



COVID-19 Studio Hire Guidelines

We Supply:

- Hand sanitiser, disinfectant, paper towel
- Our usual rags, veg oil and newsprint for printing.

Please BYO:

- Everything you'll need to stay fed, watered and toileted: cup, kettle, hot beverage of choice, cutlery, toilet paper, dish cloth, hand towel or tea towel.
- Everything you'll need to clean up before and after your session: rubbish bag, recycling bag, gloves, PPE (and take them home with you at the end).

On arrival

- Sign in with your name and phone number at the desk

Hygiene during your session

COVID-19 spreads through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire the virus by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes. A key way you can protect yourself and others from the risk of exposure to COVID-19 is by practicing good hygiene. Below are measures to ensure good hygiene at the Press.

Good hygiene requires everyone to wash their hands regularly with soap and water for at least 20 seconds and dry them completely, preferably with clean, single-use paper towels.

Everyone must wash and dry their hands regularly, or use hand sanitiser throughout their session, particularly:

- Before and after eating or drinking.
- After coughing or sneezing.
- After going to the toilet.

Cleaning on arrival and departure

Please ensure you clean all surfaces prior to use, and last thing prior to leaving. The following need your scrupulous attention:

- Exterior of key safe and key
- Doors and door handles
- Studio surfaces: e.g. light switches, power switches, table and bench tops, chairs, taps, sinks, split system remote control etc.
- Any studio equipment or tools used: e.g. press wheels, press beds, drying rack and boards, rulers, pens and pencils, buckets, cutting boards, spatulas, rollers, oil dispensers etc.

Please take all rubbish and recycling, and everything else you brought with you for the day, away when you leave.

Castlemaine Press will ensure that only one person books the studio at a time and that a minimum of 72 hours is kept between each booking. Social distancing and mask wearing in line with government recommendations should be adhered to while at Lot19.

Remember:

Please do not hire or attend your session at the Press if you are experiencing any symptoms of illness, however mild. And you must report any symptoms or CV-19 diagnosis if you have used the Press.

Thank you and Happy Printing!