

## **Workshops at Walford Mill | Guidelines and procedures for tutors, parents and students to minimise Covid 19 contamination**

Tutors will be responsible for ensuring that parents and students follow government recommended social distancing and hygiene guidelines.

At the start of each workshop tutors will go through the procedures for minimising Covid 19 contamination in addition to the usual preliminaries on facilities and fire procedures.

**Education Space** | The education room at Walford Mill has been enlarged to incorporate the white gallery and the tables arranged so that the tutor and students can maintain a 2 metre distance between each other. The new space can accommodate 7-8 students only.

Students will be taught on individual tables unless they are from the same family.

When dropping off and picking up students, parents will be asked remain with their child rather than socialising with other parents, this can be done in the safety of the outdoor courtyard before and after workshops.

**Hygiene** | Tutors will disinfect surfaces, tables, chairs, sink and equipment before and after each class.

Everyone must use the hand sanitiser provided on arrival and departure: you are welcome to use your own if you would prefer.

Where possible equipment and materials will not be shared.

Equipment and inspirational materials will be laid out on each individual table in advance to minimise movement around the room: students will be able to pick where they sit on arrival.

Everyone must follow social distancing rules and be mindful of others, for example, only one person at a time is able to move around the room or use the sink, the tutor will come to the student to give practical assistance.

Face coverings may be worn but are not required. Participants will be informed by the tutor in advance if this situation changes.

The tutor will be wearing a face covering, this will be a colourful patterned face covering and not intimidating.

**Sickness reporting** | Participants must not attend if they feel unwell or a family member is unwell.

Parents must contact the workshop tutor to let them know if they cannot join the class, not Walford Mill. If they become unwell after the class they must inform the tutor who will in turn inform Walford Mill.

**Personal responsibility** | It is everyone's responsibility to ensure they take the precautions necessary to keep themselves and others safe from contamination.