**Covid-19 Studio Re-entry Strategy**

**Health and Safety Supplement**

**for all Studio Users**

**Date: 1 June 2020**

**2nd Update: 27 July 2020**

**3rd Update 3 August 2020**

**Subject to alteration and updating**

**INTRODUCTION**

Spike Print Studio is located within Spike Island and therefore the health and safety of the people who use the studio and building is a shared responsibility.

SPS has worked hard to minimise risk and create a sense of safety and security for its staff, members and studio users as this is a key component of a successful return to work and to the studio. We are aware that everyone has had an emotional impact from the pandemic and the need to be sensitive to those who have had traumatic experiences and to be aware of everyone’s anxieties.

Some of the measures outlined below may well need to be adjusted once we have all seen how it works in practice. We are working on the assumption that the virus is not going away for some time if at all, so we need to put in these additional health and safety precautions for the foreseeable future. We will monitor and update our policies as the situation evolves.

**Caveat**

**Do not come into the building or the print studio if you feel even slightly under the weather, have a cold or anyone in your family is unwell. We are all responsible for each other.**

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/coronavirus>

<https://covid.joinzoe.com/>

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The situation remains fluid and some of these plans may change with increased knowledge. We are closely following UK Government’s guidelines and advice.

**Covid-19 Re-entry to Spike Print Studio in Spike Island**

1. Enter building as instructed by Spike Island and sanitise hands at relevant points where provided.
2. One person at a time on stairs (Spike Island)
3. Do not share lift. (Spike Island)
4. Sanitise hands before entering the studio.

**Access for all Studio Users**

1. **Risk Management** – all studio users must assess and manage their own risk.
2. **Studio users** - cannot come in even if slightly unwell with cold or if a member of their family is unwell.
3. **Signing in** – we are currently setting up a contactless signing in system. For the moment please continue to use the signing in diary. You are required to sign in wearing gloves, using your own biro or sanitising the one provided.
4. **Online booking system for access and materials** - no studio access allowed without using the booking system. All materials to be requested online.
5. **A maximum** of 4 in each studio plus 1 staff and 1 technician. (Sessions to be defined.
6. **Social distancing measures** –defined and in place.
7. **Dedicated studio access time for those shielding/vulnerable** if there is a demand for this, we will look at a suitable time for this access to happen.
8. **Studio users** returning from abroad or a high risk area anywhere cannot come into the studio and must spend 14 days in quarantine.

**Staff and Member Technicians’ Responsibilities**

**Health & Safety**

1. All studio users to be issued this Covid-19 H & S as a supplement to the current Health & Safety document.
2. Monitor where Covid-19 is active.
3. Plan of action if someone has Covid-19 in the studio (or SI).
4. All internal studio doors to remain propped open. (External doors – Spike Island)
5. Keep windows open as much as possible.
6. First Aid boxes to be checked, cleaned and updated weekly.

**Accidents, Fire Alarm & other incidents (HM GOV)**

1. In an emergency, eg: an accident or fire, people do not have to stay 2m apart if it would be unsafe.
2. People providing assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

**Studio Cleaning: general**

1. Weekly – 3 hours general cleaning.
2. Daily -at regular intervals or specified times keyboards, key entry, screens, phones, door handles, switches. Include final check and clean at the end of the day and/or on opening up.
3. Regular cleaning throughout the day.
4. Checklist of all items of equipment to be cleaned after use.
5. Kitchen to be out of bounds for autumn term but this will be reviewed regularly.
6. Kitchen to be cleaned regularly throughout the day when in use.
7. No hand washing crockery. Only use the dishwasher.
8. Wash your hands after stacking dishwasher.
9. Wash your hands before de-stacking dishwasher.
10. Clean surfaces, kettle, microwave, fridge door.
11. Paper towels provided at every sink.
12. Wash all studio cloths and aprons every day if used. Fabric cloths and aprons to be held in store and not in general circulation, for staff use only.

**PPEs & Instructions**

1. Members to provide own PPEs which will also be available to purchase at the studio.

The studio will hold masks, gloves; disposable aprons and full face visors.

*Nb A list of recommended PPEs and suppliers is at the end of this document.*

1. Staff and tutors PPEs will be provided by the studio. No mask sharing allowed.
2. Tissues, paper towels, cleaning liquids (anti viral), hand sanitiser provided.
3. Supplies monitored regularly and kept topped up.
4. Hand washing – soap and hot water is an effective way to clean followed by alcohol hand sanitisers min 62%. Alcohol.
5. Closed bins with pedal control to be placed at every sink or relevant area for tissues and paper towels.

**Signage**

1. at all relevant points
2. signage to maintain safe distances
3. signage to wash your hands regularly and properly
4. signage by all computers re keyboard and screen hygiene – clean after each use.
5. Signage on all doors re access and one-way flow around the studio.
6. Checklist posters in both studios.

**Food and Drink**

1. The kitchen cannot be used until further notice.
2. Bring your own drink/food/flask
3. Eat at the dedicated eating table and clean thoroughly after use.
4. Wash your hands before and after eating.

**Monitoring and Evaluation**

Weekly basis for Autumn term.

