

///// ARTSENTA COVID PLAN - LEVEL 2 /////

1. Artsenta is open with limited hours and numbers of artists

Open 9:00am-12noon & 1.00pm-4:00pm. Closed in between for cleaning
Maximum of 12 artists in space at one time

2. Booking and screening

Artists asked to book into sessions in advance
ALL artists and visitors must be recorded on entry and exit including contact details
Staff to check in with all artists as they arrive - artists may be excluded if unwell or not booked in
Staff to check artists contact details are up to date – cell phone for text updates
Staff to remind artists of hygiene and distancing measures.

3. Limited activities

No group based creative sessions
No outreach, outings or events
No new artists/referrals until level 1
Artists to use own set of materials and equipment where possible

4. Additional hygiene measures

Artists must use hand sanitizer or wash hands on arrival
Staff to encourage and monitor hand washing
Hygiene stations set up in work space
Staff to monitor use of common equipment and sterilise after use
Staff to clean regularly touched surfaces throughout day - door handles, equipment etc
Staff to give quick clean between morning and afternoon session

5. Distancing

Some chairs removed from main table and library area
One artist at a time in music room, paint room and kitchen

6. PPE & Signage

Staff to wear masks in space. Artists encouraged to wear masks
PPE available for staff and artists as needed (masks & gloves)
Staff may ask artists to wear a mask or send home if concerned about their behaviour
Reminder signage - washing hands
Doorway signage – use main door only

Updated 1 March 2021