

COVID-19 Situation...

As the time is fast approaching when our Government believes that the nation will enter into the second wave of the pandemic; we are increasing certain aspects of our procedures to ensure the safety of our students and team.

****PLEASE NOTE THESE MAY BE UPDATED OFTEN****

****IMPORTANT****

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



Start and Finish Times.

- We will not be making any changes to this area as we have already agreed staggered times with Students. Please continue to arrive and leave at the times you all ready do.

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.
- Our first corridor in the building is classed as high risk. Anyone coming into that area **MUST** sanitize their hands using the sanitizer provided or their own sanitizer. You must wear a face covering; 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.

- Please sanitize for your own protection and those around you before you leave the building.
- All students will have their temperature taken using a distance forehead thermometer. Anyone with a high temperature will be asked to isolate in our downstairs gallery, we will recheck 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 that cannot allow students to travel back home on public transport or by taxi if we suspect illness.
- When Students arrive we will spray the soles of their feet with Antibacterial spray.

Social Distancing & work areas

- Social Distancing is to be observed at all times. 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 think of each other and not to enter other peoples 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.
- Maximum 4 people in the gaming room as long as each person has a mask or is using a divider screen, that the window and doors remain open. Students need to sanitize before using equipment and after. Placing used equipment and games etc 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. Games controllers, equipment and pens will be placed in the Quarantine boxes once a student has finished with them. 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 and placed on the Kitchen side. A member of the Team will clean these down before placing in the fridge.
- Students are not allowed in the fridge or cupboards from Monday 21st September. A member of the Team will happily get anything anyone needs.
- A maximum of 2 students and 1 team member are allowed in the lounge area at any one time for lunch. Social distancing is required.

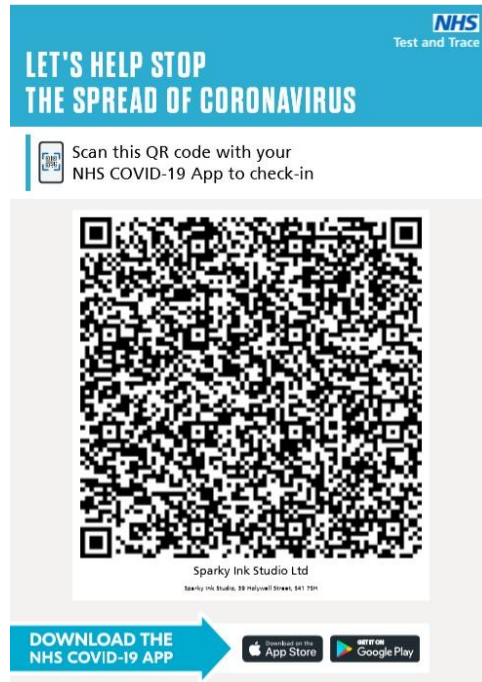
Cough's and Sneeze's

- It is that time of year guys and not every cough and sneeze is going to be Covid related. However, this year we need to ensure more practice of proven methods of **Catch it and bin it and sanitize**. If you are prone to an allergy please help others by wearing your face covering in all areas (this does not apply to those with medical or anxiety issues). We will put tissues on all desks and in all areas to help make this better for everyone.



- Students that develop a cough that is continuous will be isolated until they can be picked up. The studio recommends getting a test to check if Covid is present as this may mean a lockdown on the building and isolation for all team and students.
- The Studio has a QR code from the NHS this is displayed in our corridor. A copy is below. For regular students to our building this is not required on a session basis as we already have details. However, students can scan

this each time if they prefer. You will need to download the app for this. All non-usual visitors to the studio will be required to scan the QR before they can enter.



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 a high risk area and is cleaned periodically. Please ensure you sanitize your hands before and after using these.
- We have signs all around the building 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.
- Gallery and Lounge area - Max 3 persons with all doors open and at social distance. (short time only approx 15 minutes)
- The kitchen and toilets - 1 person at any one time except where a support worker or team member is required.

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- Editing suite - Max 6 persons at social distance with ventilation and doors open.
- Gaming Room - Max 4 persons with distancing screens, masks (where can) doors and windows open.
- Landings and stairs - 1 person unless team or support worker needed.
- Study - Team Only.
- Animation Suite - 4 persons max in social distanced space with masks and doors and window open.

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 officer will provide sanitizer at the fire meeting area on Devonshire Street.

When not in the studio

- The new rules from the Government are changing rapidly. However please keep in mind the new slogan which can help protect you and others. When out and about remember to keep your hands clean, wear a mask in shops or enclosed spaces and keep your distance from others.
- 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/>

