**COVID-19 Measures at Scottish Sculpture**

**Workshop**

**Information Pack for day users, Large Print**

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**Introduction**

We can’t wait to welcome everyone back to SSW after our long period of lockdown. So much of the work we do involves bringing people together on our site and in our workshops, so we have been working hard to put measures in place to keep everyone safe while you visit.

We have made some physical changes to our site and some changes to how we work together here. These have been made with reference to the Scottish Government guidelines, with an understanding of our different user’s diverse needs.

Please read this information pack carefully in order to understand what to expect of us and your time here, and what is expected of you while on site.

**Questions and Contact details**

If you have any questions about this information pack or our COVID-19 measures, please get in touch with Jenny on jenny@ssw.org.uk or phone us on 01464 861372.

In addition to this word document this pack is available in large print and audio via our website or the contact details above.

**Before you travel to SSW**

 If you are feeling unwell or have any symptoms of COVID-19, such as a new persistent cough, high temperature or change in smell or taste, then please don’t come to SSW. Let us know you are unwell over the phone and we will reschedule your booking or offer a full refund.

 For information on COVID-19 symptoms, visit the NHS Inform website.

 If you have had symptoms up to 7 days before your visit, we also cannot welcome you to the site. If you are clinically extremely vulnerable or have been shielding throughout lockdown, we would suggest you make a measured decision about whether your visit is necessary at this time and whether you will feel safe within our safety measures.

**Arriving at SSW**

 The SSW site has been split into ‘zones’ to minimise the crossover of people. Before you travel to SSW you will be told by Jenny or Rebecca which zone you will be using. This will be zone 1 or 2.

 When you arrive, follow the signs to the entrance of your zone and wait at the entrance for a member of staff to meet you. We will ask if you have had any symptoms of COVID-19 in the past 7 days. We may take your temperature with an infra-red thermometer. If you have a high temperature or have had symptoms we will ask you to come back when you feel better.

 The first time you visit we will run through an induction so you know how we work on site and keep safe.

**Keeping safe on site**

Across the site, everyone is required to maintain 2m physical distancing from each other at all times. Although it is difficult, we ask that you do not greet people with a hug or handshake, instead a wave and smile would be safer.

 2m physical distancing will be made easier by restricted capacities in rooms and signed ‘pinch points’ where it may be difficult to keep 2m distance from another person.

 You will notice hand sanitising stations and increased hand washing facilities. Please make use of these as you move around your zone.

 Bring a packet of tissues with you to catch coughs and sneezes.

**In the workshops**

Wearing a face covering in zone 1 and zone 2 is mandatory. At times you may need to swap this for a dust mask or visor depending on what you are working on.

 In the workshops and/or studio, you will be allocated a workspace and toolbox. These will be yours for the duration of your visit. The workspace and tools are disinfected after the previous users by technicians. After you are finished with them, we will ask you to give all your tools and workspace a quick clean to help protect our technicians.

 There are some tools and equipment which may be shared with other users in your zone. Generally this will be power tools and larger equipment. As always you will need to be inducted to use these tools and the technicians will show you how to safely clean them when you are finished.

 It may be colder than usual in our main building as we will be increasing the ventilation through open doors and windows. Please be aware of this and wear layers to keep warm.

**Working with a technician**

If you are learning something new or need help with a process, the technicians may need to come within 2m of you. To keep everyone safe, they will wear extra PPE, for example a visor and gloves. They will minimise the time spent within 1m of you and may ask you to step back from your workspace to a point where you can observe from a distance.

 It is important that you are as aware of the technicians’ and other users’ personal space as they are of yours. Please do not approach anyone within 2m without their consent.

**PPE**

Please bring your own PPE wherever possible. As always we will have dust masks available to purchase.

 Ear guards, eye protectors, leathers and visors will be available if you do not have your own. These items will be quarantined and/or disinfected between users.

 If you cannot bring your own boilersuit or overalls we can lend you a set. We will ask what size you will require before you come and provide a sizing chart to help. All overalls will be quarantined and washed at a high temperature with Warewash between users.

**Cleaning**

To reduce the spread of the virus through surface contact, we will be carrying out increased, regular cleaning in workshops zones 1 and 2. There are several aspects we will need your support with:

1. Wiping down your workstation and tools after use
2. Wiping down the shared bathroom after you use it
3. Wiping down any surfaces in the kitchen/coffee area after you have touched them
4. Wiping down any handles as you move through your zone

 We have made sure to provide wipes and cleaning products conveniently where you will need to use them.

**If you fall ill with COVID-19 at SSW**

If you start to feel unwell while you are at SSW, or you start to show symptoms of COVID-19, you will need to self-isolate immediately. A staff member might ask you to leave, or you might inform them you are starting to feel unwell.

We will closedown the zone you have been working in and other users will be asked to leave too. If you have had close contact with a technician they will also go home to self-isolate. The zone will be quarantined for 72 hours and then deep cleaned before opening again.

If you are diagnosed with COVID-19 up to two days after your visit, please let us know as we have procedures in place to protect future users and staff.

**Lunches and Coffee**

Each zone has a kitchenette (fridge/kettle/sink) but no access to the bothy for heating food. Please make sure to bring a packed lunch with you, and any utensils, mugs, waterbottles you may need. Zone 1 has a seating area for eating lunch. If you are working in zone 2 you will need to take your lunch outside or eat in your car.

**Materials sheets**

 We will continue to record your materials on a materials sheet for invoicing after your visit. We will ask you to keep a record on the sheet and deposit the completed sheet in a box for quarantine before we process it. We may also take a photo of the form while you are on site for our records.

**Payments and Invoices**

 The SSW office will not be open to the public. If you want to check on your account or invoice please phone us and we will advise over the phone. We can no longer accept cash or cheque. Payment will be by bank transfer or online card payment only. We are happy to help with this if you have any questions and can support you to make payment over the phone.

**Cancellations**

 This is an uncertain time and despite the protections we have put in place there is a change that we may need to cancel your booking at short notice. In this instance, we will either reschedule or offer a full refund.

 If you are unable to attend because you are self-isolating or ill from COVID-19 please let us know as soon as you can. We will reschedule your booking where possible or offer a full refund.

 Please refer to the terms and conditions for further information with regard to payment and cancellation.