

**Dear Studio and Project Space Holders,**

hope you are all ok and adapting to the current situation.

We are continuing to monitor the situation each day paying attention to the government announcements, any updates on specific guidance, the statistics and our organisational situation.

**Please see below for the updated Access Manual.** I realise this is familiar to you now but ask you to read through as we update it each time to reflect the current situation and what we have learned through the use of the building.

**If you plan to make a visit to your studio, for work that cannot be done elsewhere, please email me so that we can be aware in advance and keep a log to better monitor the use of the building.**

**If you need to visit in order to collect materials or equipment in order to be able to work better from home please do the same.**

with all best wishes

laura

### **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.

From Tuesday 5 January, mainland Scotland will move from Level 4 to a temporary Lockdown, with [new guidance to stay at home](#) except for essential purposes. Some islands will remain at [Level 3](#).

### **Stay at Home**

To minimise the risk of spreading the virus, you must stay at home as much as possible. By law, in a level 4 area, you can only leave your home (or garden) for an essential purpose. There is a list of examples of reasonable excuses on the following link. Although you can leave home for these purposes, you should stay as close to home as possible.

<https://www.gov.scot/publications/coronavirus-covid-19-stay-at-home-guidance/>

### **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 except for essential purposes.

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**

#### **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 Checklist Flow Chart before coming to ESW. See attached and at the entrances. This is regularly updated to reflect government guidelines.
- Email [laura@edinburghsculpture.org](mailto:laura@edinburghsculpture.org) letting us know that you are planning to visit your studio.
- Access is currently only possible for your individual Studio or Project Space, so please do not move around the building except for going to these workspaces.
- 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.
  - 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 your own pen for the sign in sheets.

#### **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.
- 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.
  - If you are in a shared 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. Please wear masks and ventilate the space.

### **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.
- South Lab Project Space Holders:  
South Lab toilet.
- Level 0 Project Space Holders:  
Level 0 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](mailto:building@edinburghsculpture.org); and cc [laura@edinburghsculpture.org](mailto:laura@edinburghsculpture.org)
- The café is open for takeaway, with physical distancing measures in place.

### **Communications**

- If you need to contact us please email [office@edinburghsculpture.org](mailto:office@edinburghsculpture.org) email address will be monitored Tuesday - Friday.
- 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.
  - 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/>
- Online 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](#)