



Studio Access Rules

General

- These Studio Access Rules have been established to permit the safe and responsible use of the EPS Studio Facilities during Lockdown Phase 3 and they may be amended from time to time without notice depending on the local or national Lockdown status.
- It is an absolute requirement that studio users sign up to and comply with these rules together with the Liability Release Waiver (Attachment 1) for their own protection and for the protection of others. These rules have been based upon Risk Assessments (Attachments 2 and 3) that cover:
 - Responsibilities for hygiene and cleanliness during building use
 - Areas that are off limits (see below)
 - Responsibility towards others e.g. bringing Models into the Studio
 - EPS responsibility and liabilities.
- All people entering the building must provide their details so that, if EPS needs to, EPS can provide information to the "Test & Protect" authorities. Names, addresses, emails and telephone numbers of all persons entering the building and studio will be stored securely and destroyed after 6 weeks in order to protect data.
- Any Member using the premises for whatever reason has to accept that their details may be passed to the Authorities as required.
- The Studio Access Rules, Risk Assessments and Liability Release Waiver will be available as PDF's on the EPS web-site (<http://www.edinburghphotographicsociety.co.uk/wp/>).

Facilities

- Hygiene measures will be implemented:
 - EPS will provide 4 hand sanitising/cleaning stations – entrance hall, basement, main studio and sub-basement/downstairs studio.
 - EPS will provide disposable (non latex) gloves and facemasks – people should nevertheless bring their own.
 - Notices about these rules will be sent to all EPS Members and displayed prominently in the building. Indicators will also be displayed to show 2 metres distance on the floor and 'no entry' for those areas out of bounds.
 - A check list of cleaning actions for the toilets, studios and entrance hall will be created. In order to minimise cleaning, everything that can be removed from the studio will be e.g. all soft furnishings, props, the radio and the radio transmitters/triggers. Nothing will be in the changing room apart from the fixed mirror and a hard chair.
 - All bins will be removed. Visitors will be expected take all garbage home with them.
- Signs and markings will be put up in the building to advise Members of the rules and to indicate 2 metre gaps at all potential entrances, "pinch points" and busy areas.
- Toilets – Two toilets will be open. The ground floor ladies will be used by the 1st floor studio users. The basement ladies toilet will be used by the sub-basement studio users. Both toilets will only have paper towels available. The main gents toilet will be closed. Signs will be put up requesting the seat is kept down when flushing to avoid any spray into the room or building.
- Kitchen – will be closed. Visitors may bring their own flasks and snacks.
- Library and other rooms within the building – will be closed.

Notification of Infection

- If someone advises EPS they have tested positive for COVID-19 and have been in the building within the previous 72 hours EPS will immediately notify Members that the building is closed for a minimum of 72 hours. EPS will also use the visitors information to identify everyone who was in the building with the infected person and anyone who entered the building in the following 72 hours. EPS will inform the authorities to enable Test & Protect to contact all visitors



Studio Bookings

- Initially only 2 people will be allowed to participate in each studio session (i.e. 1 Model and 1 EPS photographer). As government rules are changed, and EPS studio users get used to the cleaning regime, consideration will be given to increasing the number of people permitted in the studio. This could include additional photographers, make-up artists, chaperones, hairstylists or Models. If different types of participants attend they will be required to follow the guidance given to them to perform their tasks, use the relevant PPE and ensure all parties involved are happy with the situation.
- The online booking system wording will be changed to include a sentence about studio bookings being cancelled at short notice and that EPS studio user shall take this into consideration before hiring Models. The note will also remind EPS studio users of the rules and to bring their own supply of hand sanitiser and wipes.
- No studio session may commence within 72 hours of the previous studio session ending. This gap may be adjusted from time to time depending on the local or national lockdown status. Both the main studio and the sub-basement studio will be bookable. They cannot be used on the same 24 hour window and users will use separate toilets. **Failure to adhere to these requirements will result in expulsion from the Society and its facilities. Models operating under Purpleport patronage will be reported if these requirements are violated.**
- EPS studio users who may be in an at risk group as defined by the Scottish govt guidelines need to assess whether the provisions are sufficient to mitigate their risks based on their own circumstances, or whether they should cease attendance for the time being.
- New studio Members – will not be accepted at this time. Only current studio Members will be able to use the studio.

