



NOT/NOWHERE TEAM

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WHO TO CONTACT

Please contact Co-director Jennifer Martin on Mondays, or Taylor Le Melle on Wednesdays and Fridays, with questions or comments about this document.

OVERVIEW OF SAFE WORKING PRACTICES

The safety of not/nowhere (n/n) workers, members/subscribers, and visitors is our utmost priority in resuming activities. **Workers and participants must wear a mask at all times inside the studio.**

If you or a member of your household experiences symptoms of COVID-19

- Either do not come to n/n or leave the premises if already onsite.
- Notify a co-director and the person you are liaising with, and stay at home.
- Follow NHS-recommended steps, and do not return until you meet criteria to discontinue home isolation.
- Refunds and credit will be offered to participants.

Travelling to the n/n studio

- Our preference is that you walk or cycle to n/n if you can.
 - There are bike racks available in the studio for use by workers and visitors.
- not/nowhere recognises that it is not possible for its workers and visitors to always avoid public transport. We encourage anyone coming to the n/n studio to wear face masks during their commute and follow TFL guidelines for safety on trains, buses, the underground, and in taxis.
- Where possible we will use virtual communications and telework to minimise contact and travel.

Arriving Onsite for Indoor Activities

- When you arrive to n/n please go to the communal toilet to first wash your hands with soap and water for at least 20 seconds. Hand sanitiser will also be placed on the bookshelf to the right of the studio door.

Onsite Adaptations

- A minimum 2 metre social distancing will be enforced at all times. Clear floor marking, and poster signage is used onsite.



- There are two workspaces in the main lab space and one next to the window. We suggest that people in the lab space work closest to the grey screen so that they are away from the walkway
- Walkway should be used by one person at a time
- Activities are designated as indoors and outdoors (eg, Equipment Hire takes place outdoors)
- Maximum 3 people in the studio at once including workers and visitors/participants.

VISITING ONSITE

We require everyone to do the following when onsite.

Health & Safety Requirements

- We require all persons onsite to:
 - cover their mouth and nose with a tissue or inside of the elbow when coughing or sneezing, immediately throw tissue in the bin, then wash hands.
 - wear face coverings when it is not possible to social distance.
 - stay at least 2 metres away from others when possible.
 - avoid handshakes and close contact.
 - wear disposable gloves when handling camera/media equipment.

Personal Hygiene

- We require everyone to wash hands often with soap and water or use provided hand sanitizer with at least 60% alcohol.
- Hand dryers are accessible in the communal toilet, n/n additionally maintains a stock of disposable paper towels.
- Regularly check your skin for early signs of dermatitis. Look for: dryness, itching, redness which can develop into flaking, scaling, cracks, swelling and blisters.
- Avoid touching your face, eyes, nose or mouth with unclean hands.
- Tissues will be made available throughout the studio.

Cleaning

- not/nowhere workers must perform routine cleaning and disinfecting at the beginning and end of each day, and where appropriate as needed in-between.
 - We recommend setting aside 25 minutes per cleaning.
 - Wear gloves when cleaning, wiping down surfaces including tables, computers and accessories, and any tools with disinfectants.
 - All working areas in the studio and areas of high touch/use (door handles, window latches, etc.) must be cleaned.
 - Common areas and surfaces such as the kitchen area, kettles, and shared condiments must be cleaned regularly—at the end of day or after use if sharing the studio with more than one person.
 - Reusable items, such as reusable boxes must be cleaned regularly.



Handling Items

- We discourage using other persons' phones, desks, tools and equipment.
- Any shared or communal items must be cleaned and disinfected.
- If handling any camera/media equipment, you must wear gloves.
- Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.

Studio Layout and Signage

- There are three 2 metre distanced designated areas for work in the studio, marked on the floor (do not remove any markers).
- We use signs, tape marks, and other visual cues to indicate where to stand where we have been unable to implement physical barriers in the short-term.
- Be aware of pinch points, eg narrow corridors and doorways where social distancing rules cannot be possible.
- The n/n studio does not have air conditioning. We encourage workers to keep studio windows open whenever in the space and adhere to the 'Studio Conduct' policy—locking windows whenever exiting the studio, no matter how brief.

One-to-one Activities

- For any one-to-one activity, including equipment hires and tutorials, workers and **participants must wear a mask during the duration of the encounter (NOTE: face shields are supplementary protection but should not be relied upon solely, they are less effective than masks and social distancing)**.
 - Face shields are labeled and designated to specific regular n/n workers with a selection for visitors. Face shields must be cleaned at the end of each day ([instructions](#)).
 - Please note that a limited number of face shields will be available onsite, please do only take this when engaging in one-to-one activity.
- Equipment hire between September - November 2020 will take place outdoors only.
- All payments are contactless.

Disengaging from unsafe contact

- not/nowhere workers reserve the right to disengage from contact if they feel unsafe.

NOT/NOWHERE WILL PROVIDE

We will provide to those onsite:

- Hand soap and Alcohol-based hand sanitiser 60%+ alcohol
- Disposable face coverings
- Peddle push bins (general and recycling)
- Disinfectants including disposable disinfectant wipes
- Disposable towels and tissues
- Disposable non-latex gloves
- Cleaning products: surface wipes, detergents, etc.