

Coronavirus (COVID-19): creative studios and shared workspaces guidance

Checklist for studio providers

This checklist is designed to be used in conjunction with the [guidance for creative studios and shared workspaces](#). Please ensure you read this guidance.

Actions to take

Full risk assessment

- Must complete and implement full COVID-19 risk assessment before opening.

Opening and travel

- Consider extending opening hours to reduce peak hour demand, if viable.
- Consider whether all activity can restart at once or whether a staggered approach is needed. Where a staggered approach is needed, prioritisation will be required and risks assessed incrementally.
- Encourage and enable employees to use active travel as much as possible to get to and from the studio.
- Where possible, provide active travel facilities, such as bike-racks (with appropriate hygiene measures), to encourage staff and studio users to walk or cycle to premises, where possible.

Communication

- Must provide clear and accessible communication of the latest guidelines to building representatives and studio users, emphasising the shared responsibility of managing risk.

- Build in time to ensure staff are appropriately trained in the new procedures and safe systems of work.
- Consider amending letters of agreement /contracts to set out expectations of shared responsibilities.
- Signage should be used to communicate key health and safety points, such as hygiene, physical distancing and that there is no unintended impacts on people with disabilities or caring responsibilities. Messages should be clear and easy to understand.

Managing space

- Define the number of people who can reasonably follow 2m physical distancing within a certain area. Take into account total floor-space as well as likely pinch points.
- Consider options to temporarily repurpose space to reduce physical contact and spread desk or activity proximity.
- Review layouts for opportunities to increase the distance between studio users.
- Use floor tape or paint to mark areas to help people keep to a 2m distance.
- Consider use of physical distance marking for other common areas such as shared equipment, toilets, showers, lockers and changing rooms and in any other areas where queues typically form.
- Limit the number of people in certain areas at one time.
- Limit the number of people using workbenches or banks of desks at any one time.
- Lifts to be used only by people with disabilities, for essential purposes, or on a one-person per lift basis where possible.

- Emergency, evacuation and accident response processes need to be considered to ensure effective arrangements are still in place. Everyone onsite should be familiar with new processes.
- If your premises has more than one access point, introduce a one-way flow at entry and exit points if possible.
- Stagger arrival and departure times to reduce crowding into and out of the facilities if this is an issue.
- Reduce congestion, for example by having more entry points into the building.
- Identify high risk areas, where close physical contact is likely and/or obstructions force close physical contact. Take measures to reduce risk, including using drop-off points or transfer zones.
- Where possible, encourage work to take place in outside areas.
- Reduce the number of touch-based security devices such as keypads to enter the premises or controlled areas by seeking alternatives or implement cleaning and diversification arrangements.
- Ensure protocols are in place to deal with illness in the facility, whether related to COVID-19 or not.

Cleaning and hygiene

- Ensure deep cleaning of premises before opening.
- Ensure clear and accessible communication around expectations and responsibilities for cleaning.
- Use signage and any other relevant communication tools to remind studio users to maintain hygiene standards, i.e. hand washing and coughing etiquette.

- Encourage anyone accessing the building to wash their hands by providing hand sanitation facilities for example at entry and exit points and in any common areas.
- Frequent cleaning and disinfecting of objects, surfaces, work areas and equipment between uses, including clear communication to studio users regarding cleaning of shared equipment and making sure there are adequate disposal arrangements.
- Set clear use and cleaning guidance for toilets and other common areas to ensure they are kept clean.
- Clear workspaces and remove waste and belongings from the work areas regularly.
- Provide more waste facilities and more frequent rubbish collection.
- Where changing facilities are required, set clear use and cleaning guidance to ensure they are cleaned between uses, clear of personal items.
- Ensure studio users and staff have access to and are able to regularly wash their hands. Provide hand sanitiser for studio users to use where handwashing is not practical.
- Where there is changeover between different studio users, ensure sufficient cleaning between uses.
- Increase ventilation where possible

Working together

- Reasonable steps should be taken to ensure that people with disabilities are able to use the services offered safely, i.e. handwashing facilities at wheelchair height, verbal direction for those unable to see floor markings or signage etc.
- Stagger break times and make use of outdoor space for breaks where possible.

- Use remote working tools to avoid in-person meetings.
- Use a consistent pairing or grouping system where studio users or employees use equipment or work on shifts together.
- Where technicians are involved in the work, consider how their work can be done maintaining the 2m distance and if this is not possible, consider use of increased hygiene measures and face coverings.
- Encourage establishment of a rota system for shared equipment.
- Where facilities are booked in time-slots, consider staggering these to avoid congestion between slots.