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CREATIVE STEPS

GROUPS AT GALLERY 966

Guidance and Safety Information

Please ensure that you read and agree to the guidance in this booklet before attending your group.
If you have any questions or would like any further information, our contact details are on the back page.

WHAT WILL HAPPEN WHEN YOU ATTEND?

1. The door will be opened just before the group start time. Enter through the usual office door.

2. Amy will meet you at the door to:
- Check that you are wearing your face mask.
- Confirm your details for contact tracing purposes.

3. Follow the signs through the office. You can wash your hands before entering the group room.

4. Vanessa will show you to your space, which will already be set up with the equipment and materials that you need. Toilet facilities are available during the class - please inform Vanessa before leaving your seat, so that we can clear a path for you.

5. Enjoy the class and chat with others. Create something amazing!

6. At the end of the class, you will leave through the group room door. We are unable to provide a waiting space inside for taxis, so please ensure that these are booked in advance.

KEEPING SAFE

- If you have any symptoms of coronavirus, or have been asked to self isolate, do not attend.

- Please maintain a 2 metre distance from all others, both when waiting to enter the building and when attending your group.

- Please ensure that you provide the correct contact details when asked. We also recommend using the Scottish NHS Test and Protect App in order to keep yourself as safe as possible.

- Please ensure that you wear a face mask at all times when in the building.

- Unfortunately, we are unable to provide refreshments at this time. Please do not bring any food or drink items with you.

WHAT WE WILL DO

- Before and after every group, we will clean and disinfect the space and equipment thoroughly. Gallery 966 will also undergo a weekly deep clean.

- We will ensure that the building is well ventilated between classes. During groups, we will run two UV air purifiers.

- We will continually monitor those attending our groups and send home anyone who has arrived unwell, or anyone who does not follow safety guidance.

- We will follow all safety guidance, such as maintaining a social distance and following safety and cleaning guidelines.

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COMMUNITY FUND

Glasgow CITY COUNCIL

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