

## **Sparky Ink Studio Ltd - COVID-19 policy for Spring and Summer 2022.**

**\*\*Please help the Studio to continue to remain Covid-19 Free\*\***

**\*\*IMPORTANT\*\***

**Please do not come to Studio if you have any of the symptoms below.**



### **How you can help:**

**The Studio has recently, in line with Government guidelines, changed our Covid-19 policy. All students, participants, visitors, TA's, Support workers and Sparky Team need to do their best to observe the following from March 2022 until further notice:**

- ❖ **FACE:** The Studio will not be enforcing the wearing of face coverings for our regular Team and Students/Trainees.

However, we are still asking that visitors continue to wear a face covering unless they are exempt.

- ❖ **SPACE:** The Studio are still asking that everyone in the Studio tries to keep to 'social distancing' where practically possible, especially if a person is uncomfortable and would like more space.

APPROX: Social Distancing 1 metre or more with face coverings. 2 metre's without.

- ❖ **HANDS:** Please wash your hands and use hand gel regularly whilst in the studio, especially be considerate of others by:

- Using Hand sanitizer or washing your hands on entering the studio or have been out of the building.
- Before using equipment.
- In the Kitchen, before going into the Fridge/Freezer, opening cupboards, going into drawers or using the microwave or kettle.
- When you have been to the toilet and before food and drink.

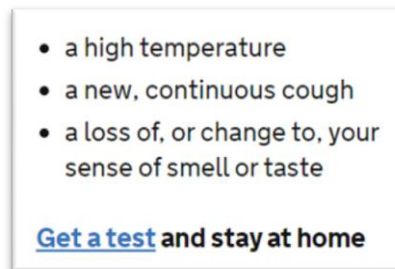
❖ **FRESH AIR:** As the weather is still cold on occasions please remember to wear/bring in warm clothing such as a hoodie, gloves scarf etc as the studio has windows open all the time for ventilation.

❖ **EQUIPMENT USE:**

- Please place equipment into the Quarantine boxes after use and do not use equipment others have used before this is cleaned.
- Please refrain from eating and drinking anywhere other than the Kitchen especially around the computers and other sensitive equipment.
- A drink of water is allowed anywhere, as long as in a bottle that belongs to you and can be resealed between drinking.

❖ **SICKNESS POLICY:**

- We have updated our Sickness Policy to protect vulnerable persons at the Studio this now includes an expectation for the support person or the student/participant to contact the studio in the event of illness before attending. Please see the information below:
- DO NOT come into Studio if you have any of the Covid-19 symptoms these are:
- 



**Influenza, Seasonal Coughs and Colds or other illness**  
**Please contact the Studio before attending.**

If you are supporting someone to come into studio and you will attend with them and either yourself or the person you support is experiencing illness, cold or Flu symptoms please contact the studio before attending. You may be asked to stay at home to recover to avoid passing illness or Flu onto others attending the Studio or our events. Please contact Jane at the Studio if you require more information. If in any doubt please contact NHS 111 or your doctor to check your symptoms. <https://www.nhs.uk/conditions/coronavirus-covid-19/> The NHS has published that Cold and Flu both have some similarities to Covid-19. Please check the difference in symptoms below:

## Flu Symptoms

Influenza (flu) can cause mild to severe illness, and at times can lead to death. Flu is different from a cold. Flu usually comes on suddenly. People who have flu often feel some or all of these symptoms:

- fever\* or feeling feverish/chills
- cough
- sore throat
- runny or stuffy nose
- muscle or body aches
- headaches
- fatigue (tiredness)
- Some people may have vomiting and diarrhoea, though this is more common in children than adults.
- For more information visit [Flu and COVID-19 Symptoms](#)

\*It's important to note that not everyone with flu will have a fever.

*Extract taken from CDC (Controlled Centre for Diseases)*

### Cold vs Flu

Signs and Symptoms	Cold	Influenza (Flu)
Symptom onset	Gradual	Abrupt
Fever	Rare	Common; lasts 3-4 days
Aches	Slight	Common; often severe
Chills	Uncommon	Fairly common
Fatigue, weakness	Sometimes	Usual
Sneezing	Common	Sometimes
Chest discomfort, cough	Mild to moderate; hacking cough	Common; can be severe
Stuffy nose	Common	Sometimes
Sore throat	Common	Sometimes
Headache	Rare	Common

## Other Essential information.

### ❖ Start and Finish Times.

- Please continue to arrive and leave at the studio times that have been agreed with you.

