

## **Flood: (If indoors)**

1. *Be ready to evacuate as directed by the Designated Responsible Official. Follow the recommended primary or secondary evacuation routes.*

## **Flood: (If outdoors)**

1. *Climb to high ground and stay there.*
2. *Avoid walking or driving through flood water.*
3. *If car stalls, abandon it immediately and climb to a higher ground.*

## **Hurricane:**

1. *The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74 mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.*

## **Once a hurricane watch has been issued:**

1. *Stay calm and await instructions from the Designated Responsible Official.*
2. *Moor any boats securely, or move to a safe place if time allows.*
3. *Continue to monitor local TV and radio stations for instructions.*
4. *Move early out of low-lying areas or from the coast, at the request of officials.*
5. *If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings.*

6. *Collect drinking water in appropriate containers. Once a hurricane warning has been issued:*
7. *Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.*
8. *Leave areas that might be affected by storm tide or stream flooding.*

**During a hurricane:**

**Remain indoors and consider the following:**

1. *Small interior rooms on the lowest floor and without windows.*
2. *Hallways on the lowest floor away from doors and windows, and*
3. *Rooms constructed with reinforced concrete, brick, or block with no windows. (If indoors)*
4. *Stay calm and await instructions from the Emergency Coordinator or the designated official.*
5. *Stay indoors!*

**If there is no heat:**

1. *Close off unneeded rooms or areas.*
2. *Stuff towels or rags in cracks under doors.*
3. *Cover windows at night.*
4. *Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.*
5. *Wear layers of loose-fitting, light-weight, warm clothing, if available. If outdoors:*
6. *Find a dry shelter. Cover all exposed parts of the body.*

## **Bloodborne Pathogen Procedure**

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. The bloodborne pathogens of primary concern are hepatitis B, hepatitis C and HIV. These and other bloodborne pathogens are spread primarily through:

1. Direct contact. Infected blood or body fluid from one person enters another person's body at a vulnerable entry site, such as infected blood splashing in the eye.
2. Indirect contact. A person's skin touches an object that contains the blood or body fluid of an infected person, such as picking up soiled dressings contaminated with an infected person's blood or body fluid.

Follow standard precautions to help prevent the spread of bloodborne pathogens and other diseases whenever there is a risk of exposure to blood or other body fluids.

- Treat all blood and other body fluids as if they are infectious.

- Use personal protective equipment (PPE) such as gloves, masks, and eyewear when in direct or indirect contact with blood or body fluids.
- Use personal protective equipment (PPE), engineering controls, work practice controls, and proper equipment cleaning and spill cleanup procedures.
- Dispose of all hazardous materials using the Biohazard Waste Receptacle.
- Maintain personal hygiene by washing hands.

Generator provides a “sharps” repository near the restrooms that should be used to dispose of all hazardous materials including spent razor blades, needles or other sharp and potentially contaminated materials. There is a variety of disinfectant in the closet between restrooms as well.

## Burns- CHEMICAL

1. Check your surroundings
2. Protect yourself with PPE (Personal Protective Equipment)
3. With a gloved hand brush off chemical
  - a. *If burn is located on neck, hands, or groin area immediately call 911*
4. Refer to [Safety Data Sheets](#) to determine appropriate first-aid measures for specific equipment.
5. Flush area with cold water
  - a. *If in eyes use saline solution located in each Shop/Studio*
6. Loosely bandage area with sterile bandage
7. Monitor ABC's (Airway, Breathing, Circulation)
8. If patient shows signs of Shock, immediately call 911
  - a. *Shock: pale/clammy skin, elevated respiratory rate, altered level of consciousness*

## Burns - ELECTRICAL

1. Check your surroundings
  - a. Do not touch the victim if exposed electrical wires are present, CALL 911.
    - i. Locate the power switch in the metal shop and turn off.
2. Protect yourself with PPE (Personal Protective Equipment)
3. Check if the person is conscious by shaking shoulder and yelling name
  - a. If UNCONSCIOUS, call 911 IMMEDIATELY
4. Retrieve AED and go into CPR/AED emergency protocol
5. If CONSCIOUS, rinse burned area with cold water
  - a. *If burn is located on neck, hands, or groin area immediately CALL 911*
6. Loosely bandage area with sterile bandage

7. If patient shows signs of Shock, immediately call 911
  - a. *Shock: pale/clammy skin, elevated respiratory rate, altered level of consciousness*

## **CPR/AED Emergency: AED located in KITCHEN**

**Cardiopulmonary resuscitation (CPR)** is a lifesaving technique that's useful in many emergencies in which someone's breathing or heartbeat has stopped.

