

# Edinburgh Printmakers

## Members update on Studio Procedures- September 2020

Dear Members

To enable Edinburgh Printmakers Studio to open again a number of new procedures have been put in place in order to comply with Scottish Government guidelines for the creative sector and in order to keep both staff and members safe and reduce the risk of transmission of Covid-19. As it is a shared studio space, it is essential these guidelines are followed and a level of personal responsibility maintained in order to meet these requirements.

We all have an individual responsibility to assess and manage the risks of Covid-19. During the planning time and throughout the re-opening period risk assessments in the studio will be maintained and revised according to changing government guidelines.

### **Experienced Printmakers Only.**

In the first instance, to minimise contact between staff and members, protect the health of both our staff and members our staff will be working to maintain equipment, consumables and sell materials and will only be advising on essential troubleshooting. To safeguard health measures we ask that only experienced printmakers who are able to operate independently and with minimal assistance use the studio at this stage.

### **Arriving**

Please enter via the side door on Gilmore Place. The Front entrance is closed as the shop and gallery are currently closed.

### **Face Coverings.**

We require staff and members to wear face coverings when entering and leaving the building and in shared corridors and enclosed or busier shared areas.

- In the print studio specifically we require face coverings to be worn:
- At the till and when asking for studio materials
- When approaching staff for advice/materials
- When using the paper tearing area
- When using the photocopier
- When working in the ink-mixing areas in Litho or screenprinting.

We do not require members to wear face coverings when working at a bookable work station such as a printing press etc. We are aware that when working it is necessary to move between different areas of the studio. Please respect other peoples space by wearing a face covering when working in any shared area.

### **Temperature monitoring**

To minimise the likelihood of exposure to staff and members we ask that each person has a quick temperature check with our new digital thermometer gun when they arrive. Staff will be on hand to greet you when you arrive.

**Members are responsible for their own safety.**

We ask members to contribute to ensuring the studio is a safe working environment by being responsible for their own safety, wiping down surfaces/equipment to disinfect before and after use, respecting each others personal space and observing 2m distancing at all times.

Clean hands and surfaces regularly. EP will provide sanitiser and blue roll.

**Toilets**

We ask members to only use the toilets adjacent to the print studio. Please clean door handles and lock after use.

**Bring a packed lunch/ flask/ water bottle**

Unfortunately, there will be no kitchen facilities available, no shared mugs or access to the microwaves. Workshop users can bring a packed lunch to eat in the more spacious Café or outside in the courtyard. Please note: Members are responsible for wiping down their table before and afterwards with the supplied sanitising equipment.

**Please note we can no longer provide any shared gloves/masks or aprons****Aprons and Gloves.**

Please bring your own apron and we advice purchasing a pair of thick Nitrel rubber gloves as they can easily be taken on or off. We have these for sale.

Masks

**Lift Access**

Please contact us by email [studiotech@edinburghprintmakers.co.uk](mailto:studiotech@edinburghprintmakers.co.uk) if you need access to the lift to enter the studio

**Card Transactions only-** Minimum charge £5

We will not be accepting cash transactions.

To minimise transactions members can add credit to their till account so card transactions are not required for each transaction. Please pay for your days materials and session fees well before 4.30pm

**Darkroom**

One person at any time in the darkroom please. Please spray and wipe down clean surface after use.

Please wear gloves at the sink at all times and when handling trays etc

**Bring a tool kit.**

We will not be providing any shared knives, pencils, rubbers, rulers tape etc. We will have these available for sale

Other studio items such as rulers/ straight edges/ ink tins must be wiped down before and after use and placed in the relevant section of the studio.

**Computers- digital printing and acetate printing**

We can not have any shared-computer access for members. If you wish to work on files, you may bring a laptop and email files to staff to print onto Acetate.

Please ensure files are provided ready to print: Scaled, greyscale, flattened. The photocopier prints A4 or A3 acetate

The large format printer uses acetate on a roll either 60cm or 110cm wide so it is easiest and more economical if you lay out several files in the same document to fit the acetate.

**Laser cutting-** we will resume laser cutting once we the main studio is operating.

### **Clearing up and getting out by 5pm**

Please be aware that we require **all** members to have left the building by 5pm promptly. As before we will ring the bell to remind you of time passing at 4.30pm and 4.45 pm.

Staff have additional cleaning and set up to do for the next day and this cannot be started until the building is cleared.

### **Accidents and Emergency**

In all emergency situations and in case of evacuation, the 2 metre distancing DOES NOT apply.

These guidelines have taken reference from Scottish Government guidelines on Coronavirus (Covid-19) guidance for Creative Studios and Shared Workspaces.

### **New Booking Chart**

Our new Booking chart system is now available for booking.

As well as presses we have introduced booking slots for preparation and processing to limit the number of people coming to the studio.

Please only make 1 booking per day, decide which area you are going to work in predominately on that day.

Click the link to create an account and book here:

<https://edinburghprintmakers.simplybook.it/v2/>

### **Contact us**

If you need to contact us, please contact us by email [studiotech@edinburghprintmakers.co.uk](mailto:studiotech@edinburghprintmakers.co.uk)