

ACAVA

Property Team
studios@acava.org

Updated: 7 January 2021

ACAVA Coronavirus Policy

On 11 May 2020 the Government published 'OUR PLAN TO REBUILD: The UK Government's COVID-19 Recovery Strategy'.

This policy has been updated according to the latest government recommendations: it will be reviewed every two months until further notice.

Stay Alert

We can all help control the virus if we all stay alert. This means you must:

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- keep your distance if you go out (The current guidelines are 2m or 1m with risk mitigation where 2m is not viable)
- wash your hands regularly
- **Do not** leave home if you or anyone in your household has symptoms or you have been advised to self-isolate as part of the government's Test & Trace programme

ACAVA 54 Blechynden Street London W10 6RJ www.acava.org

Registered Charity number 287894

A company limited by guarantee. Registered in England and Wales, company registration number 1749730

Registered office 54 Blechynden Street, London W10 6RJ

Signs and symptoms of COVID-19

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms. If you or a member of your household is showing symptoms follow the [latest NHS](#) and [Government advice](#).

If you have symptoms, live with someone who has symptoms or have been advised to self-isolate as part of the governments Test & Trace programme please inform the building's caretaker AND studios@acava.org immediately so other tenants can be informed.

Stay at home as much as possible

It's very important to stay at home as much as possible.

When outside your home, it's important to try to stay 2 meters (3 steps) away from anyone you do not live with.

How to stop the virus spreading?

- Wash your hands with soap and water often – do this for at least 20 seconds
- Use hand sanitiser gel if soap and water are not available
- Wash your hands as soon as you get home

ACA VA 54 Blechynden Street London W10 6RJ www.acava.org

Registered Charity number 287894

A company limited by guarantee. Registered in England and Wales, company registration number 1749730

Registered office 54 Blechynden Street, London W10 6RJ

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin immediately and wash your hands afterwards
- If you can, wear something that covers your nose and mouth when it's hard to stay away from people, such as on public transport – see [staying safe outside your home on GOV.UK](#)
- Do NOT touch your eyes, nose or mouth if your hands are not clean.

What is ACAVA doing to keep our communities safe?

- We are in close contact with our partner organisations including the NHS, Local Authorities and funders, working with them to ensure as smooth a continuation / transformation of service as possible. We are asking that all users of our buildings follow advice on this policy, circulated by email and freely available to view on our website.
- In the case of a tenant or staff member developing symptoms ACAVA will notify all those who have a studio in the same building.
- ACAVA has installed fixed hand sanitiser points at building entrance points.
- Opened up an opportunity for studio holders to feedback on the current policy.
- Requested outside visitors wear masks or face coverings during studio viewings.
- Requested all studio holders wear masks or face coverings while in communal spaces
- Installed NHS Test & Trace QR codes at the entrance of each building and encouraged all staff, studio holders and tenants to sign in during each visit.
- Requested contractors working within each building to wear masks or face coverings at all time.

ACAVA 54 Blechynden Street London W10 6RJ www.acava.org

Registered Charity number 287894

A company limited by guarantee. Registered in England and Wales, company registration number 1749730

Registered office 54 Blechynden Street, London W10 6RJ

- Set a maximum capacity for smaller communal rooms where social distancing is difficult and installed signage.
- Notify all ACAVA licensees ahead of any work or visits taking place in their studio.
- Conducted a Coronavirus Risk Assessment

What does ACAVA expect of Licensees?

- Any licensee with COVID-19 symptoms, living with someone with COVID-19 symptoms, who has been asked to self-isolate as part of the government's Test & Trace programme, or who has any other reason to believe they have come into contact with someone with COVID-19 outside of work MUST NOT come onsite. They must notify ACAVA immediately via studios@acava.org.
- Licensees must sign in using the NHS Test & Trace QR code at the building entrance upon entering the building on each day.
- Licensees must use the hand sanitiser provided upon entering the building.
- Licensees must wear a face covering when in the communal areas of ACAVA buildings at all times unless exempt from doing so.
- Licensees who bring visitors onsite MUST ensure they sign in using the NHS Test & Trace QR Code, sanitises their hands upon entry and uses a face covering while in communal areas.
- Licensees should keep a mask or suitable face covering in their studio at all times and in the event of the fire alarm sounding put on the covering prior to evacuation. This should only be done if putting on the mask or face covering does NOT in any way slow or impede the fast evacuation of the building.