**An automated external defibrillator (AED)**, is a medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm

To use both or either, follow these steps:

1. Check your surroundings and protect yourself
2. Protect yourself with PPE (Personal Protective Equipment)
3. Call 911
4. Check if the person is conscious by shaking shoulder and yelling name
  - a. If UNCONSCIOUS, call 911 IMMEDIATELY
5. Retrieve AED from Kitchen and continue to follow prompts
  - a. AED will detect and monitor heart rhythms; if CPR or shock is needed the AED will notify
  - b. Stay clear of patient when AED delivers shock

## **Lockout Tagout**

Lockout Tagout (LOTO) is a safety procedure used in industry and research settings to ensure that dangerous machines are properly shut off and not able to be started again prior to the completion of maintenance or repair work. It requires that hazardous energy sources be "isolated and rendered inoperative" before work is started on the equipment in question. The isolated power sources are then locked and a tag is placed on the lock identifying the worker who placed it. The worker then holds the key for the lock, ensuring that only they can remove the lock and start the machine. This prevents accidental startup of a machine while it is in a hazardous state or while a worker is in direct contact with it.

Hazardous energy sources detailed here: [hazardous energy sources](#)

[Steps for Lockout Tagout can be found here:](#)

# Standard Operating Procedures (SOP)

A standard operating procedure (SOP) is a set of step-by-step instructions compiled to showcase routine operations and industry-level safety protocols. These procedures help reduce miscommunication and set safety standards to ensure members are within compliance with Generator's safety measures and industry regulations. These procedures are taught to members during tool trainings. Members are required to follow the SOP for each tool to protect themselves (the user) and the community from injury.

Generator's SOPs can be found at [generatorvt.com/equipment-sops/](https://generatorvt.com/equipment-sops/)

# Safety Data Sheet Program

Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) contain information about how to safely use dangerous chemicals. OSHA requires that all workspaces have the SDS on site for all chemicals used on the physical premises.

Generator is a zero volatile organic compound (VOC) facility.

Materials requiring SDS sheets may be stored in studios and lockers if an SDS sheet is provided to staff and the material is appropriately labeled in conformance to OSHA standards. Members must submit a written request to staff for short-term use of a VOC material outdoors based on review of Safety Data Sheets (SDS).

Digitized material safety data sheets are found here: <https://generatorvt.com/safety-data-sheets/>

# Membership Tool & Facility Use Policy

Active Generator Members are permitted to use Generator shops and tools only after they successfully complete a Tool Training or the appropriate Experienced User Assessment (EUA).

Once a member successfully completes a tool training, they are authorized to use the corresponding shop or tool. Tool authorizations are relevant throughout the duration of a member membership and for up to 1 year (365 days) after terminating membership. If an individual is not a member for more than 12 consecutive months (more than 365 days), tool certifications are deemed lapsed. Tool & Shop authorizations can also be revoked by Generator staff if members do not follow proper and safe practices while using the tool/shop.

If a member does not pass their tool training and still wants permission to use the specific tool, an additional training or private lesson is required at the members expense.

## Scheduling Tool Use-

### Generator's Member Calendar

The Member Calendar is a shared Google calendar (sample below). New members receive access to this calendar after signing the Membership Agreement and Liability waiver and completing a *Generator Membership Orientation*.

Generator's Program Office uses this calendar to schedule all programming at Generator.

1. Members need to reserve tools using the Member Calendar prior to using the tools. This helps communicate your plans to other members and prevents bottlenecks in areas where that can be an issue.
2. To ensure shared tool use: **Members may schedule time for a tool up to 3 hours per day up to 2 consecutive days during the same time slot.**
  - On the day of one's scheduled time on a given tool, if the machines/tools are not booked past those 3 hrs, the member can schedule another 3 hrs.
  - Exceptions to the 3-hour limit can be made for CNC Router, 4 Axis CNC and 3D printer, however it's still the responsibility of the user to ensure their job will not run into times reserved on the calendar for classes or by other users.
3. Requests can be made in writing to staff for long-term tool use for special projects. Approval will be granted to the member in writing but the member is responsible for reserving the time on the member calendar.
4. Repeated failures to comply with these policies could result in the termination of membership.
5. Program Instructors (those instructing Generator classes, tool trainings, youth program, etc) have permission to cancel jobs in process if the tool is being used during the reservation.
  - Members with a prior reservation on the Member Calendar can cancel a job in process after seeking staff approval.

