

Spike Island

SPIKE ISLAND REOCCUPATION GUIDE: COVID-SECURE

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We continue to implement appropriate changes at Spike Island so our building is safe and Covid-Secure for all of our visitors and community, with new social distancing, cleaning and access measures across the site.

We're following and monitoring the UK Government's advice and guidelines closely and continually update our Covid-19 Risk Assessment which covers the building's activities. We will carry on updating our measures as the advice develops, so that it's safe for you and those you work with, or alongside.

It's really important that you follow our procedures and show consideration to other building users whenever you are at Spike Island. Overall our ambitions are to reduce contact by social distancing, limit travel around the building to only what is necessary, and create a safe and sanitised environment for all building users.

We are communicating our procedures to all members of the Spike Island community, staff, café users, building visitors and gallery visitors. We have taken part in the "We're Good to Go" award for the safety measures that have been put in place.



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1 ACCESS AND OPENING HOURS

Spike Island continues to be accessible 24/7 for our community.

In terms of using your workspace, the government advice as of September 2020 is to work from home if you can. It is therefore down to you to decide whether you can work from home or whether you need to make use of your workspace.

If and when you do, we ask that you consider your arrival and departure times to assist with staggered arrival and departure, particularly with rush hours, and to be aware that the café is busiest during lunchtime periods. We continue to monitor peak occupation times of the building to help identify busier periods, and will communicate any changes to trends to you.

Remember: Do not leave home if you or anyone in your household has Covid-19 symptoms. Please let us know if you are self-isolating, or if you have a confirmed case of Covid-19.

2 SOCIAL DISTANCING

We have made changes to reduce congestion, increase sanitisation and limit capacity in order to facilitate social distancing as much as possible. These changes include social distancing signage and floor markings throughout the shared areas of the building, and additional hygiene signage and information to aid in helping to stop the spread of the virus. We have installed Perspex screens at reception and in the Café – these are the only areas behind which staff do not have to wear masks in public areas, due to this alternative method of protection.

2.1 COMMUNAL AREAS

2.1.1

Entry and Exit – In order to keep the building safe and secure, please continue to use the entry and exits points as normal. Those who work in the Sculpture Yard section of the building, who have a key for the Commissioning Bay door, should use this door to enter and exit rather than the main entrance.

At our main entrance, we will try to keep the automatic doors open when Reception is staffed, in order to reduce surface contact.

Please continue to use your access cards and Safescan as normal. Sanitising wipes will be made available for you to wipe the Safescan device before and after use.

2.1.2

Reception – Reception has resumed opening hours of 9am-5pm Monday to Friday from Monday 12 October. Reception staff will wear masks or visors, or be behind Perspex screens, and wear gloves when handling post and deliveries.

Signing in at Reception is only required for Visitors, not Tenants. When arriving at Reception, a 2-metre queuing system is in place. Please follow the signage and floor markings, and wait outside if there is a queue in the foyer. Please do not enter the reception area until it is clear and safe to do so.

2.1.3

Meeting Rooms – We have marked the recommended maximum number of occupants on the door, and are providing sanitizing wipes in each meeting room. There will be a 15-minute window between meetings.

Maximum occupants for the Glass Box is 3.
Maximum occupants for the Meeting Room is 2.

2.1.4

Communal Areas – Communal seating will be reduced to 2-metres apart.

2.1.6

Lifts and Stairwells – One person only at a time in the lifts. Please only use the lift if absolutely necessary.

2.1.7

Corridors and Stairways – Please follow the directional floor markings and signage, and aim to maintain a distance of 2 metres at all times, or 1m+ if 2metres is not possible.

The stairway from the Associates Space down to the Sculpture Studios on the ground floor is one way and down only (exit via the Commissioning Bay).

Doors will be propped open where appropriate. Fire Doors and Security Doors must not be propped open.

