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| **Covid-19 - New Studio Procedures**  **Reachout with Arts in Mind**  **(October 2020)** |
| **When you arrive:** |
| **Lime Tree House:** Hand sanitiser dispensers are located inside the main doors of Lime Tree House. Face masks are optional within Lime Tree House Reception area, but visitors are encouraged to wear them. |
| **Reachout Studio:** Face masks **must** be worn at all times. |
| **Signing in:** All members and visitors to report to Reachout reception on arrival where the Studio Manager will sign them in. All contact details will need to be provided as part of the Government track & trace guidelines |
| **Symptom Check:** All members will be asked when they arrive at the studio whether they are exhibiting signs of Covid19 symptoms     * Have you had the recent onset of a new continuous cough? * Do you have a high temperature? * Have you noticed a loss of, or change in, normal sense of taste or smell? |
| **Membership fees:** Members are encouraged to bring their daily membership fees in exact change where possible |
| **Hand washing:** After being signed in at reception, all members and visitors must immediately wash their hands with hot water and soap thoroughly at the hand washing facility. Members will then be directed to their assigned table and chair for the scheduled workshop |
| **Physical distancing**: 2 metres (2m) distance must be maintained between all members and staff throughout your time in the studio. Floor tape has been laid 2m apart to help with this, and must be observed at all times. |
| **No tea/coffee making facilities:** The kitchen area has been reconfigured to prevent it being used for tea and coffee making. Fridge, kitchen utensils and crockery are not to be used. No food is to be consumed within the studio. Members must bring their own water bottles where possible, and hot drinks should only be consumed in disposable cups |
| **Taking part in studio workshops:** |
| **You must book in advance:** There will be communication to members – email, newsletter, website, Facebook – advising you of what workshops are on offer. Members will be required to book in advance in order to attend a workshop, and numbers will be strictly reduced and adhered to. |
| **Arrive on time and leave when workshops finishes:** Members arriving for a workshop will be required to follow the procedures above, and leave the studio as soon as the workshop is finished. The studio doors will only be opened a few minutes before a workshop is due to start so members should avoid arriving at Lime Tree House too early |
| **Workshop desks are 2m apart** to allow social distancing whilst attending workshop |
| **Using materials in the studio:**  Members and visitors should follow instructions from staff at all times, and must place any used materials in the contamination box at the end of the workshop. These items will then be left for 72 hours before being cleaned or reused  No materials to be shared between members under any circumstances.  No members to use resources or materials within the studio other than those laid out by the Project Worker for their use.  Members may bring their own materials but these must be taken away again at the end of that session. |
| **Hand sanitiser dispensers** are installed throughout the studio and all members and visitors must use them regularly while in the studio |
| Members and visitors are not encouraged to walk around the studio during the course of a workshop. The PC suite and sofa area are not to be used |

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| **Hygiene and Cleaning:** |
| **Regular cleaning:** Hand washing area, doors and other shared touch point surfaces will be cleaned by staff throughout the day and all workstation surfaces will be cleaned before and after each workshop |
| There is a designated pedal bin for dirty tissues. |
| **Professional deep clean** undertaken prior to studio reopening and in the event of a positive case of Covid19 in the studio. Communal toilets cleaned on daily basis |