



IMPORTANT: THIS IS OUR COVID POLICY AS OF 9 JULY 2020, IN LINE WITH THE GOVT GUIDELINES. PLEASE NOTE THAT THIS IS SUBJECT TO, *AND EXPECTED TO CHANGE* WITHOUT PRIOR NOTICE IN LINE WITH GOVT. POLICY.

PLEASE DO NOT ASSUME THE FOLLOWING WILL APPLY TO SCHEDULED COURSES COMMENCING AFTER 9 JULY 2020, BUT CHECK FOR THE LATEST GUIDELINES.

Social Distancing and Your Course.

To keep you safe during your time with us we have implemented an effective social distancing procedure. The school is a large, well ventilated building with ample outdoor space, however it is important that when attending your course you help by cooperating with our team to ensure the safety of all concerned.

This document outlines our procedure, in particular on aspects which will modify our usual services. Please read the following carefully and make any preparations you need in good time, before attending your course.

If you are unwell or are required to self isolate

If you are unwell or are required to self isolate do not attend your course.

Once you are fully recovered we will transfer you to an alternative date, offer you an equivalent course, or transfer you bookings to credits for the shop or our popular online programs such as Masterclass and Studiotalk. the important thing is that you stay at home, keep others safe, and recover.

Personal Protective Equipment

We are working to the latest govt. guidelines, and implementing 2M social distancing so you are not required to wear PPE. However as the govt. themselves acknowledge, no environment can be 100% risk free, so in addition to adhering to our social distancing measures, you should feel free to wear PPE such as gloves and a mask, while at the School if doing so will help you relax during the course.

Our staff who are in regular contact with students will be using PPE during the course, or teaching far enough away from you to make masks unnecessary during lectures.

Action: Please bring any PPE you wish to wear to the course with you, and take it away when you leave

Co-operation: Please help us to deliver lectures without the need for masks by respecting the social distancing we have put in place in the lecture/demonstration theatre.

How your course will be safely delivered

To maximise the social distance space, we will split your course over two separate studios, one where you will sit and watch demonstrations and enjoy lectures at a safe social distance, and a second studio where you will be set up to paint, again in a socially safe isolated 'box'.

This means that you will not paint in the studio where you see us demonstrate and lecture.

- Studio 1: The Lecture Studio

Our lecture studio is set up to deliver the best socially distant viewing and interactive learning experience. To minimise your exposure to shared items we are implementing the following:

Action: You will need to bring a pen or pencil and a notebook for your personal use, as we cannot provide one from our shared stocks.

Cooperation: You must use the same chair to view your lecture from throughout the course as we cannot allow you to share chairs.

- Studio 2: The Painting Studio

We have set up the painting studio by dividing it with floor tape into 2M painting 'boxes'. Your box will be already set up with an easel, brushes, loaded palette, a chair and consumables etc. During the painting session we will not enter and we ask you not to leave your painting box, except to replenish your palette or go to the toilet etc. Each evening our staff will replenish your consumables for the next day, but not touch things you have touched such as your brushes, easel or studio chair.

We have set up a paint replenishing station at the end of the studio so you can get your palette reloaded in a socially distant way and not handle shared paint tubes.

Action: You will need to put your brushes in a jar of solvent at the end of each session, and clean them yourself before use.

Cooperation: You will need to ask for paint refills by taking your palette to the end of the studio and telling the assistant what you require. If another student is doing this you will need to wait until they have been served and return to their painting box.

We are allowing some time within the sessions to facilitate the above procedures.

- In studio 2: At your easel help

It is not possible for our staff to enter your painting box and work on your painting, however this does not mean that we cannot give you personal tuition.

To allow us to indicate areas which can be improved, show you colours or illustrate advice we will use a laser pointer to discuss your work with you from a safe distance.

Action: You will need to ask our staff for a brief 121 critique rather than hands on help.

Cooperation: *As was the case when the school was running normally*, you may need to wait for staff to be available for critiques.

Getting Around The School and working within it

- Moving Around

To minimise social contact we have implemented a one way system. This means that you will need to enter by one door and leave by another.

Action: Please enter by the front door only and leave by the central doors in the rear studio or the cafe side door as you prefer, these are well signposted

Co-operation: our staff will ask you to adhere to the one way system, even in inclement weather.

- Increased Ventilation

To maximise air flow and ventilation we will keep all available windows and doors open through the working day. This means that the school will be at the ambient outside temperature.

Action: Please bring a sweater or coat you are happy to paint in, in case the temperature drops

Cooperation : Please do not open or close any doors or windows

- Painting Aprons

To ensure your safety we will not be providing shared painting aprons for you to wear

Action : Please wear old clothes which you are happy to paint in or bring your own apron.

Hospitality, Cafe and Lunch

- Lunch and Refreshments

Under current restrictions it is not possible to operate our usual lunch service or offer hot drinks from shared coffee jugs. For this reason we will be unable to provide refreshments or lunch. As we cannot provide a shared fridge we recommend that you bring ambient food or keep a cool bag in your vehicle.

Action: Please bring a packed lunch each day to eat in the cafe, outside or in your vehicle. We cannot permit any food or drink in the studio for health and safety reasons.

Co-operation: Please note that the nearest supermarket is a 20 minute drive from the school, and that classes will resume on schedule. We strongly recommend buying your lunch before you start the School day.

- Taking A Break

We have five isolated indoor spaces at our cafe (one per table). If these are full you will need to take a break from the studio outside or in your vehicle. We have ample uncovered outdoor seating.

Action: Plan to take your breaks in our outside seating area, we provide chairs, but there is no cover in inclement weather.

Co-operation: please respect the 5 person rule in the cafe, and consider staggering your breaks if you wish to use the cafe. It is always possible to grab a break during a lengthy painting session, but not during a live lecture or demonstration.

Shop

To ensure your safety we are limiting close access to the shop, and asking students to fill out order forms for materials, so we can bag your purchases in good time. In line with retail stores we are unable to take cash and can only process card transactions.

Action: Please respect the social distancing tape near the shop counter, and wait at a social distance until we can safely to deal with your order.

Co-operation: please pay for purchases by card and fill in order forms rather than interact directly with our reception area staff.

General Hygiene

- Handwashing

We are providing hand soap in both of the washrooms for you to practice regular effective hand washing.

Action: Please wash your hands upon entering the building and do so frequently through the day

Cooperation : Please wait for the sink area to be clear of other students before washing your hands.

- Toilet

To minimise contact with shared door handles we are wedging all of our washroom and toilet cubicle doors open. We have separate male and female washrooms, with a screened entrance so gender segregation and privacy from the school common areas are not a problem.

Action: Please wait for the sink area (both sexes), and the urinals (gents only) to be free of other students before using them.

Cooperation: Please do not close doors, even if you open them again before you leave as other students will not know you have touched them. Please respect students privacy by not walking into occupied cubicles (ask who is in the room as you enter).

Unforeseen Changes to this Arrangement

We will change this arrangement without notice in line with current govt. guidelines or instructions as and when they occur.

ENDS