**Addendum to Induction Document**

**Westbury Arts Centre Covid 19 protection policy September 2020**

**Use of Communal spaces when open to the general public**

**Basic Principles;**

* To minimise risk when allowing members of the general public to access the building, including the barn both for visiting exhibitions and attending workshops.
* To minimise risk for staff and resident artists
* To adhere to current Government guidelines

**Social distancing and hygiene rules on site**

* Clearly nobody should enter the building if they are experiencing any symptoms suggesting that they may be infected.
* All visitors and resident artists will have their temperature taken on arrival using a hand held digital thermometer. Those with a temperature over 37.5 degrees C will not be permitted to enter the building.
* On arrival visitors should use the hand sanitiser, read the laminated induction sheet and complete and sign the test and trace document with contact details and confirmation that the induction document has been read, understood and signed. For this to work, prompt time allocated arrivals would have to be enforced and the tutor would have to supervise.
* To conform with GDPR regulations these documents will be retained and shredded after 21 days. The induction document will also be used to confirm that attendees accept the measures which have been put in place and that WAC can take no responsibility should they subsequently become ill.
* All users of the building as far as practically possible should adhere to the 2 metre distancing rule.
* All users should use the hand sanitisers at the front entrance and also in the Drawing and Legge rooms.
* Touch points will be sanitised daily by the caretaker and work surfaces before and after workshops by the workshop lead.
* Access to the kitchen is solely for the use of the caretaker.
* Attendees should bring their own refreshments.
* Face masks to be used at the individuals discretion
* The ground floor toilet will be available for visitors. Pedal bins will be emptied each day. A visible wall mounted cleaning schedule will show when the toilets were last cleaned.

**Workshop rules**

* A plan has been drawn up which permits up to eight people distanced access to the Drawing room and three in the Legge room.
* As far as possible windows will be left open.
* The individual running the workshop is responsible.