### ❖ What can students bring into Studio?

- A Facemask/covering and/or visor for those not exempt.
- A Bag or rucksack which should be placed in a locker on arrival. Any personal items to be used in the day can be placed on your desk during the day.
- Students and participants are welcome to bring in their own cleansing wipes and hand gel.
- Sealable drinks bottle or lidded-cup.
- Lunch and snacks and own drink.
- A hoodie, gloves, hat or scarf are handy as it gets cooler in the Studio with the windows open for ventilation.
- Personal handheld devices or games, items for using in their animations as long as no other person uses these items. Own pens, creative items, etc.

❖ **On arrival and leaving the building**

- Our hand washing and sanitizing hands will continue as usual.
- The maximum persons in the corridor at any one time are 3 people if from the same family OR 1 student and 1 support worker/team member.
- The stairs and corridors in the building are classed as high risk and is a area used by others who are not part of the Studio. Sanitizer is available outside the Studio door. Please use this on entry and when leaving. You must wear a face covering in this area; unless you are medically exempt or have a condition which makes this difficult; such as anxiety. This is to keep the studio as safe as possible for everyone.
- All students may still have their temperature taken using a distance forehead thermometer. Anyone with a high temperature or who feels unwell will be asked to isolate in our Office, we will re-check the temperature (in case this is higher due to dashing around when travelling in) if the temperature is still high then we will call the emergency contact and wait until an immediate family member or carer can collect them. We are really sorry as we cannot allow students to travel back home on public transport or by taxi if we suspect Covid-19.

❖ **Social Distancing & work areas**

- Social Distancing is to be observed where possible especially where a person is uncomfortable with people being too close. Preferred distance with no mask is 2 metres or more. With a mask and in a well ventilated area 1 metre max.
- We ask all students and team members to think of each other and not to enter other people's space.
- Work areas and pathways are indicated by the hazard tape on the floors. Students are asked to stay within their own areas as much as possible.
- The studio has provided some divider boards for use in all areas where required.
- Students, Support, Team and participants need to sanitize before using equipment.
- Used equipment, headphones, pens, games, controllers etc, should be placed in the quarantine box provided.
- All desks and work stations will have hand gel on them and Students will be encouraged to keep their hands and works stations clean throughout the session.

- We frequently use antibacterial air spray and wipes to clean down equipment that has no alternative than to be shared. Most work stations will be for the same student all day.
  
- ❖ **Lunchtimes and Breaks**
  - All packed lunches and drinks need to be in a sealed bottle/sandwich box which can be wiped down.
  - Students are allowed in the fridge and cupboards provided they have **washed or sanitized their hands before**.
  - A maximum of 4 persons are allowed in the kitchen area at any one time for lunch. Social distancing is required.
  
- ❖ **Toilets and common areas**
  - The Studio team will regularly clean handrails, door handles and common areas. However, if a student is using any facilities please remember to wash or sanitize your hands before and after. In all areas there is spray, kitchen paper and wipes to help with this. If a student is worried please ask a member of the team who will be happy to assist.
  - The front door and the intercom are classed as **high risk** areas and are cleaned periodically. Please ensure you sanitize your hands before and after using these.
  - We have signs all around the studio to encourage regular hand washing and social distancing.
  
- ❖ **Our ratio within the studio is as follows:**
  - Corridor – max 3 people in the same family OR 2 persons if a support worker.
  - Chill Zone/kitchen area – Max 4 persons with all doors open and at social distance.
  - Toilets - 1 person at any one time except where a support worker or team member is required.
  - Animation suite – Max 5 persons and a team member with ventilation and doors open.
  - Production Suite – Max 10 Students and a team member with ventilation and doors open.
  - Gaming Room – Max 10 persons with doors and windows open.
  - Study – Team Only.
  
- **Emergency Procedures**

Our Fire and Emergency Procedure remains the same. If the alarm goes off then students, team and support need to exit the building immediately. The Fire Exits are the main door in the Production Suite and Through the Office down the winding stairs in the Office. The fire officer will provide sanitizer at the fire meeting area on Devonshire Street.
  
- ❖ **Visitors to the Studio**
  - No visitors will be allowed in the Studio without an appointment.

- Those with an appointment need to ensure they follow our Mandatory rules at the beginning of this policy.

❖ **Considerations for when you are not at the studio**

- When out and about consider washing or sanitizing your hands regularly, wear a mask (if you can and are happy to particularly in medical areas or where a company or organisations is asking you to) and keep your distance from others.
- Think about regularly checking with a 'lateral flow test'. The Gov.uk website explains:

Around 1 in 3 people with COVID-19 do not have symptoms.

Rapid lateral flow tests help to find cases in people who may have no symptoms but are still infectious and can give the virus to others.

The test usually involves taking a sample from your throat and nose, or from your nose only, using a swab. You get a result in 15 to 30 minutes depending on the type of rapid lateral flow test you've taken.

We have some available at the Studio.

- Check out the Government website for up-to-date information.  
<https://www.gov.uk/coronavirus> OR/And NHS  
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

