Edge Room NOP: Digital Studio

COVID Procedures

* **DO NOT exceed room capacity**. You should check this when you book the space
* DO NOT attend any sessions in this room if **you or** **anyone in your household has any symptoms** (high temperature, new continuous dry cough, loss or change to sense of taste or smell), in which case you should self-isolate according to government guidelines
* DO NOT obscure any source of ventilation and leave vents open where possible
* After your activity has finished, please **leave all windows and vents open**. This is to ensure maximum ventilation between room use.
* You must clean any equipment, furniture or instruments in the room **before and after use** with cleaning products provided.
* You are encouraged to **wear face coverings** in our public, indoor spaces and when moving between indoor spaces.
* You are encouraged to take regular lateral flow tests

Room Access

All society members can access rooms booked for the society on their library card. **You will only be able to access the space during the exact times of your booking** (so it won’t work if you’re early).

If you are struggling to access a booked space, try the following steps:

* Check you're not early (even by a couple of minutes)
* Check everyone has bought membership to the society (this includes committee)
* Tapping your library card twice (this can sometimes refresh the system)
* Having different people try their library cards

For issues with access during office opening hours, please call into the Edge office on level 2. Outside of office opening times, contact Security on 01225 385349.  Report any issues with access to SU Arts

Room Rules and Care

* Leave the room in a tidy state and clear up any rubbish
* **Fire doors SHOULD NOT be propped open at any time**

**In case of emergency, call Security on** 01225 383999

**For general assistance while using this room, please contact** **su-arts@bath.ac.uk****.**

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| **FIRE ALARM** | Leave via the nearest fire exit as indicatedAlarm Test: Thu 9am –10amAssembly point: The Bus Turning Circle opposite the front entrance of The Edge. (Fire Point 1) |
| **FIRST AID** | First Aid boxes are located in The Edge office on Level 2.If there is a medical emergency, please contactSecurity on 01225 383999 |
| **INVACUATION**(eg due to a chemical leak on campus) | The invacuation warning is an external siren which sounds for 30 second bursts at a time which indicates you should stay in the building. A member of staff will come to the room to check the vents are closed and keep all room users updated. |