



Alberta Printmakers

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A/P RENTER REQUIREMENTS September 2020

Alberta Printmakers (A/P) is pleased to reopen our studio facility to **renters**. This will be at a *limited capacity* in order to prevent the spread of COVID-19.

Alberta Printmakers has carefully developed the following safety controls and procedures that adhere to current public health guidelines to minimize the risk of transmission of infection among all facility attendees.

As A/P continues to conduct risk assessments of the facility in response to COVID-19, these responsibilities, procedures, and best practices may be updated. Please check our website regularly for the most up-to-date information.

In addition to the information and procedures outlined below,

***ALL RENTERS must read and understand the FACILITIES ACCESS INFORMATION sheet BEFORE planning your next rental time.**

STUDIO ACCESS INFORMATION OVERVIEW:

- Renter access will be limited to a maximum of 4 artists per day, and will require artists to book studio time in advance (see instructions below). Please note that this capacity corresponds with our average busiest rental days pre-COVID-19.
- For the time being, rental hours will be limited to A/P hours of operation when staff member(s) and/or designated volunteer attendant(s) are present.
This is to enhance risk mitigation, and allow us to continue assessing new A/P procedures for the safety and well-being of our renters and visitors.
Hours of operation have been extended to accommodate these changes in an effort to correspond with a variety of renters' personal schedules.
- All renters must understand and adhere to the points listed in the FACILITIES ACCESS INFORMATION sheet.
To ensure safe access and use of the facility, all renters will complete a brief questionnaire on the day of each scheduled rental visit.

HOURS OF OPERATION AND STUDIO ACCESS:

Wednesday: 10am - 8pm

Thursday: 10am - 5pm

Friday: 10am - 5pm

Saturday: 10am - 5pm

BOOKING PROCEDURES:

All renters will be provided access to a shared google calendar to view current bookings. At this time, A/P cannot guarantee access to the space for drop-ins. To book your next rental visit:

1. Notify a staff member of your desired rental time in advance
 - a. Email either studio@albertaprintmakers.com or director@albertaprintmakers.com with the following information:
 - i. Date requested:
 - ii. Start-time and End-time requested
 - iii. Technique/activity that you will be doing.

Staff will then confirm your booking with you, including the station that you are assigned, which will correspond with your technique/activity, and add your booking to the shared calendar.

2. Determine your printing plans, materials needed, and any preparations you must complete before accessing the studio for your rental time.
3. On your scheduled rental day, A/P staff will send you a quick questionnaire to fill out to ensure that you:
 - Are not exhibiting ANY of the following symptoms;
 - cough, fever, shortness of breath/difficulty breathing, sore throat, chills, painful swallowing, runny nose/nasal congestion, feeling unwell/fatigued.
 - Have not travelled outside of Canada in the last 14 days.
 - Have not been in contact with a confirmed case of COVID-19

Please note that in the event that a staff member begins to exhibit symptoms, or must begin caring for someone who is exhibiting symptoms and must self-isolate on short notice, every effort will be made to have another staff member or designated volunteer attendant present. In the event that a replacement cannot be found, all scheduled renters will be notified immediately, and your rental will be rescheduled at the earliest opportunity.

FACILITY ACCESS REQUIREMENTS AND CONTROLS FOR ALL VISITORS

The following are in effect for ALL staff, volunteers, renters, visitors.

1. Facility Entry:

Facility access is **NOT** permitted for those who:

- Are exhibiting or experiencing ANY of the following signs or symptoms that are not related to a pre-existing illness or health condition:
 - cough, fever, shortness of breath/difficulty breathing, sore throat, chills, painful swallowing, runny nose/nasal congestion, feeling unwell/fatigued.
- Have travelled outside of Canada in the last 14 days.
- Have been in contact with a confirmed case of COVID-19

2. Visitor Capacity

At this time, the maximum number of visitors in all areas of the facility at one time (including staff) is 7.

- To ensure that this maximum number of visitors is not exceeded, the main entrance will remain locked, even during scheduled open hours.
- All renters and visitors are required to book their visits in advance with A/P staff to ensure entry.
- Drop-in entry may be permitted (in accordance with all safety requirements and controls), but is not guaranteed.

3. Physical Distancing

- Whenever possible, all staff, volunteers and renters are required to maintain a 2 meter distance between one another. Four separate work stations have been developed to support this practice among renters.
- We request being mindful of taking turns moving through or using high traffic areas such as the main hallway.
- A/P is also limiting the total number of people who are able to access the studio and gallery facilities at one time (see below).

