

14 September 2020

Updated Tenant Guidance

Please read this document fully.

To stay safe and protect others we must continue to minimise the opportunity for Coronavirus to spread from one person to another, this means **restrictions are still in place across Wasps estate**. We know these restrictions have an impact on our tenants and these measures are under continual review, in line with The Scottish Government advice.

We continue to follow the Scottish Government's 'Coronavirus (COVID-19) guidance for creative studios and shared workplaces', we urge you to read this carefully before you enter any Wasps building. **You can find this in full on the Scottish Government website, by [clicking here](#). Please pay particular attention to the section titled: '[Operational guide for studio users](#)'.**

If you cannot work from home you can continue to work in your Wasps studio should you wish to, provided you are not showing Coronavirus symptoms and neither you nor any of your household are self-isolating.

When you are in a Wasps building you are taking responsibility for your own health and safety while on the premises; you are confirming that you will adhere to all health and safety measures in place for safe working practices in order to protect you and other tenants.

When entering a Wasps building you must only use the main entrance. Tenants are not permitted to use the emergency escape doors unless in an emergency situation. Upon arrival at your studio building please check in using evePASS and the QR code displayed for Track and Trace purposes.

You must also follow the following guidance:

- Do not bring pets or visitors into the studio building.
- Maintain 2m social distancing at all times – arrange staggered times if you share a studio.
- If you are able to wear a face covering, do so in any communal spaces.
- Wash your hands regularly with soap and water for at least 20 seconds, or use a hand sanitizer.
- Clean and disinfect frequently touched objects and surfaces in your studio and kitchen area.
- You may use the communal kitchen area in your studio building for drink preparation only.
- Adhere to any health and safety signage in the buildings.

If you or anyone at home has any symptoms of Coronavirus (a temperature, a new and persistent cough, or a loss of or change in your sense of smell or taste) you must not enter any Wasps building. Self-isolate, book a test immediately via NHS Inform: www.nhsinform.scot or by calling 0800 22 44 88, and alert Wasps by e-mail coronavirushelpdesk@waspsstudios.org.uk

The Wasps team continue to work remotely (Mon – Fri, 9.30am – 5.30pm) at the moment. Should you have any questions or concerns, get in touch with us: coronavirushelpdesk@waspsstudios.org.uk