

PORT COMMUNITY ARTS CENTRE INC.  
WORKSHOP COVID-19 PLAN AND REGULATIONS.

The Board of PCAC have considered the Government restrictions and how we can re-introduce our workshop schedules. After careful thought the following plan and rules are to be implemented. As a tutor you will be able to resume your classes only under the following conditions. If you feel that either you or your students find these conditions not compatible you are not obliged to run your classes. The only sites which are allowed to be used will be the **Pottery room Maximum 6 and Gallery maximum 13. Prior to starting class, you will be expected to sign this agreement on our procedures.**

For access to the Gallery via Commercial Road. The Gallery access swipe will be placed in the workshops Kitchen to be retrieved to open up for your class and replaced at the end. The instructions will be on the key tag.

1. Your public liability must be current, please supply copy.
2. You agree to implement the PCAC COVID -19 plan, a copy of which will be in the venue.
3. You are responsible in instructing your students in hygiene and safe distancing.
4. The seating and layout of this plan MUST not be changed.
5. All tables, chairs, equipment, light switches and door handles have to be cleaned before and after use.
6. Easels are NOT to be used, if a tabletop easel is required student must provide their own.
7. Shared food and beverages are not allowed. BYO Thermus and sealed drinks allowed. Hot water in Kitchen must NOT be used.
8. One person only at a time in the kitchen.
9. Entrances and Exits as marked only to be used.
10. Hand sanitising on entering and exiting rooms.
11. If there is to be a class changeover: - first class must have cleared the room, tables and chairs cleaned before second class can enter.
12. Advise students to bring all their own equipment.
13. Anyone feeling unwell MUST NOT ATTEND.
14. Fill out two copies of the Attendance Record with the requested information. Sign, and place ONE in marked box in Workshops and retain one for your records.
15. Empty dustbin after every class.
16. Clean up any spillages.
17. If you suspect a student shows any symptoms of COVID-19 contact John Ford 0400593987 and SA Health.
18. Encourage downloading of the COVID safe App.
19. If you breach the COVID -19. Regulations and a fine is imposed you are responsible for the payment of these fines.

Tutor..... Date.....Signature.....

Please return to [mail@portcommunityartscentre.com.au](mailto:mail@portcommunityartscentre.com.au) before starting your class.

### Suspected COVID-19 CASE ACTION

- Keep others away from the confirmed or suspected case. Talk to and assess the person concerned; if they need urgent medical help, call 000 immediately.
- If the person is at our premises when symptoms emerge, assess the situation and risks. Talk to the person about your concerns and next steps and government health advice.
- If well enough, ask the person to go home and seek medical advice and testing for COVID-19, and self-quarantine until a result is returned. Ensure the person has safe transport to get home; if not, you may need to call a taxi.
- Close the premises, ask all patrons and unnecessary personnel to leave and arrange a full environmental and disinfection clean. Open doors to increase airflow.
- Notify SA health via [healthCommunicableDisceases@sa.gov.au](mailto:healthCommunicableDisceases@sa.gov.au) to ensure they can trace any contacts of this person and contain the spread. SA Health may ask for attendance records you have kept to assist in this.
- SA Health will assess whether other staff, patrons or contractors may have been exposed to COVID-19 and direct them to self-quarantine at home. Note this may include tutors; as such, it is recommended to have a contingency plans in place.

**PCAC – Gallery and Workshop Schedule during COVID-19 restrictions**

**Monday**

9:00 am - 12:00 pm  
[Watercolours for Everyone](#) Gallery 13  
 John Ford

12:30 pm - 3:30 pm  
[Watercolours for Everyone](#) Gallery 13  
 John Ford

4:00 pm - 5:30 pm  
[Children's Art](#) Gallery 13  
 Penny Mortimer

6:30 pm - 9:30 pm  
[Engraving](#) Pottery 6 Workshop  
 Garrie Mitton

**Tuesday**

9:30 am - 12:00 pm  
[Traditional Art](#) Gallery 13  
 Kaz Pedersen

1:00 pm - 5:00 pm  
[Ceramics Workshop](#) Pottery 6 Workshop  
 Cassandra Young

1:30 pm - 3:30 pm  
[Drawing \(NEAMI\)](#) Gallery 13  
 Vass Hay

6:30 pm - 9:30 pm  
[Engraving](#) Pottery 6 Workshop  
 Garrie Mitton

**Wednesday**

9:00 am - 1:00 pm Pottery 6 Workshop  
[Ceramics Workshop](#)

Cassandra Young

9:30 am - 12:30 pm  
[Watercolours for Everyone](#) Gallery 13  
 John Ford

1:00 pm - 4:00 pm  
[Print makers collective](#) Gallery 13

4:00 pm - 5:30 pm  
[Children's Art](#) Gallery 13  
 Penny Mortimer

6:30 pm - 10:00 pm  
[Life Drawing](#) Gallery 13  
 Bill Cook

**Thursday**

1:00 pm - 4:00 pm  
[Comet Arts](#) Gallery 13  
 Vass Hay

6:30 pm - 9:30 pm  
[Engraving](#) Pottery 6 Workshop  
 Garrie Mitton

7:00 pm - 9:00 pm  
[Suburban Art](#) Gallery 13  
 Graham Benson-Smith

**Friday**

10:00 am - 1:00 pm  
[Watercolour](#) Gallery 13  
 Alan Ramachandran

**Saturday**

1:00 pm - 4:00 pm Pottery 6  
[Members Pottery Collective](#)  
 Workshop  
 Renae Williams