

Tenant Guidance: Accessing Your Studio

January 2021

Further to updated Scottish Government guidance and new legislation from 5 January 2021 our buildings are currently closed to the public. Tenants should only visit Wasps studio if they cannot work from home.

In this event **please follow current Scottish Government travel restrictions** when travelling to a Wasps studio. Visit the studios only if you are not exhibiting coronavirus symptoms and neither you nor any of your household are self-isolating.

When entering 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 social distancing guidelines in place for safe working practices in order to protect you and other tenants.

COVID-19 risk assessments have been completed for all the buildings and the requirements have been discussed with building representatives. All mitigating actions have been taken to reduce the risk of transmission between tenants. However all building users must work together to keep everyone safe. Guidance signage is posted throughout the buildings.

When tenants are working in a Wasps studio during this time please adhere to the following guidance:

- **Proceed directly to your studio. Please do not gather in corridors, open spaces and do not use the showers and communal areas.**
- **Please do not invite visitors to the building and your studio at this time.**
- **If you are part of a shared studio, you must arrange staggered arrival and leave times with your studio share to ensure everyone can safely social distance.**
- **Adhere to 2m social distancing rules at all times. Where people cannot maintain 2m distance, measures have been implemented, including the closure of common spaces, to help minimise contact points.**
- **Please follow any one-way routes, identified by signage, in the buildings.**
- **Do not use lifts unless absolutely necessary; and if used one person only at any one time.**
- **Wash your hands more often with soap and water for at least 20 seconds, or use a hand sanitiser. There are hand sanitising stations at main entry and exit points to Wasps buildings.**
- **Avoid touching your eyes, nose and mouth with unwashed hands. Should you need to, cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.**
- **Clean and disinfect frequently-touched objects and surfaces in your studio and home. Wasps continues to thoroughly clean all buildings and has reinforced regular cleaning in all buildings, focusing on high contact objects such as door handles and entry and exit points.**
- **Use the Track and Trace system (<https://evepass.app/>) so we can swiftly manage any positive cases of the virus reported in your building.**

Please contact the Wasps Team if you have any queries – coronavirushelpdesk@waspsstudios.org.uk

Thank you for your ongoing cooperation.

The Wasps Team