

Access Manual and Checklist Flow Chart

Please read this update to the Access Manual on our website before you come to ESW each time as it is regularly updated in line with government guidance and our steps in re-introducing activity - it's always available on our website at this

page: <https://edinburghsculpture.org/news-featured/covid-19/>

Please also read the current Checklist Flow Chart.

It's essential to read both before coming to the building, or using any of the communal facilities. Both of these documents are regularly updated and available on the COVID-19 page mentioned below.

Access Manual

Government Guidance and Restrictions relating to Coronavirus

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

Stay safe, protect others, save lives.

- wear a face covering, which covers your nose and mouth
- avoid crowded places
- clean hands and surfaces regularly
- stay 2m away from other people
- self-isolate and book a test if you have COVID-19 symptoms

Stay at home as much as possible.

Everyone who can work from home should continue to do so.

You can spread the virus even if you don't have symptoms.

Do not leave home if you or someone you live with has any of the following:

- a high temperature.
- a new, continuous cough.
- a loss of, or change to, your sense of smell or taste.

The following are reminders and instructions for being at ESW and logistics in relation to your studio.

Checklist Flow Chart – please read before coming to ESW

Visual Guides to Accessing the Building Segments

- Courtyard
- Workshops
- Studios

Please keep up to date on government and NHS guidelines:

- NHS Inform <https://www.nhsinform.scot/coronavirus>
- Scottish Government advice <https://www.gov.scot/coronavirus-covid-19/>
- UK Government's Coronavirus Pages <https://www.gov.uk/coronavirus>

Preparing to come to ESW

- If you do need to come to ESW, follow the 15/08/2020 updated Checklist Flow Chart before coming to ESW. See attached and at the entrances. This is regularly updated to reflect government guidelines.
- We are currently not running a physical reception service in the same way as before. If you need help from a staff member please plan ahead and either get the help by email or arrange a time.
- Access to the building is thought pre-booking space through our website only or being part of a managed group or course.

- There will be a staff member at reception for the first and last 15 minutes of each session to give access and fobs where needed.
- Bring a mask or face covering.
- Bring drinking water or a water bottle or flask. There is a water dispenser on Level 0.
- Bring any additional sanitiser or cleaning materials you want for yourself or your space.
- Bring a pen for the sign in sheets.
- If you have booked to use one of the Workshops please ensure you have all PPE with you for example boots, FFP3 mask/ respirator, gloves, eye protection, ear protection. We have a very limited supply and will only hand out disinfected items at start of session if user cannot supply their own. We will provide specialist items, Welding Hoods etc with a specific disinfection protocol before and after session.

Social Distancing and Hygiene, follow the up to date public health guidelines and restrictions laid out by the government

- Wear a mask on arrival and in all corridors, circulation spaces and common areas.
- Stay 2 metres away from each other and work autonomously. We want everyone to be confident they have had no contact with each other while in the building by keeping to the guidelines around distance and time rigorously.
- Wash your hands when arriving at ESW.
- There are automatic hand sanitiser dispensers located in circulation spaces.
- The Kitchen and IT Suite are closed in line with physical distancing guidelines, this also applies to other spaces like the Research Space and Covered Yard (unless you have booked a workspace for a session there).
- We are really enjoying seeing people, but when at all possible, contact with staff should be by email. If you see a staff member, please remember that they are also doing physical distancing and keep interactions short.
- Use detergent or disinfectant to clean.
- Limit the amount of handles and other touch points which you touch and use your elbow where possible or a clean paper towel.
- Use a clean paper towel and disinfectant to clean handles and bathroom touch points after using.
- Please be conscious of others foremost when you are moving around the building, for example waiting in lift recess areas while others pass in corridors, and follow any directional signage installed.
- The lift should only be used for moving equipment or disabled access.
- Don't try to enter into other areas of the building or outside spaces (other than your studio route or booked space) as you may not be aware of the standard or new security systems in place in those areas. This includes the Courtyard.

Only applicable to Studio and Project Space Holders:

- If you are in a studio share or Project Space, please plan together to stagger working times so you are not using the space at the same time and observe physical distancing. If you are not in touch, we can connect you.

Which toilets to use

- Studio Holders on Level 1 should use toilets on Level 1 as follows:
Corridor 1 Studio Holders should use the left hand toilet at entrance.
Corridor 2 Studio Holders should use the right hand toilet at entrance.
Corridor 3 Studio Holders should use the disabled toilet near Research Space.

- Workshop and Workspace users on Level 0:

Toilets on Level 0 (which are currently out of bounds for café customers).

- Project Space Holders on Level 0:

Toilets on Level 0 (which are currently out of bounds for café customers).

- Courtyard and Bays Booked Users

North Lab toilet (groups) South Lab toilet (independent users if there is a group).

- South Lab Project Space Holders:
South Lab toilet.

Logistics

- The cleaning company is working normal hours with specific focus on touch points.
- Please do not arrange courier deliveries to ESW as neither we nor you will be able to guarantee being able to meet the driver and we want to limit interactions.
- If you need materials delivered to the workshops please agree a week in advance with the technicians.
- Thanks for looking out for the building while you are here. With non-emergency situations about the building that you want to flag up please email building@edinburghsculpture.org; and cc laura@edinburghsculpture.org
- The café is open for longer hours now, with physical distancing measures in place.

Communications

- If you need to contact us please email office@edinburghsculpture.org email address will be monitored on Wednesdays, Thursdays, Fridays and Saturdays.
- ESW homepage has information about our organisational situation if you or anyone else needs to refer to it.

General H&S and security

- Please follow normal alarm and security protocol. Green folder at sign in sheets.
- You are much more likely to have to use the alarm because there are fewer people here so please take time to reacquaint yourself with the system.
- It's very important to maintain the signing in and out sheets with clear writing, in case a member of the emergency services had to read your name.
- If you are accessing the Workshops and Workspaces on level 0 you will enter and sign in and out at the Carpark Gates; if you are on Level 1 for Studios or to access the Courtyard, please sign in at the Main Reception.
- Please use your own pen or disinfect the pen after use.
- On leaving, check all doors are closed (not propped open) to comply with fire safety.
- Do not let anyone else into the building, this includes guests that you know or visitors.
- Please reacquaint yourself with good lone working practices (have a charged mobile phone, make sure people know where you are) and look out for each other.

Community

- You can read about the community efforts to mitigate the harm caused by Coronavirus and coping with the restrictions on the community newsletter at the base of our statement page. It includes links to resilience centres, volunteering and masses of online resources: <https://edinburghsculpture.org/news-featured/covid-19/>
- Member Events including Coffee Break Get Together and Open Forum have been happening, look forward to seeing you at one of them.
- We are continuing to use social media, including sharing options for making artwork at home and online as well as keeping up with people in our locality and network. You can follow us on social media to hear about those, including ESWMondayMember and [Moving Sculpture](#)