## Reporting Tool Issues:

Members are required to report damaged or malfunctioning/missing tools via our "[Report an Issue](#)" button on our website.

All of our Members are encouraged to be on the lookout for unsafe behavior and offer feedback to fellow members who are working unsafely or seek staff support. Please also use the "Report an Issue" system to notify staff. Refer to Buddy System and SOP section above

## Tool & Facility Stewardship

Generator has limited custodial staff. While our volunteers help us with basic maintenance around the shops and in the rest of the facility, we expect all members to clean up after themselves and take extra time when here to help keep the shops organized and tidy. Repeatedly leaving messes for others is a violation of our Membership Agreement and could result in the termination of membership.

## Personal Belonging in the Facility

Projects, materials, and personal belongings can not be left in general-use, shared spaces at the end of one's day unless staff has given written permission in advance.

Generator reserves the right to dispose of unapproved items that interfere with Generator programming. For long term project storage, members can request the use of our Big Build space. A written request can be sent to [operations@generatorvt.com](mailto:operations@generatorvt.com).

# Membership Policies

## Becoming a Generator Member

Every potential member is required to complete a membership application. This application provides the organization with metrics that help Generator better serve its members and community at-large. Generator's Membership & Volunteer Coordinator will respond to the application within 5-10 business days.

If your application is accepted, you will receive an email outlining the next steps:



1. Sign Generator Membership Agreement
2. Sign Generator Liability Waiver
3. Set up a profile and a monthly payment schedule in MembershipWorks

If your application is not accepted, you will receive a notice via email.

## Membership, Studio, and Locker Fees

Members must pay for membership, studio, or locker rentals via a PayPal subscription. Fees are billed automatically on a monthly basis and it is the member's responsibility to sustain a viable credit card and to notify Generator when canceling. The member is entirely responsible for any transaction fees or charges that may occur when missing an automated payment.

Individuals can request invoices for a full-year or 6-month membership, studio rental, or storage rental payment via check. These requests must be made in writing to [membership@generatorvt.com](mailto:membership@generatorvt.com) and be approved. All other monthly charges must be paid via Paypal.

## Missed Payment Policy

If a member fails to pay their monthly fee for membership, studio and/or locker rental, Generator will assume they are ending their subscription. If the member wants to renew their membership or rental, Generator reserves the right to charge a one-time \$20 administrative fee to restart their membership/rental subscription. Membership/rental subscription will be canceled after 15 days of an unpaid subscription. .

## Membership Orientation

A Membership Orientation is required for all new members at Generator. Returning members who have been gone for more than 12 consecutive months or more than 365 days must retake the Membership Orientation.

Scheduling an orientation is the members responsibility and can only be scheduled after the member has started their monthly membership payments. These sessions are scheduled to occur most every week and are listed as an event online at [generatorvt.com/events](http://generatorvt.com/events). If the times offered do not align with the new member's availability, a request in writing can be sent to the Membership and Volunteer Coordinator to seek an alternative time.

Orientations:

1. Outline many of the policies contained within this document.
2. Once a member successfully completes this orientation they are asked to review and sign the Membership Agreement and Liability Waiver.
3. Once these documents have been completed and the new member's payment subscription has been set up via our website, Generator will provide
  - a. a keycard approving access to our facility, and
  - b. provide access to the Member Calendar for reserving time on equipment and in our shops.

## CHECK IN PROCEDURE

Upon entering Generator, all members and guests are required to check-in using our check in form that is located at both entrances to the building.

We request that all members/guests stay home if feeling sick, regardless of their vaccination status.

## Volunteer Onboarding

Volunteer onboarding will follow the same process with a few additional steps:

- After the Volunteer applies and if Generator accepts them for the volunteer position, the Membership and Volunteer Coordinator will schedule a training and tour of the facility.
- In addition to executing the General Member paperwork, the Volunteer must sign an additional Volunteer Addendum.
- Both the Member Calendar, Generator and the Volunteer Calendar will be accessible to allow everyone to see the rest of the team's schedule.
- Volunteers are expected to read [Generator's Emergency Action Procedures](#) (EAP's) and, in the case of an emergency, execute the steps including reporting an incident and contacting the appropriate staff.
- Volunteers are required to sign up for our [Maker Forum](#) (Discourse) and use the forum to obtain shift coverage when they will be missing shifts. Volunteers are expected to turn on Notifications pertaining to the Volunteer forum.

