**Coventry Artspace - Visitor Policy for Studio Holders during COVID-19**

**June 2020 – ongoing**

**NOTICE REGARDING NATIONAL LOCKDOWN – 5th JANUARY 2021**

**For the duration of this Tier 5 national lockdown we are asking that studio holders only admit one visitor at a time, from their own household or support bubble.**

**In the event that you require a studio visit for work reasons, e.g. from a curator, please contact Lauryn or Mindy for further advice and risk assessment.**

Studio holders are permitted to admit visitors to their spaces at Eaton House and The Row. However - for the safety of all staff, studio holders and visitors - please be advised of the following policy, including action to take **prior** to visiting;

* Visitors presenting flu-like symptoms (such as a high temperature, a new continuous cough, and loss or change to sense of smell/taste) **must** postpone their visit until they are symptom free. We urge these individuals to self-isolate at home in line with Government guidelines and seek a test. Information about symptoms, self-isolating and getting a test can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
* Visitors must also confirm they have not been in recent contact with anyone confirmed as testing positive for COVID-19 or displaying the above symptoms; in which case, the same advice applies.

**During visits to The Row/Eaton House:**

* Visitors are requested to use the provided hand sanitizers upon entering the building and signing in/out, and wash hands frequently for a minimum of 20 seconds using the facilities within the building.
* Visitors are required to follow the hygiene and social distancing measures as outlined in the building risk assessments, and instructions given on signage throughout both buildings.

**Studio Holders:**

* Please ensure you have up to date contact details for all your visitors, should they need to be contacted in the event of an identified case of COVID-19 by a building user.
* Ensure the rooms you are using to host your visitors are well ventilated with open windows where possible. Use of face coverings is encouraged.
* If you are planning to host a group of more than 4 visitors, please contact Lauryn or Mindy for advice and risk assessment.

**This visitor policy is subject to alteration in line with any changes to Government guidelines. In the event of any changes to the policy, studio holders will be notified.**