



L'imprimerie
centre d'artistes

Health standards guide of L'imprimerie - COVID-19

The purpose of this guide is to inform members, staff, users and visitors of the preventive measures to be taken when they are present at L'imprimerie. The information contained in this guide is taken from the recommendations produced by the Institut national de santé publique du Québec (INSPQ) and specifies the expectations of the CNESST in relation to them. The measures implemented ensure that the centre's operations resume under the safest and healthiest conditions possible in the context of COVID-19, in accordance with the organization's legal obligations.

Prevention measures to be respected by

members, visitors and workshop participants

1. People with symptoms associated with COVID-19 are not admitted. A verbal COVID-19 health assessment questionnaire will be submitted to members and visitors at the entrance.

2. Physical distancing

- Workshop space is limited to respect physical distancing;
- Visits, printing appointments and workshop rentals are by reservation only and must be taken by email at art@limprimerie.art or by telephone 514.360.1244 ;
- Whenever possible, a minimum of 2 meters between people must be maintained at all times;
- Physical contact must be avoided;
- People must respect the wall and floor signage in the workshop to avoid unnecessary encounters with others;

3. Protective gear

- Wearing the mask is mandatory for anyone on the move in the workshops;
- Wearing the mask is mandatory for any person less than 2 meters away from another person and in the absence of physical barriers;
- The use of a visor provided by the centre is mandatory for workshop participants where physical distancing of 2 meters is difficult to maintain and where travel is frequent;

4. Hand hygiene

Washing hands often with lukewarm water and soap or with a hydroalcoholic solution with an alcohol concentration of at least 60% for at least 20 seconds, especially:

- before or after touching the face (eye, nose, mouth) ;
- after coughing, sneezing or blowing your nose ;
- before and after eating;
- after handling something frequently touched ;
- before wearing and when removing protective gear.
- Do not touch work objects, equipment or surfaces unnecessarily.

5. Respiratory label

Following the respiratory label consists of :

- cover mouth and nose when coughing or sneezing, and use tissues or folded elbow ;
- use single-use tissues;
- immediately dispose of used tissues in the trash ;
- wash your hands frequently;
- do not touch your mouth, nose or eyes with your hands, whether gloved or not.

6. Maintaining hygiene measures with frequently touched tools, equipment and surfaces

- A quarantine bin will be made available to workshop participants and open-access members for common visors and tools between employee cleanups.
- Members and workshop participants should avoid sharing objects; it is strongly recommended to bring your own basic toolkit and utensils for eating.

Preventive measures put in place for the staff of L'imprimerie (employees and teachers)

1. People with symptoms associated with COVID-19 are not admitted.

- Any staff member who receives a positive result of the illness must inform the centre administration.
- When a person presents symptoms similar to COVID-19, as indicated on the government website, they must wear a procedure mask and be isolated in a room immediately. Since they must be removed from the workplace, a call to 1.877.644.4545 will allow them to obtain the instructions to follow;

- Once the person with symptoms has left, access to the isolation room is prohibited pending cleaning and disinfection of surfaces and objects affected by the person.

2. Physical distancing

- L'imprimerie promotes telework, where possible for the administrative staff;
- Workspaces for staff and users are redeveloped to encourage physical distancing;

3. Protective gear

A procedure mask and eye protection (protective glasses or visor covering the face up to the chin) are provided by L'imprimerie and worn by any member of the staff or teacher who carries out a task requiring being less than 2 meters from another person and in the absence of physical barriers.

6. Maintaining hygiene measures with frequently touched tools, equipment and surfaces

- Sanitary facilities are cleaned by a designated employee several times a day; complete disinfection is done once a day;
- The eating area (furniture, surfaces) is cleaned by a designated employee after each use and disinfected daily ;
- Everyone must bring their own utensils for meals;
- Work surfaces (tables and counters), share tools and equipment (presses, computers, printers, etc) are cleaned by a designated employee at least once a day and after each use by a member ;
- Outside of the centre's open hours, the tools and visors used are deposited in a designated bin while waiting to be cleaned by a designated employee;
- Other frequently touched surfaces (phones, door handles) are cleaned several times a day;
- L'imprimerie shall ensure that the appropriate cleaning and disinfection products are used ;
- All non-essential items are to be removed from common areas.