2.1.8

Toilets – All toilets and washrooms have limited capacities. You should maintain a distance of 2-metres when in the toilets where possible, or otherwise 1-metre plus. This may mean waiting outside in the designated waiting zone, or coming back later. Signage in the toilets indicates the social distancing measures in place. Some urinals and basins have been taken out of action to ensure safe distances are maintained within the spaces. Hand towels are provided in all washrooms and kept topped up, as well as hot-air hand dryers.

2.1.9

Emergencies – In the event of an emergency evacuation or accident it may be unsafe to remain 2 metres apart from each other. Please use your judgement and act appropriately in such circumstances.

2.2 YOUR WORKSPACES

All building users should increase sanitation within their workspaces.

2.2.1

Artists' Studios – Studio holders are responsible for ensuring social distancing within their studios. If you are concerned about how this will be possible, and in particular for shared studios, talk to us and we will work with you to assess the risks and implement social distancing measures where practical.

2.2.2

Offices – Each business is responsible for taking measures to keep their team socially distanced within their Office. This may involve installing signage, adjusting layouts or implementing rotas. If you are concerned about how this will be possible, talk to us and we

will work with you to assess the risks and implement social distancing measures where practical. All employers have a duty to reduce workplace risk by taking preventative measures. Employers of 5 or more staff should complete a written risk assessment for working safely during Covid-19.

2.2.3

Spike Design – We've reconfigured the space to allow for social distancing throughout Spike Design. 'Hot Desks' are being assigned to one user each day to reduce the risk of infection and these are cleaned overnight. All employers have a duty to reduce workplace risk by taking preventative measures. Employers of 5 or more staff should complete a written risk assessment for working safely during Covid-19.

2.2.4

Spike Print Studio – The SPS team are responsible for ensuring social distancing within the print studio area, and have distributed their procedures to members, as well as displaying signage and Test and Trace information at the studio entrance. This includes staff, members, students and any other building users visiting the studio.

The studio re-opened to members on 1st August and the public programme resumed from 5th October.

2.2.5

Associates – We've reconfigured the space so that each Mac workstation is 2-metres apart (maximum of 3 simultaneous Mac users), and so that the study desks are 2 metres apart (maximum of 2 people). Sanitising wipes will be available for use before and after using any shared resources, including the equipment. We've relocated the Photocopier so that Social Distancing can be maintained when you need to use it.

The maximum capacity of 5 people must not be exceeded.

2.2.6

UWE Bristol – The University's staff are responsible for ensuring social distancing within the university's area of the building. UWE staff and students have been gradually returning to the Spike Island campus since the end of September.

2.2.7

Workshops – The Workshop must remain closed until further notice. This is a requirement of our insurer, so please do not enter the space under any circumstances. The Resin Room and Kilns may still be used. We will provide an update on the reopening of the workshop as soon as possible and apologise for the inconvenience.

3 FOOD AND DRINK

3.1

Kitchenettes – Strictly one person at a time in the kitchen areas. If occupied, please wait at least 2-metres away or return later. Please wash your hands before and after using the kettle and microwave. You are asked to bring your own cups, plates and utensils. If you are using the shared cutlery and crockery, please wash before use and wash afterwards or place in the dishwasher for cleaning overnight.

You should eat in your own workspace rather than in communal areas. Please also stagger your day to avoid peak times in kitchenette areas, as this will also involve less waiting.

3.2

Café – Emmeline at Spike Island is open Wednesday to Sunday 10am – 4pm from week commencing 12 October. You should wear a face covering in the café unless you are seated and eating or drinking. The café is operating table service for eating in, or takeaway options can be purchased from the counter, or the outside window.

3.3

Outside Seating – The seating at the front entrance may still be used as long as social distancing is maintained during use. You are advised to clean the area you are using before and after use, as we are unable to control the use of these tables by members of the public. Spray and disposable towels will be made available from the Reception cleaning station for this purpose.

