



Covid 19 Policy and Procedures

Steps and arrangements to manage Covid-19 in art workshop settings

Introduction

Following Government Guidelines this document contains the steps and arrangements Art in Healthcare (AiH) will take to manage Coronavirus (Covid-19) risks in workshop settings to prevent contracting or transmission of Covid-19.

Referenced information and advice

<https://www.gov.uk/coronavirus>

<https://www.gov.scot/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

[Scot Gov Guidance for Community Learning and Development](#)

Every three weeks, as major changes are announced by the Scottish Government, AiH will review, revise and share documentation, information and advice as the Guidelines develop.

Arrangements

All guidance applies to AiH staff, artists, volunteers and participants.

The first steps that we all must take to protect people from the transmission of Covid-19 are:

- Do not attend a workshop if you or anyone in your household has symptoms, have had a positive test or if you have been asked to self-isolate
- Employ good respiratory and hand hygiene etiquette, following advice and appropriate thorough handwashing and coughing sneezing protocols

Referring to the Government guidance, these are the arrangements we will take to ensure our workshops are a safe and healthy workplace for staff, artists, volunteers and participants:

1. Carry out a Covid-19 risk assessment

Before each workshop block, AiH will ensure the safety of the workplace by:

- Carrying out a Covid-19 risk assessment
- Share the results of the risk assessment with the team and place all relevant documents on the shared drive
- Incident management and reporting should follow current AiH Health and Safety policy

2. Cleaning, handwashing and hygiene procedures

AiH will increase the frequency of handwashing and surface cleaning in workshops by:

- Encouraging people to follow the guidance on hand washing and hygiene
- Providing hand sanitiser around the venue in addition to washrooms
- Providing blue roll and spray during the workshops
- Frequently cleaning and disinfecting objects and surfaces that are touched regularly
- Art materials and tools used are participants' own/ provided to each participant /or for larger expensive items, sanitised between uses

3. Maintain 1m social distancing, where possible

Where possible, all persons should maintain 1m between people by:

- Reducing the number of persons in any work area to comply with the 1m gap
- Displaying visual cues reminding all of social distancing guidance
- Verbally reminding all to follow the guidance on social distancing
- Following any one-way routes through the venue if possible
- Adhere to capacity limits in all venues
- Design activity to comply with current social distancing guidelines
- Participants assigned a seat - travel around premises is discouraged where possible

4. Ensure the use of face coverings and PPE where possible

- Unless exempt, all participants and staff to wear face coverings on arrival, when moving around and when leaving the venue
- Everyone should bring their own face coverings, but disposable masks will be available
- Gloves and aprons to be used when administering First Aid

4. All workshops will take place in a well-ventilated room

- Windows opened during workshop to ensure air circulation
- AiH briefed on correct use of ventilation / air conditioning in venue

5. Test and trace

- Ensure all staff, freelancers and volunteers are aware of latest *Scottish Government Test and Protect COVID-19 guidance*
- Staff and freelancers present at workshops are to undertake a Covid self-test twice a week, 3 – 4 days apart as social distancing may be difficult
- AiH will ensure that contact details for staff, freelancers, participants and volunteers are up-to-date, and that all are aware of their responsibility to alert the service to any changes throughout the year. Records should also be kept of visitors
- Registers will be taken at each workshop

6. In the event of a positive case

- If someone develops the symptoms of COVID-19, everyone within the household should self-isolate and not attend the workshop
- If anyone becomes unwell with a new continuous cough or a high temperature *during the workshop*, they will be sent home and advised to follow government guidelines
- People who have tested positive for the virus will need to self-isolate. NHS contact tracers will interview them and get in touch with people they have been in close contact with, and tell those in close contact, they must self-isolate for 10 days. If staff, freelancers are informed by a contact tracer that they should isolate, they should be supported to do this straight away

A close contact is defined as:

- Those that are living in the same household as a case
 - Face to face contact with a case for any length of time within 1 metre of a case
 - Extended close contact within 2 metres for more than 15 minutes with a case
- Workshops will be cancelled if there is an outbreak or staffing is affected and moved online until safe to restart in person
 - If AiH suspects a COVID-19 outbreak, they should immediately inform their local NHS board Health Protection Team (HPT)

Checklist for before each workshop

Item	Action	Complete
Policies and Guidelines	Circulated to freelancers and staff involved in workshops.	
Training	Staff, freelancers and volunteers trained in Covid policies and procedures.	
Workshop Guidelines	Circulated to participants.	
Risk Assessment	Filled in and signed off.	
Covid Risk Assessment	Circulated to relevant staff, freelancers and partners.	
Venue visit	Prior to workshop to assess what social distancing cues are needed and audit of materials.	
Fire tour	All staff have been on the fire tour for building used.	
Materials	Individual material packs set up prior to workshops. Distribute to venues.	
Cleaning	Order all spray and blue roll. Distribute to venues.	
Face covering and PPE	Order disposable face coverings and relevant PPE needed. Distribute to venues.	