

PORT COMMUNITY ARTS CENTRE INC.
WORKSHOP COVID-19 PLAN AND REGULATIONS
for all Workshop use and Gallery use.

After careful thought the following plan and rules are to be implemented. Access to the workshops and Gallery are as follows. The only sites that are allowed to be in use will be the **Pottery room Maximum 6, Workshop space 10. And Gallery 69**

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 and visitors 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. Sealed drinks allowed. Hot water available in Kitchen.
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 a copy of the Attendance Record with the requested information.
15. Empty dustbin after every class. If cleaning materials run out contact J. Ford.
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. **QR CODES MUST BE USED.**
19. If you breach the COVID -19. Regulations and a fine is imposed you are responsible for the payment of these fines.

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 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 plan in place.

Board of Management PCAC 1/5/2021

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
[Ceramics Workshop](#) Pottery 6 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