

COVID-19 guidance for all staff, students & visitors.

This updated guidance (**16.07.2021**) sets out the ways in which Spirit Studios have assessed risk to COVID-19 and the measures that we have taken to keep safe and the ways in which all **staff, students** and **visitors** are asked to adhere to the measures in place. This guidance is formed from the full and newly updated risk assessment (16.07.2021) and provides the essential ways that all staff, students and visitors must observe daily practices whilst using our building. To read the full Coronavirus Risk Assessment, please visit the footer section of our website 'policies & procedures'.

PLEASE FULLY READ THIS DOCUMENT BEFORE ENTERING SPIRIT STUDIOS

Introduction

There are still clearly cases of C19 in England and there is a risk that you could catch or pass on the virus, even if you are fully vaccinated.

We can all help to reduce risks by adapting our behaviours. However, as the UK Government lifts restrictions further, it's important that we manage our own risk and exercise common sense. C19 will remain a feature of our lives for the foreseeable future, so as we learn to live with it, we must also manage the risk to ourselves and to others.

Symptoms

Any member of staff, student or visitor who displays or feels the effects of any symptoms of COVID-19, or comes into contact with anyone else in the same household who has tested positive or is showing symptoms of Coronavirus, must stay away from the building and get tested. Those who have been told to isolate by NHS Test and Trace, must self isolate.

Staff, visitors or students who have previously entered the building and then gone on to show symptoms or who have tested positive should contact management straight away.

Any person(s) displaying or experiencing the publicised symptoms whilst in the building will be asked to stay/go home, isolate and if medically possible, continue with their work (remotely) and their studies (online).

Line management and Welfare will maintain contact with you throughout.

Isolate. Get tested. **Keep us informed.**



Keeping records

A record is kept of all staff and students that are currently isolating or self isolating and dates are provided to all students and staff providing notification of your next date for returning to the building.

Any student or staff member who is awaiting a test, test results or is self-isolating or in quarantine, must notify management and/or academic staff. All staff are regularly updated to confirm which staff or students are self isolating and return to work or study dates are provided to you after your communication to us.

The inVentry system has been updated to notify reception staff and admin staff, should a staff member or student attempt to enter the building whilst isolating.

Your journey to us

Staff, students and visitors using public transport when travelling to the building are asked to follow the guidance surrounding public transport. Please continue to wash your hands before and immediately after your journey.

Signing in and out of the building

Staff, students and visitors must sanitize their hands immediately upon entering the building. To prevent the potential spread of the virus when using the inVentry touch screen, staff and students entering the building must sign-in and out *using only their ID card and barcode scanners*.

Visitors only will be able to use the touchscreen to sign in and out. The inVentry touch screen will be cleaned immediately before and after use by technical staff.

Washing hands

The virus can spread easily by being transferred from unwashed hands to other surfaces. It is important that all staff, students and visitors continue to regularly wash their hands, irrespective of the rules of lockdown, vaccination status or the perceived change of C19. This must be undertaken by everyone who enters and leaves the building, and before he/she signs out any equipment and or uses any available studio/office.

The wearing of face-coverings

All staff, students and visitors are asked to be in possession of a face covering should the need to use one arrive. All staff, students and visitors are no longer compelled to wear one in shared spaces or studios, but are asked to be mindful of others. There may well be instances where a mask feels right, or when staff enter studios or meeting spaces. If staff ask studio users to wear a mask before offering you help or assistance, please respect this request.

Those with exemptions from wearing a face covering need not wear a face covering.



Disposing of face coverings

For staff and staff visitors, used disposable gloves and masks should be double-bagged, then thrown away immediately into the secure Biffa Bin in the alleyway. Students and their visitors must always dispose of their masks safely **'off the premises after use'**.

Continuing to keep you safe

Sensor activated soap dispensers will remain in all toilet facilities, and hand dryers will remain disabled and continue to be replaced with paper towels. Additional bins for paper towels have been provided for their disposal in the corridor outside of each toilet. On exit, use your paper towel to open the door of the toilet. 11 wall attached hand sanitisers for your use are positioned around the building. The transparent screen on reception will remain. We ask that lift is used only for those with disabilities and for the transportation of heavy equipment.

Physical Distancing

Physical distancing rules have been significantly relaxed to allow for greater creativity, but whilst the restrictions on the number of people inside studios and shared spaces have been removed, you are asked to use the studios and shared spaces sensibly, to remain cautious and employ levels of common sense, along with a heightened understanding of the needs of others.

Other shared spaces, including The Green Room, classrooms and offices are gradually being restored to accommodate more people. Floor markings will remain in place where they exist only to provide an indication of spacing to you, not as a rule. The capacity of each studio has now been removed from the door of each studio space.

Signing out equipment

Staff (except technical staff), students and visitors will not have access to the equipment booking iPads at reception. Studio staff will book out equipment on your behalf.

Reception staff will retrieve the equipment and then clean them before returning them to the sign-out stock.



Using any facility, including classrooms and offices and The Green Room

The keys, door handles, computer keyboard, computer mouse, console armrest and chair armrests of studios and classrooms will always be cleaned regularly, and daily. Cleaning materials for your own use are always available from reception should you wish to *re-clean only these surfaces* again. All users are reminded to follow the above guidance on washing hands prior to entering any facility.

Technical support

Technical support will be provided, and in some instances for matters of ease, can still take place over the phone. An iPad at reception will be the primary device used by staff to connect to technical and studio issues.

If technical support staff need to enter a facility or use equipment to provide support, the users of the facility may be asked to wear a face covering whilst support is being provided.

Working from home/at Spirit Studios

For a variety of reasons associated with C19, we may be still required to isolate. All staff isolating will be contacted regularly by their line manager, welfare or other senior member of staff.

Computers (and telephones for staff) will likely see greater shared use amongst staff, students and visitors, and so please be further aware that cleaning hands when using communal equipment remains highly important.

In addition to our own daily building cleaning plan, antiseptic wipes and computer cleaning wipes are available in the Main Office should staff members wish to re-clean their working area. Staff should continue to use their own cups and cutlery where possible. If using cups and cutlery from the staff room, please ensure that they are cleaned before and after use.

Visitors with multiple guests

Visitors bringing multiple guests into the building, such as for outreach events with schools where a number of children will be in attendance, will still be required to provide a single main contact for their group. We shall ask you only for your professional email, department details and contact number. Visitors will sign in to the touchscreen to sign in and out on behalf of your visitors, who will be pre-populated into the system using only first and last names. The inVentory touch screen will be cleaned immediately before and after use by technical staff.

Further guidance

This guidance document will be updated periodically to reflect any further changes to the ongoing risk assessment and will be distributed accordingly.

Minimum assessment and guidance review date 16 August 2021

