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| **Covid-19 Checklist**  **Reachout with Arts in Mind**  **(September 2020)** |
| Complete and implement full risk assessment in consultation with staff |
| Regular updates with staff on Government guidelines, and processes to be implemented within the studio. Staff encouraged to feed back any concerns |
| **Physical Distancing and Signage** |
| Hand sanitiser dispensers are located inside the main doors of Lime Tree House. Face masks are optional within LTH Reception, but visitors are encouraged to wear them |
| 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 |
| Physical distancing should be maintained at reception. A 2m mark laid on floor at reception desk must be observed at all times |
| Face coverings must be worn at all times in the studio |
| Floor tape laid to allow for physical distancing – floor markings should be adhered to at all times. Ensure physical distancing between staff and members at all times |
| 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 – no tea or coffee making facilities will be available |
| 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 |
| Members are encouraged to bring their daily membership fees in exact change where possible |
| 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 |
| Hand sanitiser dispensers are installed throughout the studio and all members and visitors must use them regularly while in the studio |
| Signage has been put up around the studio to communicate key health and safety messages eg the importance of good hygiene and maintaining physical distancing. |
| Physical distancing floor markings and signs installed in other common areas such as toilets and Lime Tree House reception |
| **Studio Workshops** |
| There will be communication to members – email, newsletter, website, Facebook – advising them when the studio is reopening, and 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 |
| Volunteers to be contacted and a workshop held to test new procedures |
| Workshop desks to be moved to allow members to attend workshops and sit 2m apart |
| 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 |
| Members and visitors should follow instructions from the Project Worker at all times, and must place any used materials in the contamination box at the end of the workshop. 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 |

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| **Staff and Member Safety** | |
| 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? | |
| Studio windows should be opened whenever possible for ventilation | |
| 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 | |
| Staff to determine the safe number of staff and members that Reachout can accommodate, and keep these plans under review | |
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| **Hygiene and Cleaning** | |
| Cleaning stations installed at both entrances to the studio, with cleaning schedules to be completed by staff. Staff to wipe down and spray hand washing area, doors and light switches, printer keypads and other shared touch point surfaces on regular basis, using individually assigned cleaning products and rubber gloves | |
| Rubbish bins to be emptied by staff on a weekly basis. All members and visitors will be advised of adesignated pedal bin located in the studio for dirty tissues | |
| Members and visitors must use hand sanitiser and handwashing facilities as they enter and leave the studio | |
| Staff to clean all workstation surfaces before and after each workshop | |
| Weekly cleaning of the studio floor resumed. Three day professional deep clean to take place before the studio reopens, and in the event of a positive case of Covid19 in the studio. Communal toilets cleaned on daily basis | |
| All equipment used during a workshop to be placed in a designated contamination box and left for 72 hours before being cleaned or reused | |
| All staff assigned designated phones to avoid cross contamination | |
| Workspaces should be kept clear and all waste should be removed. All personal belongings to be removed from work areas at the end of the working day eg. water bottles, mugs, stationary etc | |