ACAVA 54 Blechynden Street London W10 6RJ www.acava.org

Registered Charity number 287894

A company limited by guarantee. Registered in England and Wales, company registration number 1749730

Registered office 54 Blechynden Street, London W10 6RJ

- **Licensees must refrain from bringing friends and family into the studio building.** If you must have an external visitor please limit the amount of time that person spends in the building, and please avoid permanence in communal spaces. Visitors must also wear a mask, use sanitising points, sign-in using the NHS Test and Trace QR Code and follow the other social distancing rules specified above.

ACAVA Statement on Covid-19

Updated 27 May 2020

ACAVA is working to ensure our community remains healthy, we are reviewing the situation each week and will keep all staff, artists, volunteers and programme participants updated on the measures we are putting in place.

Programmes

Since 17 March 2020 we have been working hard to adapt our public programme to new social distancing rules, whilst at the same time ensuring we continue to deliver as much creative activity as possible, while maintaining social distance, staying home and staying safe.

In response we have created #ACAVAathome, a blog containing new digital content and news from our Creativity Clinic, Flourish, and Maxilla Men's Shed programmes. [You can see it here.](#)

We have also been busy offline, keeping in touch with our most regular community members through weekly phone calls, staying connected, and making the most of our local networks to ensure everyone has access to the practical support they are entitled to, as well as creative activity to help maintain wellbeing.

Artists

Our buildings are open for use by artists unable to work from home. All users must ensure health and safety guidelines are being followed. If you share a studio space

ACAVA 54 Blechynden Street London W10 6RJ www.acava.org

Registered Charity number 287894

A company limited by guarantee. Registered in England and Wales, company registration number 1749730
Registered office 54 Blechynden Street, London W10 6RJ

with others, please consider staggered access to reduce any unnecessary social contact. [Further government guidance on safe working practices can be found here.](#)

It is everyone's responsibility to play their part in keeping each other safe. We ask that everyone follows the following rules:

- Wash your hands with soap and water on arrival at an ACAVA building, and again regularly throughout your time there
- Observe the 2m social distancing rule at all times, allowing other studio holders to pass safely through entrances, corridors and other communal areas
- Wipe down kitchen/ dining/ communal surfaces before and after use with disposable kitchen towels and anti-bacterial spray
- Wipe down door handles, tools and equipment after use
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze, put used tissues in the bin straight away and wash your hands afterwards
- If you can, wear something that covers your nose and mouth when it's hard to stay away from people, such as on public transport – see [staying safe outside your home on GOV.UK](#)
- Stay at home if you are experiencing the symptoms of coronavirus and follow the [latest NHS advice.](#)

ACAVA will support everyone accessing our buildings by ensuring there are adequate supplies of hand soap, paper towels and anti-bacterial spray. If you notice supplies are running low, please inform us via email to hello@acava.org as soon as possible.

ACAVA Artists Hardship Fund

Update 3 December:

We are currently processing a lot of applications to the hardship fund and are temporarily unable to accept new ones, please read our ACAVA Artists Hardship Fund Guidance for more information.

We are fully aware of the financial challenges that studio holders are facing. In response to the situation we have established, and aim to grow, a hardship fund to

ACAVA 54 Blechynden Street London W10 6RJ www.acava.org

Registered Charity number 287894

A company limited by guarantee. Registered in England and Wales, company registration number 1749730

Registered office 54 Blechynden Street, London W10 6RJ

support studio holders keep their studios by offering temporary discounts on studio licence fees. [Full details can be found here.](#)

ACAVA staff continue to work remotely, please use email to communicate with us in the first instance, and please be patient with any non-urgent matters.

We will be reviewing NHS and government advice regularly, paying particular attention to advice that will affect the safe use of our buildings.

Contact us

If you have any queries about safe use of a particular building please contact: studios@acava.org

If you have any queries about the safe delivery of our current programmes please contact: Isabella Niven, Senior Programme Manager, isabella.niven@acava.org