

INTRODUCTION

Spike Print Studio Covid-19 Strategy Health and Safety Supplement for all Studio Users

Date: 1 June 2020

Updates: 27 July 2020; 3 August 2020; 14 October 2020; 19 April 2021;

19 May 2021; 19 July 2021

MASKS

You must wear a mask when you enter Spike Island, when you are moving around the building or using the café or toilet and when you are in Spike Print Studio. This continues to be a mandatory requirement of Spike Island and Spike Print Studio.

QR CODE

Spike Island and Spike Print Studio are both signed up to the NHS Covid-19 app. Please scan the codes on your phone when you enter the building and Spike Print Studio. You can download the app:

<https://www.covid19.nhs.uk/>

FEELING UNWELL OR UNDER THE WEATHER

Do not come into the building or the print studio if you feel under the weather, have a cold or anyone in your family is unwell. We are all responsible for each other.

If you think you have symptoms of Covid-19 get a PCR test.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/>

LATERAL FLOW TESTS

Consider taking a lateral flow test before you come in. We are sure you know that these are available free from the government's website <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

COVID-19 RESEARCH

Below is a Covid-19 symptom study app which is also worth downloading. It been developed by health science company ZOE and has become the largest public science project of its kind anywhere in the world. The app data is being analysed in collaboration with King's College London researchers.

<https://covid.joinzoe.com/>

WASH YOUR HANDS

Wash your hands regularly and thoroughly. Sanitise your hands regularly at available sanitising points.

GIVE YOURSELF TIME

Leave a bit of extra time for yourself to go through all these procedures.

Spike Print Studio is located within Spike Island and therefore the health and safety of the people who use the studio and building is a shared responsibility.

<https://www.spikeisland.org.uk/news/coronavirus-update/>

SPS works hard to minimise risk and create a sense of safety and security for its staff, members and studio users as this is a key component of a successful return to work and to the studio. We are aware that everyone has had an emotional impact from the pandemic and the need to be sensitive to those who have had traumatic experiences and to be aware of everyone's anxieties.

We are working on the assumption that the virus is not going away for some time if at all, so we need to put in these additional health and safety precautions for the foreseeable future. The situation remains fluid and some of these plans may change with increased knowledge. We continue to closely follow the UK Government's guidelines and advice.

Spike Print Studio Covid-19 Strategy Health and Safety Supplement for all Studio Users

Entering Spike Island and Spike Print Studio

1. Put your mask on before you enter the building and studio.
2. Enter building as instructed by Spike Island and sanitise hands at relevant points where provided.
3. Sanitise or wash your hands on entering the studio.

Access

1. **Risk Management** – all studio users must assess and manage their own risk.
2. **Studio users** - cannot come in even if unwell with cold or if a member of their family is unwell.
3. **Signing in** – please use the signing in diary.
4. **Online booking system for access and materials** - no studio access allowed without using the booking system. Materials can be bought from shop or ordered online to be collected from the studio.
5. **A maximum** of 5 in each studio plus 1 staff and 1 technician.
6. **Social distancing measures** –defined and in place.
7. **Studio users** returning from abroad or a high risk area anywhere cannot come into the studio and must abide by current laws. Please check for updates:
<https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england>

PPEs & Instructions

Nb A list of recommended PPEs and suppliers is at the end of this document

1. Members must provide their own PPEs which are available to purchase at the studio. The studio holds masks, gloves; disposable aprons and full face visors. Visors should not be worn instead of masks but in addition to them.
2. Your mask is not be a replacement for PPE that is required for the Aquatint room and Screen Stripping processes. It will not protect you from harmful particulates and you must wear the necessary health and safety equipment.
3. Staff and tutors PPEs provided by the studio. No mask sharing allowed.
4. Tissues, paper towels, cleaning liquids (anti viral), hand sanitiser provided.
5. Supplies monitored regularly and kept topped up.
6. Closed bins with pedal control in place at every sink or relevant area for tissues and paper towels.

Leaving Spike Print Studio and Spike Island

1. Leave plenty of time to clear up and disinfect your work area.
2. Sign out – sanitise pen and hands.
3. Follow Spike Island's one way system and information as you exit.

Members' Responsibilities

Equipment cleaning

1. You must clean every surface you have touched or used during your session with the cleaning pack provided. This includes all handles on presses or vacuum beds and all switches etc. This is normal studio practice.
2. You must leave your work area spotless. You will not be allowed to continue using the studio if you do not clean and tidy up thoroughly.

Computer, printer, photocopier, keyboards

3. Clean the keyboard and mouse with the wipes provided.
4. Clean the screen if you have touched it.
5. Clean the surrounding table area.
6. Clean printer controls.
7. Clean photocopier controls.

Keyholder cleaning outside staff hours

1. Keyholders must use the cleaning kits provided at each table to clean all the surfaces touched or used during their session.
2. Clean your area before you start as well as when you finish.
3. Clean all equipment used. That includes roller handles, press handles, vacuum bed print down frames and switches.