4 CLEANING AND SANITISATION

Daily cleaning regimes have been ongoing throughout the pandemic. We have increased the frequency of our cleaning across all shared areas:

- Cleaning products have been upgraded to bactericidal products.
- Frequent cleaning of high-touch areas – including door handles and push plates, switches, handrails, lift buttons.
- More frequent toilet and kitchenette cleaning.
- Hand sanitiser available at all entrance points to the building, and other key areas.
- Anti-bac sprays and wipes will be made available in key areas including toilets so you can give anything an additional clean before using.

5 FRESH AIR

All shared spaces will have the windows and doors open as much as is possible, safe and secure, and we encourage all building users to do the same within their workspaces.

6 PERSONAL HEALTH

We are relying on our whole community to wash hands frequently, in particular when you arrive, before and after using any communal areas, and to follow the Government's personal hygiene guidance.

Do not leave home if you or anyone in your household has Covid-19 symptoms. Stay at home and notify the Operations Manager. You must self-isolate according to the Government's advice.

Face Coverings:

According to government guidance (and associated laws), you must wear a face covering in indoor settings including galleries, cafes, and "other indoor places where social distancing may be difficult and where you will come into contact with people you do not normally meet."

Therefore, face coverings must be worn by everyone, including all members of Spike Island's community and our visitors, unless you are seated in the café and eating or drinking.

Face coverings do not have to be worn within your workspaces when you are social distancing, but should be worn at all times when you are travelling around the building, even if only for a short distance.

We respect that some people are exempt from wearing face coverings.

It is important to use face coverings properly and to wash your hands before putting them on and taking them off. Please safely dispose of any face masks or gloves that you may wear whilst you are in the building.

7 VISITOR ACCESS AND DELIVERIES

Our galleries reopen to the public from Saturday 17 October. The gallery opening hours have changed to Wednesday – Sunday 12noon – 4pm. Systems will be in place to ensure social distancing is maintained by gallery visitors, and will be supervised by our Front of House team. No groups larger than 6 people may enter the gallery at any time.

Contractors and essential visitors must be accompanied (following social distancing at the same time) and be fully briefed on the site's procedures.

Visitor details will be taken upon arrival in order to facilitate contact-tracing.

8 TRAVELLING TO AND FROM SPIKE ISLAND

The Government has advised that public transport should be avoided where possible.

Spike Island has plenty of cycle racks at the front of the building. Please maintain a 2-metre distance when using the bike racks.

Showers are closed at this time as they are a high risk environment.

Parking permits can be obtained from reception staff, who will be sanitising the cards in between uses. We will only be taking card payments, and encourage contactless where possible.

9 SPIKE ISLAND STAFF

The majority of our team are currently working from home.

Our staff have been instructed to wash hands frequently, wear appropriate PPE and follow social distancing rules like all building users.

Office occupancy will also be limited in order to maintain social distancing. If you wish to speak to a member of staff please go to reception.

10 TEST AND TRACE

We are taking part in the NHS Test & Trace contact tracing programme and you will see NHS Test & Trace posters at the main entrance. This is a requirement for all galleries, but applies to all building users and visitors to Spike Island, not just gallery visitors.

Whenever you enter the building, please scan the QR code with your device. If you do not, we will still maintain a record of your arrival using the signing-in and access card systems for the purposes of Test & Trace.

Any contact details we collect will only be kept for 21 days and then destroyed.

If there is an outbreak associated with Spike Island, a message will be sent to app users with the necessary public health advice, and we will work with public health authorities to support Test and Trace for any other building users or visitors to Spike Island.

11 FUTURE DEVELOPMENTS

We will work hard to continue improving our Covid-Secure measures as the guidance and advice develops. We will also respond to your feedback in order to improve. The best way to get in touch is via admin@spikeisland.org.uk or by emailing Adam Green, Operations Manager on adam.green@spikeisland.org.uk.

We will issue updates to this document as they are made.



You must wear a face covering in our building (unless you are exempt).



Use the hand sanitiser which is available in all key areas.



Follow the arrows and maintain a safe 2-metre distance.



No groups larger than 6 people may attend at any one time.



Scan the Test and Trace QR code or provide your contact details to our staff.



If you or anyone in your household have any Coronavirus symptoms please stay at home.