

November 17<sup>th</sup> 2020

## 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. This applies to buildings in all Tier levels including those in level 4.

**When tenants are in a Wasps building you are taking responsibility for the own health and safety for both you and anyone you bring into the building while on the premises; you are confirming that you and any visitors 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.

You must also follow the following guidance:

- Upon arrival at your studio building please check in using evePASS and the QR code displayed for Track and Trace purposes.
- 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.
- Do not congregate or remain in the kitchen to take your refreshments when using the communal kitchen area (permitted from 26 October)
- Adhere to any health and safety signage in the buildings.

### Workshops and Visitors

**Workshops and visitors are permitted at Wasps buildings in Tiers 3 and below. They are not permitted for buildings in Tier 4 regions.**

**Tenants must have a full risk assessment approved by the Wasps Property Team before commencing workshops, or inviting any more than one visitor into the building.** Please refer to Wasps' [Workshop Guidance](#) for risk assessment forms. Any visitor to the building should be for the purpose of your practice i.e. clients, collaborators, customers.

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Tenants who wish to run workshops should read and follow the Scottish Government's 'Coronavirus (COVID-19): guidance for the community learning and development sector' which can be found [here](#).

Normal health, safety and fire guidance applies to holding workshops and inviting visitors into the buildings. Visitors who enter the building for reasons other than workshops should be managed in line with the COVID-19 guidance in place for your studio building.

Please advise our team immediately if you or anyone else in your studio building becomes infected with the virus so that we can manage the situation quickly and effectively

## **Risk Assessments**

- Risk assessments must be completed in full and approved by the Wasps Property Team before workshops can commence. Please submit these if you haven't already: [property@waspsstudios.org.uk](mailto:property@waspsstudios.org.uk)
- Risk Assessments are required for anyone inviting more than one visitor to their studio
- You can download draft risk assessment forms [here](#).

## **Moving through the buildings**

- Tenants are fully responsible for any visitors they invite into the building
- All visitors and studio users must use the Eve Pass Track and Trace system
- All visitors and studio users must follow all current Tenant Guidance as laid out in this document
- Tenants must escort visitors to your studios or workshop space in a safe and responsible way in line with the guidance in place

## **Pets**

When handling and caring for animals, whether from your own household or someone else's, basic hygiene measures should always be implemented. This includes hand washing before and after being around or handling animals, their food, or supplies.

The Scottish Government's 'Coronavirus (COVID-19): advice for animal owners' can be read in full [here](#).

**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](http://www.nhsinform.scot) or by calling 0800 22 44 88, and alert Wasps by e-mail [coronavirushelpdesk@waspsstudios.org.uk](mailto: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](mailto:coronavirushelpdesk@waspsstudios.org.uk)