



Alison Whateley Design

Textile art for you and your home

Covid secure Workshop Policy

Scope: this policy applies to workshops held by Alison Whateley Design at Silverton Church Hall

What the organiser will do to help keep you safe -

The organiser will:

- provide hand sanitiser by the main entrance door for the use of attendees on arrival and departure from the hall.
- provide a sanitised table which will be allocated to an attendee prior to arrival and will be used exclusively by them for the duration of the workshop. The number of attendees will be strictly limited to six (plus the organiser.)
- ensure tables are spaced 2 metres apart.
- wear a visor so that it is easier for you to hear me.
- sanitise the toilet regularly during the day.
- inform all attendees if any attendee exhibits symptoms consistent with COVID-19 during the period up to two weeks after the end of the workshop, so that all attendees can be requested to self isolate or request a test for COVID-19.
- sanitise the hall at the end of each day.
- contact each attendee by email two weeks after the end of the course to ensure that no-one has been unwell (This has been requested by the caretaker and is a condition of hall hire.)
- keep hall doors and windows open where possible. The hall is light and airy, and a free flow of fresh air will help to minimise the risk of infection.

What you must do to keep yourself and others safe -

Attendees must:

- wear face masks for the duration of the workshop. Attendees are responsible for providing their own masks.
- use hand sanitiser (provided) when arriving at the hall or leaving.
- only sit and work at the table provided for your use throughout the workshop.
- sanitise your hands before and after touching any materials or equipment that are provided for shared use (e.g. fabrics, threads, iron, cutting boards.)
- bring your own food and drink (or purchase it from the Spar shop in the village square) and eat and drink only at your table.
- not use the kitchen area.
- only use the disabled toilet, which will be sanitised regularly during the day.
- maintain a safe distance from other attendees at all times.
- advise the organiser of any Covid related symptoms on the morning of the workshop or during the twenty days prior to the workshop and must not attend. (full refunds or transfer of fee to another date at your discretion)
- advise the organiser immediately if they feel unwell during the workshop, or for a period of twenty days following the workshop.

If you fall into one of the high risk groups for COVID-19 or have a compromised immune system and would have been shielding during the worst of the outbreak, I recommend that - for your own safety - you do not attend at present. If you have already paid for a course I will continue to hold your payment against future bookings or provide a full refund if requested.

Participants MUST bring the following equipment with them.

- **Sewing machine with a compatible darning/free motion foot.**
- **Scissors**
- **Clear medium weight nylon thread.**
- **White Bobbinfill / bobbin thread.**
- **2 Spare bobbins for their machine.**
- **Frixion pen (or similar heat-erasable pen)**
- **Threads (you can borrow mine but I would like to keep that to a minimum).**

Please do not hesitate to contact me if you have any question regarding the above policy.