## Guest Policy

### Guests

Guests are allowed for professional and educational purposes, short visits, and tours. All guests must be accompanied by a member and are required to check-in using

Generator's Virtual Check-in (check-in stations are at both entries). and provide the name of the member they are visiting. Guests are not permitted to use Generator equipment. Members are responsible for ensuring that their guests follow Generator's procedures/policies, and will be held accountable for damage, loss, or messes created by their guest(s).

Guest employees/subcontractors of a member must follow the guest policies. If there are using Generator for more than 7 consecutive days they will be required to seek Membership.

## Guests under the age of 18 years old

Guests under age 18 are allowed at Generator if accompanied by and under constant supervision of a parent/legal guardian. Prior to accessing Generator, guardians must sign [a waiver](#) covering their youth guest. Parents/legal guardians must ensure that their under-18 guests follow all Generator procedures and policies, as well as these requirements:

1. Youth Guests are not permitted to operate tools that require tool training, even with adult supervision.
2. Youth Guests are not permitted to enter the Wood Shop or Metal Shop, even with adult supervision.
3. Youth must be directly supervised by a parent, guardian or other legally responsible adult. The adult must follow Generator policies and confine activities to using only the tools or shops for which they are certified.
4. Generator programs that support youth education are given permission to use tools only during coordinated program time and under the supervision of a Generator instructor/staff member.

*\*Generator reserves the right to revoke youth access to Generator should the presence of youth present undue distraction, liability, or concern to the Generator community. In addition if special arrangements or programming are not able to take place, Member shall agree by default to refrain from bringing youth guest(s). Infringement of this could result in a review of member access.*

## Pet Policy

Generator's Pet Policy is as follows:

1. Generator, at its sole discretion, may deny entry or return of any pet to Generator.
2. Pets must be fully trained and appropriately restrained by the Generator Member responsible for its presence in the premises.
3. Pets must be kept on a leash when in common space at Generator, including the parking lots.
4. Pets must not be left unattended.
5. Pets are not allowed in the kitchen, Wood Shop, Metal Shop, and Jewelry Studio. This exclusion does not apply to service animals as defined by the [ADA](#).
6. Members are responsible for cleaning up after their pet on Generator property and in the neighborhood.
7. Any disturbances such as barking or reactive behaviors must be curtailed to ensure other members are not inconvenienced.
8. Community members are responsible for requesting permission from pet owners before approaching and/or petting pets.
9. Members are responsible for all property damage and/or personal injuries resulting from their pet.
10. Members agree to indemnify and hold harmless Generator from all liability and damage suffered as a result of a member's pet.

Given that Generator is a shared workspace and must remain accountable to the interests and well-being of all, Generator reserves the right to revoke all pet access should managing the presence of members' pets proves to be too much of a distraction, liability, or concern of our community. Pet owners must be good stewards of this policy to ensure future members of the community can enjoy the benefits of allowing pets into the space.

## Storage of personal belongings

Personal belongings, projects, supplies, and materials can not be left in general-use, shared spaces at the end of one's day unless staff has given written permission in advance. Generator reserves the right to dispose of unapproved items that interfere with Generator programming. For long term project storage, members can request the use of our Big Build space. A written request can be sent to [operations@generatorvt.com](mailto:operations@generatorvt.com).

Studios and storage units are available for rent. If interested, please fill out a studio/storage request form: [generatorvt.com/space/studios-and-lockers/](https://generatorvt.com/space/studios-and-lockers/)

# Calling In Vs. Out

At Generator, we strive to demonstrate “Calling In” behavior, as opposed to “Calling Out” behavior. The goal of this practice is to ensure that behavior that goes against community norms and standards is not allowed to continue, but also that the focus is on the behavior, not on the person who was involved.