**Members’ Responsibilities**

**Please pay attention to A1 checklist posters on the walls in both studios.**

**Read carefully and adhere to the checklist.**

**Equipment cleaning**

1. You must clean every surface you have touched or used during your session with the cleaning pack provided. This includes all handles on presses or vacuum beds and all switches etc.
2. You must leave your work area spotless. You will not be allowed to continue using the studio if you do not clean and tidy up thoroughly.

**Computer, printer, photocopier, keyboards**

1. Clean the keyboard and mouse with the wipes provided.
2. Clean the screen if you have touched it.
3. Clean the surrounding table area.
4. Clean printer controls.
5. Clean photocopier controls.
6. Clean your personal mobiles before you bring it into the studio. Keep mobiles in your bag or coat if possible.

**Keyholder cleaning outside staff hours**

1. Keyholders must use the cleaning kits provided at each table to clean all the surfaces touched or used during their session.
2. Clean your area before you start as well as when you finish.
3. Clean all equipment used. That includes roller handles, press handles, vacuum bed print down frames and switches etc.
4. Clean all door handles, door keypads etc before you leave the building.
5. Leave the building as recommended by Spike Island.

**Students**

**Students will have Covid-19 induction with the regular H & S induction at the beginning of each course with their tutor.**

1. Wash your hands when you enter the studio.
2. Students must clean their workspaces as instructed by tutors.

**Materials**

1. In order to avoid circulation problems on the mezzanine shop area, all materials need to be ordered online ahead of using the studio. These will be prepared for you ready to collect.
2. Materials can be ordered a week beforehand.
3. Members must not have personal materials deliveries addressed to the studio. You must have these delivered to your home address to minimise the number of deliveries to Spike Island.
4. Contactless payment or bank transfer only.

**All Studio Users**

**Plan of action if someone becomes unwell in the studio with Covid-19 symptoms:**

**They should:**

1. inform a member of staff at SPS
2. leave studio immediately if possible or isolate until they can leave
3. Avoid touching anything
4. cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
5. If the unwell person lives alone, they must self-isolate for 7 days. If they live with others and are the first to have symptoms, they must self-isolate for 7 days. Everyone else in their household must self-isolate for 14 days.
6. If anyone else in the household starts displaying symptoms, the person with the new symptoms must self-isolate for 7 days. This is regardless of where they are in the 14-day isolation period.
7. Anyone else working in the studio with direct contact for more than 15 mins must self isolate for 14 days.
8. If you are a keyholder working outside office hours with someone who falls ill, please follow the above precautions and inform a member of staff when you can.

**Spike Print Studio Staff must:**

1. Inform studio users and Spike Island
2. Close studio for deep clean carried out by informed and professional staff.
3. Staff member to go home if in direct contact. The studio will only have 2 staff in at any one time because if one of them needs to self isolate, we will need the other staff to continue operating the studio.

**How to clean after the individual with Covid-19 symptoms has left:**

1. wear disposable or washing-up gloves and aprons for cleaning. This is the minimum to be worn. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
2. using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the regular cleaning products. Pay particular attention to frequently touched areas and surfaces including door hands, push plates, light switches and switches.
3. if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
4. wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
5. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:
6. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
7. Avoid creating splashes and spray when cleaning.
8. Any cloths and mop heads used must be disposed of and should be put into waste bags, tied up and left for 3 days (72 hours) before putting in waste bin outside.
9. Consider using fogging system for cleaning if necessary. (Studio responsibility)

**Staff, member technicians and tutors have a separate detailed document regarding protocol with materials, equipment, deliveries and managing waste disposal.**

**PPE Suppliers July 2020**

**Washout room:**

Ear defenders <https://www.screwfix.com/p/ear-defenders-27-6db-snr/6191d>

Anti-mist goggles      <https://www.screwfix.com/p/site-slimline-safety-goggles/1721k>

Mask [https://www.screwfix.com/p/jsp-flexinet-disposable-valved-mask- p3/32565#product\_additional\_details\_container](https://www.screwfix.com/p/jsp-flexinet-disposable-valved-mask-%09p3/32565#product_additional_details_container)

Or full face respirator

 <https://www.screwfix.com/p/jsp-filterspec-pro-valve-respirator-black-fmp2/36021>

Note: People with small faces will need children’s FFP3 masks for a better face seal.

water resistant coveralls

<https://www.screwfix.com/p/alpha-solway-alphashield-1000-fr-type-5-6-protective-coverall-white-medium-36-39-chest-30-l/1337r>

**Ferric Chloride sink:**

Safety goggles   <https://www.screwfix.com/p/site-slimline-safety-goggles/1721k>

Gloves.  <https://www.screwfix.com/p/showa-660-chemical-hazard-gauntlets-blue-large/84543>

**Solvent Room/Toyobo:**

Gloves.                 <https://www.screwfix.com/p/showa-660-chemical-hazard-gauntlets-blue-large/84543>

Safety goggles.                  <https://www.screwfix.com/p/site-slimline-safety-goggles/1721k>

<https://www.screwfix.com/p/3m-9332-disposable-valved-dust-mist-fume-respirator-p3/49665>