

# Creative Arts Project

## Workshop regulations during the COVID-19 Pandemic

To control infection and keep everyone safe the workshop will be operating daily as follows:

1. Please arrive and **wait outside** on the marked spots.
2. Please wear a MASK while you queue outside the workshop on the marked lines for your temperature to be taken.
3. Enter one at a time. Clean and sanitise your hands using either the designated washing area or the sanitiser liquid provided.
4. Wear a MASK, GLOVES and APRON. Please note due to the added PPE cost a small fee of £1 will apply on the day. We are happy if you wish to supply your own PPE.



5. A **member of staff** will sign your attendance.
6. **Choose only one area of the table to work at during the full session** including when using casting moulds.
7. There will be a selection of tools to use and share on the table during the session. **Please ask a member of staff or a volunteer** if you request further tools and brushes.

8. Clay: Regular White Earthenware clay will be **ready for your use**.

If you require other clays please ask a member of staff or volunteer.

9. Underglaze and Glaze: **Please do not help yourself to any of the containers as they must be cleaned between uses**. A member of staff or volunteer will hand you the ones you request. When you finish using them, please leave the containers on your table at the end of the session.

10. Press moulds and casting moulds: **You will only be able to use two moulds during one session**. Please do not help yourselves to moulds, a member of staff or volunteer will hand you the one you require.



11. Large sink: **please respect the social distancing** and wait on the marked spot when the sink is occupied.

12. When covering your work in progress please ask us to supply you with bags.

13. Tea/coffee: Will be provided in paper cups. To reduce environment harm, we kindly ask that you re-use your cup during the day.

14. **Office, Kiln room, Kitchen and Back yard are closed off areas. We ask you not to enter any of these areas and ask for assistance if needed.**

15. Toilet: Please wash your hands before and after using the toilet. Please spray and wipe the handle of the toilet and door handles. (Spray and wipes are provided.)

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### End of session and before leaving the workshop:

- A. Please leave on time so allow 10 – 15 minutes to clear up.
- B. Wrap up your piece with a plastic bag and label with your name and store on allocated shelves.
- C. Please wash all used tools and leave near the sink to be sanitised.
- D. Gather and knead to a ball your unused soft clay and return to the right bag. Please ask staff/volunteer for help if you are not sure what clay you used. Place dry clay in their recycle containers.
- E. Dispose of aprons, gloves and masks in the special bin
- F. Wash and sanitise your hands
- G. Leave the workshop soon after and wait for friends outside.



We kindly ask everyone to respect these regulations at all times whilst attending the workshop.

### **VERY IMPORTANT**

**In the event of contracting Covid-19 we ask you to adhere to all relevant government guidelines to reduce the risk of infecting others.**

Updated: February 2022