Kitchen, food & Drink

The Kitchen is open!

1. Bring your own drink/food/flask if possible
2. Wash your hands before and after eating.
3. Clean table where you have eaten.
4. Take all food waste home for composting. Do not use studio bins.
5. Kitchen to be cleaned regularly throughout the day when in use.
6. No hand washing crockery. Only use the dishwasher.
7. Wash your hands after stacking dishwasher.
8. Wash your hands before de-stacking dishwasher.
9. Clean surfaces, kettle, microwave, fridge door.
10. Paper towels provided at every sink.

Materials

1. Members can buy materials from the studio directly during shop hours.
2. Members must not have personal materials deliveries addressed to the studio.
3. Contactless payment or bank transfer only.

Students

All students receive Covid-19 inductions with the regular H & S induction at the beginning of each course with their tutor.

1. Wash your hands when you enter the studio.
2. Students must clean their workspaces as instructed by tutors.

All Studio Users

Plan of action if someone becomes unwell in the studio with Covid-19 symptoms:

They should:

1. inform a member of staff at SPS
2. leave studio immediately if possible or isolate until they can leave
3. Avoid touching anything
4. cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
5. If the unwell person lives alone, they must self-isolate for 7 days. If they live with others and are the first to have symptoms, they must self-isolate for 7 days. Everyone else in their household must self-isolate for 14 days.
6. If anyone else in the household starts displaying symptoms, the person with the new symptoms must self-isolate for 7 days. This is regardless of where they are in the 14-day isolation period.
7. Anyone else working in the studio with direct contact for more than 15 mins must self isolate for 14 days.
8. If you are a keyholder working outside office hours with someone who falls ill, please follow the above precautions and inform a member of staff when you can.

Covid-19 Symptoms

Covid-19 symptoms change over time with mutations. For updates on key symptoms see:

<https://covid.joinzoe.com/post/new-top-5-covid-symptoms>

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Spike Print Studio Staff must:

1. Inform studio users and Spike Island
2. Close studio for deep clean carried out by informed and professional staff.

Staff and Member Technicians' Responsibilities Health & Safety

1. regularly update its Covid-19 Studio Strategy H & S, a supplement to the current Health & Safety document. Users must read both documents.
2. have a plan of action in place if someone has Covid-19 in the studio (or SI).
3. endeavour to maintain good air flow in the studio and windows open as much as possible. All internal studio doors to remain propped open. (External doors – Spike Island)
4. First Aid boxes to be checked, cleaned and updated weekly.

Accidents, Fire Alarm & other incidents (HM GOV)

1. People providing assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Signage in place

1. at all relevant points
2. signage to maintain safe distances
3. signage to wash your hands regularly and properly
4. signage by all computers re keyboard and screen hygiene – clean after each use.
5. Signage on all doors re access and one-way flow around the studio.
6. Checklist posters in both studios.

Studio Cleaning: general

1. Weekly – 3 hours general cleaning plus 1.5 hours Thursday morning after learning programme use.
2. Cleaning high touch surfaces. Daily -at regular intervals or specified times keyboards, key entry, screens, phones, door handles, switches. Include final check and clean at the end of the day and/or on opening up.

Food and Drink

1. Wash all studio cloths and aprons every day if used. Fabric cloths and aprons to be held in store and not in general circulation, for staff use only.

How to clean after the individual with Covid-19 symptoms has left:

- **If less than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- **If more than 24 hours have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on [certain conditions](#) or everyday practices required by your facility.
- **If more than 3 days have passed** since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

From <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

PPE Suppliers July 2021

Washout room: Ear defenders Anti-mist goggles Mask

<https://www.screwfix.com/p/ear-defenders-27-6db-snr/6191d> <https://www.screwfix.com/p/site-slimline-safety-goggles/1721k> https://www.screwfix.com/p/jsp-flexinet-disposable-valved-mask-p3/32565#product_additional_details_container

Or full face respirator <https://www.screwfix.com/p/jsp-filterspec-pro-valve-respirator-black-fmp2/36021>

Note: People with small faces will need children's FFP3 masks for a better face seal. water resistant coveralls

Ferric Chloride sink:

Solvent Room/Toyobo:

<https://www.screwfix.com/p/alpha-solway-alphashield-1000-fr-type-5-6-protective-coverall-white-medium-36-39-chest-30-l/1337r>

Safety goggles <https://www.screwfix.com/p/site-slimline-safety-goggles/1721k>

Gloves. <https://www.screwfix.com/p/showa-660-chemical-hazard-gauntlets-blue-large/84543>

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Safety goggles. <https://www.screwfix.com/p/site-slimline-safety-goggles/1721k>

<https://www.screwfix.com/p/3m-9332-disposable-valved-dust-mist-fume-respirator-p3/49665>

Staff, member technicians and tutors have a separate detailed Risk Management document regarding protocol with materials, equipment, deliveries and managing waste disposal.

Monitoring and Evaluation

Weekly basis.