



ART STUDIOS

Covid-19 Procedures

HAVELOCK HOUSE

Face Covering

Following governmental guidelines it will be now compulsory to wear face covering while in the communal areas of Havelock House.

What will this mean for you?

Before you enter please put on your face covering and sanitise your hands as normal.

You will need to wear your face covering while moving through the building, using the bathroom. You can remove this when you are in your own studio space.

If you are using the Sculpture workshop in the fabrication room you will need to wear masks.

Track and Trace

Contact tracing is the process of identifying persons who may have come into contact with a person infected with Covid-19 and the subsequent collection of further information about these contacts.

To assist the contact tracing process, a record will be kept of all those working in and visiting the premises in the past 21 days.

Please provide your name and contact number

This information will **ONLY** be used for the contact tracing process and will be deleted after 21 days.

Safety measures to keep everyone safe

Access will be confined to using your own work space.

We will continue restricting access to communal areas (the workshop, photographic, film studios, kitchen spaces)

We have removed the kettles, toasters, microwaves etc and turned off the fridges in the communal kitchens. These spaces are now for the purpose of extra hand washing stations only.

There will be no access to the office, any queries/issues should be made through email and we will continue to work and be available.

We have provided hand sanitiser outside beside our entrance door

PLEASE USE THESE WHEN ENTERING THE BUILDING

We have removed the table and chairs from the roof garden.

The communal corridors/stairs will be disinfected daily during our working week from Monday to Friday.

All exhibitions events/public gatherings in the space will continue to be postponed until further notice.

Flax's COVID-19 Co-ordinator is:

Martin Boyle

Email facilities@flaxartstudios.org for any issues/queries

What you must do to keep everyone safe

Please sanitise your hands before entering the building and before you touch any surfaces, and use your own pen to sign in.

We ask you wear face covering while you enter the building and make your way to your studio space, if you are unknowingly carrying the virus it will reduce the risk of infecting others.

You must keep to your own studio floor and only use your assigned bathroom. This will help minimise the amount of contact in the communal areas.

The places we need to exercise caution are; **the door handles, the stair rails, corridor areas and the bathrooms.**

Observe the floor markings around reception as a restricted area, keep a minimum of 2 meters distance between security, members of staff, other studio holders and yourself. Your mail will be left on a designated table in reception.

Wash your hands when you leave your studio.

You do not need to wear face covering on the roof garden but please sanitise your hands on the way back in.

It is your responsibility to ensure your guests follow our safety procedures, please meet them outside and get them to enter the Visitors Track and Trace clipboard at the sign in/out book.



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Return to work - **Step 1**

- Keep everyone safe
- Provide TRACK + TRACE details
- Sanitise your hands before you enter the building
- Wear a face covering in the communal areas
- Practice safe social distancing at all times
- Stay within your own workspace and floor
- Only use your assigned bathroom
- Limit use any other communal areas
- Wash your hands
- Anyone using their studio showing symptoms
isolate + contact us

Managing potential exposure

Should you feel unwell, or have been in touch with anyone who is unwell and you have visited the studio practice self-isolation **contact us to let us know of a possible infection** so we can take necessary cleaning measures.

Should you be returning from travel, you **MUST** practice self-isolation for **2 weeks** before visiting the studio.

Should we find a case/connection to Covid-19 we would have to close the studio to all users and deep clean the entire building.

You need to confirm by email that you have read , understood and are fully compliant and will abide by our compulsory safety measures at all times to keep everyone safe otherwise you will **NOT** be allowed access to the studios.

Flax will operate a zero tolerance policy on failure to comply with precautions.

Take care, keep safe and well and it is hoped that this will end soon and that we can return to normal operation.