There is not a prescriptive way for this to be done, but one way is the [BUILD model](#)

- **Benevolence**
  - Approach the conversation with respect and kindness, yet remain firm in communicating the impact of their actions.
- **Understanding**
  - Practice deep listening to understand the facts of the situation, as well as the feelings and values of the individual.
- **Interacting**
  - Get off autopilot and engage with curiosity -- not pre-judgement -- as your guide.
- **Learning**
  - The goal of calling someone in is to help them evolve. Acknowledge that mistakes happen. Correcting them requires expanding our reference points and understanding different perspectives and experiences.
- **Delivery**
  - Put it all together into action: this often includes providing constructive feedback using "straight talk" -- saying what needs to be said to the right person, at the right time and right place, respectfully, accurately, and clearly.

Other useful resources:

- <https://www.learningforjustice.org/magazine/spring-2019/speaking-up-without-tea-ring-down>
- <https://www.youtube.com/watch?v=iT13CIsCgyl>

# Holiday Closures

- **New Year's Eve & Day:** December 31 & January 1
- **Memorial Day:** Last Monday in May
- **Independence Day:** July 4
- **Labor Day Weekend (Sat, Sun, Mon):** First Monday in September
- **Thanksgiving (Thurs & Fri):** Last Thursday of November and Friday after

- **Christmas Eve & Christmas:** Dec 24 & 25

Note: Any fixed-date holiday that falls on a weekend, may be observed on the closest weekday.

## **Program & Education Policies/Procedures**

### **Tool Trainings and Workshops**

#### **Tool Training**

Generator tool trainings provide basic skill and safety training on a specific tool or shop at Generator. Our tool trainings are intended to ensure that members or former members understand not only how to use the tool properly but also how to clean up the area, care for the tool, schedule the tool, what to do when something goes wrong or the tool breaks, and how to be a steward of the tool and shop. (All important parts of our training process that fosters collaborative stewardship and increases the lifespan of our shared tools).

#### **Advanced Tool Training**

In addition to our regularly scheduled tool trainings, Generator also offers “Advanced tool trainings.” These more specialized offerings focus on tools that require more specific knowledge. They build upon skills that are established in other trainings, and, as such, the majority of them have a prerequisite. Because of these factors, these trainings are only run by request. They include:

- TIG Welder
- MIG Welder
- Oxy-Acetylene Torch
- CNC Plasma
- Vertical Mill
- Machine Lathe
- Wood Lathe
- CNC Router
- 4-Axis CNC

Once an Advanced tool training has been requested by an individual, Generator staff will contact the appropriate instructor(s) to initiate the scheduling process. Once a date is chosen, the offering will be added to our calendar and others will have an opportunity to register. Please note, this means it will not necessarily be one-on-one training.

Scheduling may take up to 3-4 weeks from the time of the request. The cost and

duration of the training varies. Some trainings can be run back-to-back in the same session, but this is up to the discretion of the instructor and Generator staff.

## Tool-Use Authorization

Once a member successfully completes a tool training, they are authorized to use the corresponding shop or tool. Tool authorizations are relevant throughout the duration of a member membership and for up to 1 year (365 days) after terminating membership. If an individual is not a member for more than 12 consecutive months (more than 365 days), tool certifications are deemed lapsed. Tool & Shop authorizations can also be revoked by Generator staff if members do not follow proper and safe practices while using the tool/shop.

If a member does not pass their tool training and still wants permission to use the specific tool, an additional training or private lesson is required at the members expense.

Non-Members are welcome to take any tool training at Generator but will not gain independent access to tools unless they decide to become a member within 3 months of successfully completing a tool training. If they decide to become a member after that timeframe, they will need to either re-take the training or complete an Experienced User Assessment (see below).

## Workshops

Workshops are educational offerings that focus on creating a specific product or developing a specific skill. They are more flexible than tool trainings in terms of content and length. They can be focused on beginner to advanced users and also can be aimed towards members, the general public, or both. Workshops DO NOT grant tool/shop access to members.

## Youth in Tool Trainings & Workshops

Youth under the age of 18 are not allowed to attend tool trainings or adult workshops. This is mainly for safety and group dynamic reasons. Youth can get the content contained within a tool training by arranging a private lesson. **-or-** through workshops marketed specifically for youth/families.

Generator programs that support youth education are given permission to use tools only during coordinated program time and under the supervision of a Generator instructor/staff member.

## Experienced User Assessment (EUA)

If members have prior experience, they may obtain tool/shop access through a private one-on-one skill and safety assessment with a Generator instructor. These are called Experienced User Assessments (or EUAs).

