

# Extra 2020 Checklist - 'In Person' Jewellery Tuition

Bookings for individual private tuition are being taken as normal from 1 August 2020 - for one to one tuition, or for two students if they are from one household.

This will be reviewed if there are changes in the local or national recommendations.

## Changes and Cancellations

I normally operate a no cancellations policy, as once a session is booked, I spend time planning the session, buy materials and turn down other work for that day.

In view of the global pandemic however - if you are unable to travel due to lockdowns, you are in isolation, or are feeling unwell in any way - I will offer an alternative date for your planned session, on up to 2 occasions.

If needed, I will provide a full refund.

**As usual, I will be doing everything I can to ensure that both you and I are safe in the workshop, but of course especially that any of the current risks of virus transmission are minimized during your session.**

**Teaching will be a little different from usual, to allow for this.**

**Please help me to continue to be able to teach by reading and taking note of these points, and letting me know in advance of any particular concerns you have.**

- If you are affected by a lockdown; you, or a family member are in isolation; or are feeling unwell in any way; please let me know as soon as possible.
- Please do not try and attend if you, or a household member, are not well. Let me know, even at the last minute, and we can arrange an alternative.
- Similarly, if I am affected by any of these issues, I will contact you as early as possible so that we can re-arrange - please ensure I have your e-mail and phone details with any booking.

## Workshop Hygiene

- Just before your arrival, I will be giving an extra clean to all handles, rails, switches and other readily touched areas that you will have access to, including in the kitchen and toilet areas.
- In the workshop - table surfaces will also have an extra clean.
- Hand tools ready for you in your individual work area, and the switches and handles of any larger / communal tools (for example polisher, pickle, pendant motor) will all be sanitized before you arrive.
- You are welcome to bring your own tools if you have them and prefer.

## Travel

- Please travel safely and do check your travel plans before you leave to make sure there are no extra / unusual changes.

- Please get in touch if you'd like help with directions.
- Start and end times can be adjusted to suit your travel needs.

## On Arrival

- Please use hand gel, or wash your hands thoroughly before we start.
- Please leave any coats, or additional bags in the hallway, and bring only what you need for the session downstairs to the workshop.

## During the Workshop

- There is enough space that we can keep social distancing for most of the day.
- When we need to work more closely together, for example so that I can assist and advise you, or when you are watching me demonstrate, and any time we are not at our benches, please wear a mask and/or visor (I will be doing the same).
- Where possible (weather permitting) window and doors in the workshop will be open to the outside for extra ventilation.
- **Please bring a reusable mask you are comfortable wearing, to save on single use products.**
- I will have sanitizing solution and wipes available throughout the day for use whenever needed. I will also have visors and single use masks available.
- Gloves, aprons and other jewellery specific PPE will of course also always be available when relevant for different tasks, and reusable items like safety glasses will be sanitized between uses.
- Student aprons are always washed between sessions, but you are welcome to bring your own if you prefer.

## Breaks and Refreshments

- Recyclable single use cups and stirrers will be available.
- The kettle and any containers (squash bottles etc) will be sanitized.
- Tea, coffee and biscuits are all provided in individual serving wraps.
- Feel free to bring your own refreshments and drinks if you prefer.
- For full day sessions - lunch is not included, but many of the local cafes have reopened for takeaway, or you can bring a packed lunch.
- You are welcome to eat here indoors or outdoors (weather permitting).

## After the Workshop

If in the unfortunate case that you become ill within 14 days after your session with me - please do let me know. I will do the same.

## Any Questions?

If you have any questions, have any suggestions, or would like further information on anything - please do let me know at any time.

I am always available by e-mail at [penny@pennyakester.co.uk](mailto:penny@pennyakester.co.uk) and you will have my phone number and address with any booking confirmation.