

Feeling unwell? Please DO NOT come to the studios.

The main symptoms of coronavirus (COVID-19) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have any of these symptoms. Stay at home (self-isolate) and get a test.

We would kindly ask that you observe, and comply with, the health and safety guidance set out in detail on signage around the buildings; particularly in kitchens, bathrooms, and common parts. Please make sure you observe the basic rules of social distancing and hand hygiene at all times.

Where possible keep doors and windows open to increase ventilation and minimise on the need to touch door handles.

These measures are for your own safety and that of others. We thank you in advance for your co operation.

Face Coverings:

We kindly ask all tutors and attendees to wear a **visor and / or facemask** (whichever is your preference) whilst visiting the studios. This is to protect those around you.

Main corridors:

- Hand sanitiser station on the inside of the main door.
- If passing another tenant on the staircases or corridors, please wait for either of you to pass or keep to the left
- Maintain 2m distancing where possible and try to remain within your studios where possible

Kitchen:

- One person at a time
- Keep the area clean and tidy
- Use paper towels provided rather than tea towels
- Bring your own cup/flask of hot drink – to reduce risk of cross contamination we will cease provision drinks and biscuits whilst the pandemic is on.

Toilets:

- Keep your distance if there is more than one of you washing your hands at the same time
- Use the hand towels provided to dry your hands and place them in the bin provided after use (will be in situ as of Monday 8th)
- The hand dryer will still be on but it would be preferable to use the hand towels in the first instance.

Studios

- Wash hands on entry to studio and regularly throughout the day for no less than 20 seconds
- Bring your own basic kit (see additional list) to reduce the risk of cross contamination.
- One person to a table/easel/work station
- Keep 2m apart where possible
- Thoroughly sanitise any shared equipment after use
- Keep areas clean and tidy
- Sanitise your workspace / table at the end of your session and store your kit box safely in the designated area