4. PPE

- As per the City of Calgary Bylaw, wearing a mask is **required within the A/P facility**. Mask exceptions apply to children under 2 years of age, people with underlying medical conditions or disabilities inhibiting the ability to wear a face covering, people who are caregiving for or accompanying a person with a disability where wearing a face covering would hinder the accomodation of the person's disability, or people who are eating or drinking (permitted during brief periods for staff and renters - see point 8: Food/ Drinks).

Masks should be properly fitted, covering your nose, mouth, and chin.

If you do not have your mask with you, A/P has a small supply and can issue one to you when you arrive for a small fee.

5. Hygiene

- When entering the A/P facility, using the hand sanitizer provided at the front door is required.
- Hand sanitizer is also located at each print station, and the gallery entrance, to use regularly.
- Practice frequent hand washing with soap and water throughout the day for at least 20 seconds.
- When accessing the facility, coughs and sneezes are to be covered with your elbow, and it is recommended that you avoid touching your face.

6. Infection Response

- In the event of a staff, member, or patron tests positive within 2 weeks of their last visit to A/P, we ask that:

- **A/P be notified as soon as possible to support enhanced sanitation procedures and to support contact tracing efforts.**
- To further support contact tracing efforts, A/P will be recording facility attendance. This is done automatically for all staff, volunteers and renters, and we ask that all other

IN-STUDIO SAFETY PROCEDURES SPECIFICALLY FOR STUDIO RENTERS:

1. Renter Sign-in

As always, we ask that you sign in and sign out when entering and leaving the studio. The sign in sheet is now located conveniently at the front door.

2. Safety Walkthrough

- All renters, including returning renters, are required to complete an updated WHMIS safety walkthrough with a staff member prior to using the space.

3. Surface Cleaning/Disinfecting during your rental period

- All renters are required to clean and disinfect their designated workstation countertops and high touch surfaces.
High touch equipment areas are identified throughout the A/P facility and surface cleaners and disinfectants are available at each station. We also recommend that this is done before you begin working.
- If using shared tools located in the designated areas, you must wipe these tools with the provided disinfectant before returning them to their designated spot.

4. Common Studio Areas

- Common areas that are shared (ie. spray out sink, paper tearing table) should only be used as needed and negotiated with the other renting artists to be used one at a time.

5. Food/Drinks

- Renters, staff, and volunteers are permitted to take breaks for food/drinks.
- All food/drinks must be brought into the facility in closed containers, which must be removed from the facility at the end of your rental day.
- No communal utensils, cups or dishes will be provided by A/P. All renters, staff and volunteers must bring their own, also to be taken home with them at the end of their visit.
- Renters are permitted to use the refrigerator, microwave, and kettle, but are required to wipe down what they have used afterwards with disinfectant.
- The coffee machine will not be in use

6. Storage:

If you have tools/materials stored at A/P, please note that you will only have access to them during your booked access and not outside of this time.

A/P SUPPLY CHANGES TO BE AWARE OF:

At this time, there are some changes to the studio supplies that are provided by A/P.

<p><u>Now Provided</u></p> <ul style="list-style-type: none">● Nitrile Gloves (disposable)● Sanitizer● Surface Disinfectant● Disposable masks (limited supply ONLY for those who have left theirs at home)● Paper towels for hand-washing at all sinks (studio, bathroom, and kitchen area)	<p><u>No Longer Provided</u></p> <p>These are supplies that renters must now bring for their scheduled studio rental days</p> <ul style="list-style-type: none">● Nitrile Gloves (reusable green gloves)● Aprons● Respirator● Dust Masks● Eye protection (these should not be used by more than one person)● Communal kitchen supplies <p>Please note that safety equipment (i.e., eye protection, respirators, dust masks, etc. must still be used with relevant materials and for techniques for which they are required</p>
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We look forward to seeing you again, and will do our best to accommodate you during this time. Please don't hesitate to contact A/P staff if you have any questions or concerns.

All visitors are advised of the health requirements and safety controls in effect by Alberta Printmakers in accordance with Alberta Public Health guidelines. By entering the facility, you agree to abide by the visitor requirements as outlined and understand that all reasonable precautions are taken by A/P to ensure risk mitigation related to COVID-19. I take full responsibility for my adherence to Alberta Printmakers health requirements and safety controls, and I release Alberta Printmakers, its agents, contractors, and representatives of any and all responsibility in the event of contracting COVID-19.