



L'imprimerie
centre d'artistes

Health standards guide - 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.

Beginning January 9 and until the end of the confinement prescribed by the provincial government, L'imprimerie is putting in place enhanced health measures to ensure the safety of its staff and members and to actively participate in the fight against COVID-19.

- Access to the studios is limited to regular business hours only;
- The number of spaces available in each studio is reduced;
- Wearing a mask is mandatory for members at all times;
- L'imprimerie will not accept new members until further notice; only regular members or members renewing their membership will have access to the center's services;
- L'imprimerie will not welcome visitors until further notice;
- Technical support and personalized training services, requiring prolonged contact between individuals, are not available until further notice;
- Classes scheduled during the confinement period are postponed to a later date, with the exception of activities that may take place by videoconference. Consult the updated schedule on the website.
- The digital printing service is modified as follows:
 - Remote orders, when possible, are encouraged;
 - On-site appointments with the technical and artistic advisor are limited to 30 minutes;
 - Wearing a mask and eye protection are mandatory for the member and the employee during the appointment.

Prevention measures to be respected by members

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 and the schedule are limited to respect physical distancing;
- 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 all members in the studios **at all times**;
- The use of an eye protection provided by the centre is mandatory during all digital printing appointments.

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 is available for visors and tools between employee cleanups.
- Members 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

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

- Telework is mandatory where possible for the administrative staff;
- Workspaces for staff and users are redeveloped to encourage physical distancing;

3. Protective gear

- A procedure mask provided by L'imprimerie must be worn at all times in the absence of physical barriers.
- 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 who carries out a task requiring being less than 2 meters from another person in the absence of physical barriers.

4. 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.