



Ardyne, 19 Bank Street, Cromarty, The Black Isle, Ross-shire, IV11 8YE

Cromarty Arts Trust - ATTENDING COURSES DURING COVID-19

We will email all participants in advance of each course to ensure everyone knows what procedures are in place, what to bring and timings throughout the day(s).

On Arrival

Check in advance that you are at the right location – we run courses from both the Old Brewery (Burnside Place, IV11 8XQ) and the Stables (Causewayside, IV11 8XS). Please note, the Stables requires you to go up and down two flights of stairs and we regret we have no alternative means of assisting with access so ensure you will be able to cope with this prior to booking!

Try not to arrive late but also not too early as we are no longer able to allow folk to mill about inside for long prior to a course start time.

You will be welcomed by a member of staff, your name ticked off and any rules & regs explained to you and any questions you have will be answered.

You should use the hand sanitiser provided at this stage and your temperature will be taken by digital thermometer.

If your temperature is above 37.7°C and you feel at all unwell, you may not be allowed to continue the course and be politely asked to return home.

You should bring your own mask and be wearing it at this point. If you should forget your mask we can provide you with a re-usable one that you should keep hold of for the duration of the course and deposit in the bag we provide on leaving.

Try and keep 2m apart from other people throughout the course, where possible.

During the Course

Your course tutor will take over from the staff member and explain how things will work.

If you would like to wear a face shield rather than a mask and don't have your own, we can provide you with one. Please do ensure that you leave this and any other PPE provided, in the dedicated box at the end of the course as we can wash and re-use most items.

You will be spread out around the room to ensure social distancing is considered. Occasionally you may need to come into closer contact with the tutor or a fellow participant so please ensure you

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have your mask and face shield on at these moments (e.g. if you are tackling an intricate crafting task and need tutor input).

If the weather is fine, windows may be opened in the venue to allow air to circulate.

Depending on the nature of your course, you will either be equipped with your own set of tools/materials to use for the duration or you will have brought your own, e.g. sewing machine, paint brushes, etc. Where specialist tools need to be shared, antiseptic wipes will be located beside them and you will be asked to ensure these are wiped down between different people using them. If in doubt, ask your tutor.

A max of two people can use the toilets at both venues at any time. Please follow the instructions pinned up in the cubicles to ensure top hygiene is adhered to.

Please do alert the tutor if, at any time during the course, you feel uncomfortable with conditions or a situation – we will endeavour to sort things out.

Refreshments

We offer tea and coffee and biscuits on our courses. It is up to the individual tutor as to when, where and how these are served/available.

We will leave everything required to make your own beverage at the venue – large flasks of coffee and hot water. There will be antiseptic wipes on the table so you can wipe down the flasks and anything else required between users if need be (or assign one person to be ‘mum’!).

Some courses request that you bring a packed lunch. You will be shown where you can eat these – either inside or out, socially distanced but so you can still chat.

For courses where we provide a lunch, these are usually served in the Old Brewery. Pre-Covid, they were always buffet-style but they will now be plated up in the kitchen, depending on what you want, and handed through the hatch. Please note, our catering kitchen is immaculate, the staff are all fully trained in hygiene procedures and will be wearing masks and gloves. Please ensure you inform us in advance of any dietary requirements – we are quite used to providing for gluten-free, vegans, etc. if we have warning!

Before Departure

Please ensure you have all your belongings before leaving the venue.

You will be asked to complete a short, anonymous Evaluation Form – please follow the tutor’s instructions and leave this for collection. It is extremely helpful to receive feedback – both positive and negative – and if you have any suggestions re our Covid strategies, please don’t hesitate to let us know.

If you have used one of our masks, please leave this in the wash bin provided and place any rubbish in the bin.

If you have used one of our face visors, please leave this in the box provided.
Wash your hands with soap or use hand sanitiser before leaving.