An Experienced User Assessment is a one-hour training/assessment to be sure members can perform a list of predetermined tasks. They will do so under the supervision of an instructor and also discuss more general aspects of utilizing a shared shop space safely and effectively.

Participants are scored on their abilities and must meet a minimum threshold to obtain authorization to use the particular shop or tool. If the instructor determines that more education is needed to safely use equipment, the instructor will make a recommendation for a private lesson or a tool training.

EUAs can be scheduled back-to-back, but must still be paid for individually. All EUAs are \$85. Experienced User Assessment may take up to 10 business days to schedule and can be requested at <http://generatorvt.com/eua>. They are available for the following tools/shops:

- Wood
- Jewelry
- Metal
- MIG Welding
- TIG Welding
- Oxyacetylene Torch
- Vertical Mill

### Assessment Administration Promise

After completion of course, instructors are expected to complete the roster and return it to the Program Office. Should an individual not pass, the instructor must make clear and provide notes (written or email) as to the reasons why the individual did not pass. At that time it is the Generator's responsibility to reach out to the participant and provide next resources.

## Private Lessons/Private Group Workshops

Private lessons and group workshops can be scheduled in consultation with the education office. They can be used to meet a wide array of needs including but not limited to: extra training support, individualized instruction and customized project help. To schedule a private lesson, complete the form found here:



<https://form.jotform.com/210904321090139>. Scheduling Private Lessons may take up to 14 days. Private lessons cost \$75 for the first hour and \$50 an hour after that.

## Missed Classes Policy

There are no refunds, transfers, make-ups or deferments for missed classes. If students are going to be late or miss the class entirely, they should call Generator at (802) 540-0761 to let the instructor know and also email [outreach@generatorvt.com](mailto:outreach@generatorvt.com).

## Refund Policy

Refunds are given up until 48 hours prior to a class/camp's beginning, minus a 20% non-refundable fee. No refunds are given for sessions that are not able to be attended, nor can we prorate a course's cost for such missed sessions.

## Cancellation Policy

Generator reserves the right to cancel any class for any reason. Students enrolled in a class which is canceled will be notified by phone or email. Students enrolled in a canceled class will be offered a full refund or the student can choose a credit toward a rescheduled class.

## Summer Camps

Summer camps are offered at Generator from time to time. We require students to follow all of the safety precautions as stated in our safety section for these camps. In particular, we request that all campers wear closed-toed shoes when at Generator.

Parents should alert Generator in writing of any medical, behavioral or other concerns at least one week prior to the beginning of camp.

Generator reserves the right to cancel the registration in its discretion if it concludes that the organization is not able to manage the concern.

# Education Discounts

## Member Discounts:

- Members receive 10% off all tool trainings and Workshops. Discounts are built into the registration process and automatically applied (though members must be logged into their account for them to be activated).

## COVID- Policy Appendix

Current Covid policy aligns with the Vermont Department of Health. Please refer to: <https://www.healthvermont.gov/covid-19/symptoms-sickness> and follow the following policies below.

### Face Mask Policy

Generator Members & Visitors are no longer required to mask indoors, but are encouraged to mask if they are more comfortable doing so.

We encourage members/guests to continue to routinely wash their hands and sanitize shared workspaces!

### Close Contact Policy

If you were in close contact with somebody who tested positive for COVID-19 ([State of Vermont Close Contact Definition HERE](#)), and you are up to date on your vaccinations, you do not need to isolate. Please get tested if you develop any symptoms of COVID-19.

If you are unvaccinated, no earlier than 4 days after exposure, take two antigen tests 24 hours apart (or longer) OR on day 5 take a PCR or LAMP test. If all are negative, you may re-enter Generator.

If you are worried that you may be exposed to COVID-19, please remember that wearing a mask may protect you and the people around you from getting or spreading COVID-19.

# Positive Test Policy

If you test positive for COVID-19, please follow the following guidelines prior to re-entering Generator to keep our community safe.

- You may not re-enter Generator for 5 days.
- You may re-enter Generator after day 5 if:
  - you have two negative antigen tests performed at least 24 hours apart beginning no earlier than day 4\*
  - AND you no longer have symptoms
  - AND you don't have a fever for at least 24 hours without the use of medicine that reduces fevers.
- [Notify your close contacts \(LINK\)](#) that you have tested positive.