

Coronavirus (COVID-19): creative studios and shared workspaces guidance

Checklist for studio users

This checklist is designed to be used in conjunction with the [guidance for creative studios and shared workspaces](#). Please ensure you read this guidance.

Actions to take

Full risk assessment

- Familiarise yourself with the building's COVID-19 risk assessment.
- Must make sure you are aware of all physical distancing and hygiene measures and procedures put in place for everyone's safety.
- Recognise the shared responsibility of managing risk within the studio facilities.

Opening and travel

- Consider making use of facilities at off peak times.
- Respect restrictions on activity put in place as a result of the risk assessment.
- Use active travel as much as possible to get to and from the studio.

Managing space

- Adhere to the 2m distance rule, using markings or floor tape that have been put in place.
- Respect limits to the number of people in certain areas at one time.
- Where possible, work in outside areas.

- Lifts to be used only by people with disabilities, for essential purposes, or on a one person per lift basis where possible.

Cleaning and hygiene

- Adhere to use and cleaning guidance for toilets, changing facilities and other common areas to ensure they are kept clean.
- Wash your hands more often with soap and water for at least 20 seconds, or use a hand sanitizer. Make use of hand sanitation facilities at entry and exit points and in any common areas.
- Clean and disinfect frequently touched objects and surfaces, including equipment. Studio providers are expected to have thoroughly cleaned all buildings and have reinforced regular cleaning in all buildings, focussing on high contact objects, such as door handles, and entry and exit points.
- Clean shared equipment before and after every use.
- Avoid touching your eyes, nose and mouth with unwashed hands; should you need to, cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.
- Clear workspaces and remove waste and belongings from the work areas regularly.

Working together

- In shared studios, consider stagger arrival and leaving times to ensure you can safely maintain 2m distance.
- Adhere to any one-way route signage in the buildings.
- Do not gather in corridors, common areas or open spaces.
- Respect limits on the number of people using workbenches or banks of desks at any one time.

- Consider establishing a rota system for shared equipment.
- Use remote working tools where possible to avoid in-person meetings.
- Stagger break times and make use of outdoor space for breaks where possible
- Consider contactless payment options instead of handling cash if taking payments.
- Do not bring pets or visitors in to the studio.