Prior to the studio session

- The EPS studio user must send a copy of the Studio Access Rules, both Risk Assessments and the Liability Release Waiver to the Model for review and signature. The Model can sign the Waiver in advance and must provide it to the EPS studio user before the photoshoot commences.
- Model and Photographer must commit to advising each other of any symptoms arising before, during or after Photoshoot.
- Both the EPS studio user and the Model must complete a Liability Release Waiver:
 - The form includes the date / time of the session and some information to enable EPS to contact them if there is a problem. A signature will confirm their acceptance of rules and that they are happy with the conditions.
 - Once completed, the EPS studio user will photograph/scan both signed forms and e-mail them to djgr33r@gmail.com prior to the photoshoot commencing and the paper form thrown away.
 - From the Society's point of view it's up to the studio Member to make sure they have taken all the precautions for themselves and their Models and have followed all rules as laid out here and in other relevant EPS documents.
- EPS studio users must contact the previous EPS studio user to confirm when the Studio was last cleaned and to make sure that regularly used surfaces were cleaned before, during and after usage e.g. tables, sinks, door and toilet handles.



On the day – Entering the building

- Prior to entering the EPS premises, Members and Models must make sure that;
 - they are not currently under quarantine for COVID-19
 - they or their Models have not returned from an overseas country that is currently on the UK Foreign Office, or Scottish Government, quarantine list within the previous 14 days
 - they have not been diagnosed as having COVID-19 within the previous 14 days
 - they are not displaying any of the symptoms of the COVID-19 virus
 - they are not living with or in close contact with someone who is currently quarantined or who has tested positive for the virus.
- Models and photographers must wear face masks upon entering and leaving the premises.
- Studio users are asked not to arrive early and to leave promptly, therefore minimising the time in the building. The EPS studio user will need to arrive early enough to clean the studio and equipment before use and stay long enough to complete the cleaning after the photo shoot.

On the day – using the studio

- The EPS studio user must clean the studio both **before** and **after** their session (therefore he/she needs to arrive early). Cleaning it before is to protect the Member and their Model from any virus left by the previous occupant and after is to protect the next person in turn. Doing both will ensure any risk is minimised.
- Prior to starting the photo shoot the EPS studio user must confirm that both the photographer and the Model have completed a Liability Release Waiver and sent them to DJGR33R@GMAIL.COM.
- Photographers are asked not to share equipment.
- Based on the amount of time in the studio face coverings for the photographers are mandatory.
- Photographers and Models are asked to
 - use sanitiser, or wash hands with soap and water, on entering and exiting the Studio.
 - wash and/or sanitise their hands regularly.
 - avoid touching mouth, eyes, and nose. Tissues (if used) must be put into the rubbish bag for disposal later that day and then hands washed or sanitised.
 - sanitise their hands before and after they roll down and position any studio paper.
- EPS studio users can bring their own props and material, but they must take them away at the end of the shoot or they will be disposed of.
- Members will trigger the lights using their own kit.
- The window should be opened (even if just a little) whenever possible for better ventilation. The doors to the studio's can also be opened along with windows/doors close by the studio.
- Models must do their own makeup (with their own items or disposable items) and take all items home with them.
- Models must wear their own clothes or have left 72 hours between receiving and wearing the garments to avoid contamination. All Models are required to ensure that no item of personal clothing or costumes used in the photo shoot are touched by the Photographer and that all such items belonging to the Model are removed from the Studio at the end of the Photo shoot.



On the day - Cleaning

- The EPS studio user must clean the studio both **before** and **after** their session. Cleaning it before is to protect the Member and their Model from any virus left by the previous occupant and after is to protect the next person in turn. Doing both will ensure any risk is minimised.
- A large container of anti-viral wipes and hand sanitiser will be left outside the studio.
- The photographer will be asked to clean anything that has been touched, or will be touched, during their session. The following points should be noted:-
 - Instructions will be provided to give guidance on cleaning the studio and other areas. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently. The EPS studio user and Model must clean everything they touched regardless of it being in these instructions or not.
 - Particular focus must be made on ensuring the following items are cleaned :-
 - Studio lamps and attachments - Care must be taken to not use isopropyl alcohol on LCD screens, but can be used on plastics as long as you use common sense and don't overdo it. When cleaning with isopropyl alcohol, it should be sprayed onto the cloth rather than directly onto any electronic studio equipment. A gentle touch and no direct spraying onto the lights is critical.
 - General items - pulley system, window latches, switches and door handles, plus all surfaces in the changing room.
 - Access points – wipe the banisters and door handles on the way out.
 - Toilets - Clean all items and surfaces (if it's been used).
- Photographers and Models are advised to wash outer clothes after cleaning duties.

Afterwards

- Studio Users are asked to check-in with each other 14 days after the photo shoot to confirm that they are healthy.
- Regular discussions will take place with Members, Trustees, Studio Users and Models to see if arrangements are working. It is important people know they can raise concerns.