

Coronavirus: Social Distancing and Hygiene



Document Updates

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17th August 2020 (version 4.0)

Updated guidance on face coverings

25th July 2020 (version 3.0)

Updated guidance on face coverings, capacity and NHS Test and Trace.

29th June 2020 (version 2.0)

Updated guidance on travel, use of face coverings, shared PPE, social distancing and risk assessments.

27th May 2020 (version 1.0)

First published

To enable Open Access users and Workshop attendees to begin using the studio again, a number of social distancing measures and added hygiene regulations have been implemented to ensure that the working environment is as safe as possible. It is a shared studio and therefore a great deal of trust and individual responsibility is involved in meeting these requirements.

We all have an individual responsibility to assess and manage the risks of COVID-19. Over the coming weeks ELP will carry out official COVID-19 risk assessments of our studio inline with HSE advice and publish the results with our wider community.

Please consider all other forms of transport before taking public transport. Avoid peak hours and try to walk or cycle for as much of your journey as possible. If you travel on public transport you must wear a face covering.

Parking on Copperfield road is free at the weekend and after 5:30pm on week days.

Please note that over the coming months these guidelines will change in line with Government advice and restrictions. **This version is dated as of 17th August 2020.**

If you are experiencing any Coronavirus symptoms or you are living with someone who is self-isolating, under no circumstances should you visit the studio.

Disclaimer: Anyone using the studio does so at their own risk.

Access hours and Capacity

The capacity of our Open Access sessions is a maximum of 12 individuals. 5 etching/relief attendees, 5 screenprinting attendees, 1 duty keyholder and 1 Technician. After careful observations of capacity at 7 we have decided that there is ample enough space to accommodate more with safe social distancing in place.

Workshops will run at a maximum capacity of 5 students and 1 tutor in either room therefore, we will have a maximum capacity of 12 individuals in the entire studio at one time.

Social Distancing

It is important to keep a distance of 2m from each other whilst working and moving around the studio or 1m with risk mitigation where 2m is not viable, is acceptable. There is yellow floor tape to indicate where safe working spaces exist. When moving around the studio please be conscious of not moving into the spaces where users are working i.e. a bench space or vacuum table.

Screenprinting Room:

- There is a one in one out system for the Washout room and Exposure room.
- If you cannot wait to enter the Washout room or Exposure room you must wear a face covering whilst inside these rooms.
- If someone is at the sink please be considerate and wait for them to finish and keep a 2 metre distance before crossing to the wash out room
- There is one central pathway through the Screen Printing room. Please be conscious of how you move into this pathway from your workstation.
- Move in and out of the Screenprinting room through the single door nearest the office area. Please do not travel through the Etching room.

Etching/Relief Room:

- There is a one in one out system for the Acid Room. This includes if one person is in the aquatint room.
- If you cannot wait to enter the Acid Room or Aquatint room you must wear a face covering whilst inside these rooms.
- Sharing presses will be necessary therefore you will need to whip the handle down after each use.
- Due to the layout of this room there are multiple routes that you can use to navigate around the space. Please try to avoid crossing paths with people or wait until the route is clear.
- Wear gloves when blotting paper with the shared towels and roller.

Clean room:

- This space is available to users of both rooms. Be conscious of keeping a 2 metre distance from those already in the space. Communicate with each other how long you will use a particular space and negotiate sharing the time.
- Avoid working on top of the paper stock plan chests so that paper can easily be accessed.

Office space:

- The office equipment is not available for Open Access user usage.

NHS Test and Trace

In line with government advice we will be collecting and maintaining a record of information on all visitors at ELP. Names, telephone numbers, date of visit and arrival and departure times will be recorded and stored for

21 days. We will share this information with the government if requested. If you wish to not have your information recorded and shared you must inform us of this choice.

When you book your course or open access session this information will have already been collected for the purposes of contacting you. All our GDPR guidelines still apply to the security of your personal information.

Face Coverings

It is now mandatory for Open Access and Workshop attendees to supply and wear their own face covering whilst working in our studio. These hours are public access days and at present we must adhere to government laws on wearing face coverings in enclosed public spaces.

There are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others. For further advice, please see the UK government's pages on when to wear one - [Gov.org](https://www.gov.uk/government/guidance/when-to-wear-a-face-covering)

Your Face Covering should not be a replacement for PPE that is required for the Aquatint room and Screen Stripping processes. They will not protect you from harmful particulates and you must wear the necessary health and safety equipment.

Hygiene

Hand Washing

- Wash your hands immediately upon entering and leaving the studio. You should also wash your hands at regular intervals throughout your session.
- Use the provided hand soap and wash for 20 seconds. Step by step guidance on how to effectively wash your hands is illustrated in both sink areas.
- Hand sanitizer is also available in pump bottles around the studio.
- Please use the paper towels to dry your hands and dispose of in the paper bin. Do not use rags or towels.
- If you sneeze or cough you must wash your hands directly afterwards or if you're wearing gloves dispose of them immediately.

Surfaces

- After you have finished working please use the new 'Surface Cleaner' to wipe down the surfaces you've come into contact with. e.g, handles of rollers, presses, work benches...
- The Surface Cleaner is a very diluted solution of bleach.
- Use the blue paper roll towels to wipe down and dispose of them in the paper bins.
- Do not reuse rags, dispose of used ones in the designated bins.

Shared Personal Protective Wear (PPE)

This is a difficult area to negotiate due too much being shared.
Please use the appropriate PPE where necessary in the studio.

- Please bring your own apron and take it home to wash afterwards on a 60 degree wash.
- Shared gloves: please wash hands before and after use
- Shared Ear defenders: please wash before and after use

- Goggles can be obtained from the Technician/Tutor. These will be washed between use.
- FFP2 dust masks can be purchased from our shop.

Food and Drink

No food and drink can be prepared in the studio. Bring your own lunch and drinks to the studio and take containers away for washing. Keep your lunch boxes in your own bags. Do not use the fridge.

The folding table has been removed to allow better movement around the clean room. Please do not reassemble.

Windows

Open as many windows as possible on both sides of the studio to keep the studio well ventilated. If you are attending the last session of the day, please make sure you remember to shut these windows before you leave.

Shop Payments

Card only.

Stationery

Please use your own stationery as far as possible.
Rulers and Scissors must be wiped down after use

Accident and Emergency

In an emergency, for example, a chemical spill, fire or break-in, people do not have to stay 2 metres apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

These guidelines have taken reference from Governmental documents on *Face coverings; when to wear one and how to make your own* and *Working Safely during COVID - 19 in lab and research facilities* and *COVID - 19: Infection, Prevention and control guidance*.

You should familiarise yourself with these guidelines and make sure you are regularly aware of updates.

If you are unsure of anything, please contact the studio coordinator on studio@eastlondonprintmakers.co.uk.