



1. Warning	<ul style="list-style-type: none">• If you or any members of your household are displaying any symptoms of Covid-19 you must not attend any workshops.• Similarly if you are required to self-isolate or quarantine then you must not attend.
2. Attendance	<ul style="list-style-type: none">• A maximum of 15 people are able to participate in Workshops in our Community Garden• A maximum of 10 people are able to participate in Workshops at our Workspace Terrace.• Numbers permitted may often be lower depending on the type of activity being put on. For example garden demonstrations/activities which are not able to be spread out the maximum numbers is more likely to be around 6.• All activities are held outdoors.
3. Travel	<ul style="list-style-type: none">• Where possible participants should walk or cycle to our workshops and avoid travelling to our sites by public transport.
4. Hygiene	<ul style="list-style-type: none">• Attendees must use hand sanitiser stations when entering and leaving our sites.• Please cover your mouth and nose with tissue or your sleeve (not your hands) when you cough/sneeze.• Avoid touching your eyes, nose or mouth if your hands are not clean.
5. Face coverings	<ul style="list-style-type: none">• You should wear a face covering (unless exempt for health or other reasons) in any situations where 2m physical distancing is not possible. For example face coverings should be worn for practical demonstrations when people have to gather closer than 2 metres.
6. Physical distancing	<ul style="list-style-type: none">• Maintain 2m physical distancing at all times.• If for any reason physical distancing isn't possible, wear a face covering.• Take care to avoid potential congestion points at entrances/exits to our sites.



7. Signing In	<ul style="list-style-type: none"> • For structured activities/training workshops all places must be booked in advance. • For informal activities and any drop-in activities (eg Dr Bike, art-pack distribution) sign-up sheets must be completed to track who has attended. • Workshop leaders must keep an attendance record for who actually attended on the day as this may vary from who booked.
8. Toilet	<ul style="list-style-type: none"> • Toilet facilities at our Workspace building are for staff use only. • In emergency situations or where people have an underlying medical condition, our staff have discretion to arrange access. • Face coverings must be worn when in the kitchen and toilet areas of our Workspace building.
9. Equipment & refreshments	<ul style="list-style-type: none"> • Workshops are designed to minimise the need for any shared equipment, tools and supplies. • Members of the public are encouraged to bring their own travel mugs and refreshments and should avoid sharing cutlery and food supplies with other people.
10. First aid and Covid tests.	<p>In the event of someone becoming unwell with Covid symptoms (a high temperature or fever, a new continuous cough or a loss of, or change in sense of smell or taste) – the workshop leader should take the following steps:</p> <ul style="list-style-type: none"> • Isolate the ill person either in a separate area to other participants. • Ask other people to leave, making sure we have their contact details. • Inform person who is ill of procedures for booking Covid-19 test and self isolating – people can go online to www.nhsinform.scot to book a test. If they cannot get online they can call 0800 028 2816. • If necessary get advice from NHS Direct. • Make a written note of incident and speak to Katherine or Tim to discuss any additional measures required
11. NHS contacts	<p>NHS 24: 111 Test and Protect - https://www.nhsinform.scot/ 0800 028 2816</p>