

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

This updated guidance (**27.11.2020**) sets out the ways in which Spirit Studios have assessed risk to COVID-19 and the measures that we have taken to stay safe, and for the time being, 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 (18.09.2020) 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

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 (Covid-19), should stay away from the building and isolate. In the case of staff, visitors or students who have entered the building and then gone on to show symptoms, management should be informed promptly.

Students must inform a staff member in person, if applicable, but always in writing to The Principal in the case of themselves or their visitors or any member of their household or close contacts is displaying symptoms, and/or upon new health information coming to light.

Any person(s) displaying symptoms of 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 three or more coughing episodes in 24 hours) or reporting a loss 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) 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, notifying you of your next date for visiting the building.

All staff are regularly updated to confirm which staff or students are self isolating. 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 to come to and from the building must wear a face mask on public transport and wash their hands before and immediately after their 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 and the wearing of face-masks

The virus can spread easily by being transferred from unwashed hands to other surfaces. It is important that all staff, students and visitors regularly wash their hands. 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. Masks must be worn by all in the building. Masks must be worn when using a facility, even if you are the sole occupier of the facility.

Those with Medical Exemptions from wearing a face mask need not wear a face mask - exemption must be provided to management or student welfare. Those with exemptions will be provided with a visor to wear instead.



Masks & gloves

At present, our technical staff, cleaner / caretaker and studio assistants that encounter others regularly, or when in contact with critical surfaces, are to wear gloves in addition to masks. Disposable gloves and masks are provided to these staff members. Teaching staff are provided with visors should they wish to use them. Masks do not need to be worn when teaching. 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'**.

Keeping you safe

Sensor activated soap dispensers have been installed in all toilet facilities, and hand dryers have been disabled and 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. Keep left routes are in place for travel around the building; you must observe the clearly marked one way system as you move around the building and staircases. For your safety, a transparent screen has been installed at reception, and we ask that the lift be used only for those with disabilities and for the transportation of heavy equipment.

Social Distancing

Social distancing rules must be maintained and respected by all staff, students and visitors throughout the building; seating and table settings in all shared spaces, including The Green Room, classrooms, studios and offices have been carefully planned and must remain where they have been placed. The capacity of each studio is posted on the door.

To adhere to current UK Government guidelines, not all stations will be available in Computer Suites and offices. The computers that are not to be used are clearly marked.

During lessons, tutors will be allowed to remove their masks when teaching, however students must wear masks at all times during lessons.

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.

Please ensure that you remain behind the transparent screen at all times when returning equipment. 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 are cleaned regularly, and daily. Cleaning materials for your own use are 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 immediately prior to entering any facility and wearing a mask at all times. Please do not clean any other equipment.

In an effort to reduce the surfaces that are touched within a facility, technical staff will power on equipment at the start of the day and power it off at the end of the day. Please mute the monitoring system and restart the computer before you leave. If you are the last person using the facility, please power off the computer instead of restarting it.

Visual social distancing measures are in place in all studios and classrooms with clearly marked tape sections. Please be aware of these markings and their meanings. Yellow and black taped markings show the 2 metre distance, whereas red and white markings show a 1 metre distance.

Seating positions in facilities for students during lessons and visitors during sessions are distanced at 1 meter plus. These seating positions are marked in case the seating needs to be moved temporarily.

All students across all courses and cohorts have been designated into bubbles for face-to-face teaching.

Technical support

Technical support will be provided over Zoom, or in some instances over the phone. An iPad at reception will be the primary device used by staff to connect to technical and studio issues. In some instances, remote desktop technology could be used to provide support.

If technical support staff need to enter a facility or use equipment to provide support, the current users of the facility/equipment will be asked to vacate prior to the technical staff entering.



Working from home/at Spirit Studios (STAFF ONLY)

Any individual that may be considered as vulnerable or who have vulnerable people within their social group will continue to be given the full support to work from home.

For these groups, meetings will continue to be held virtually where necessary with Google Meet to facilitate working from home. Line managers will remain in constant contact with staff members.

Where face to face contact in meetings is conducted, this should be kept to 15 minutes or less, wherever possible.

Computers are sufficiently distanced from each other. Computers (and telephones for staff) may be shared with other staff, students and visitors, and so ensure guidance relating to cleaning hands when using communal equipment is always observed in the same manner.

In addition to our own daily cleaning plan, antiseptic wipes and computer cleaning wipes are available in the Main Office should staff members wish to re-clean their working area.

To prevent overcrowding in the staff kitchen, we are limiting the number of persons to two in the kitchen at any one time.

Staff are asked 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.

All staff are requested to bring in food from home where possible to avoid contact in the staff room, with food to be consumed at desks or elsewhere in the building to prevent a build up of people in this room, ensuring the maximum of two people at any one time remains. The staff room door will be propped open at all times.

Technical staff are asked to always use the rear access to the resource room to prevent direct contact with the reception area. To minimise the use of the staff room, separate tea and coffee making facilities will be used in the resource room for reception and the technical team.

Studying from home (STUDENTS ONLY)

Any student isolating or who may be considered as vulnerable or may have vulnerable people within their social group will continue to be given the full support from staff, as well as the ability to study online from home. Students studying from home, unless unable to physically do so, will be expected to attend their lessons online in the manner they would in physical class.



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 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. Individual guidance will be provided to all outreach events. 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 necessary changes to the ongoing risk assessment and will be distributed accordingly. The full risk assessment is published on our website.

Minimum assessment and guidance review date 11 January 2021