**Coronovirus Plan**

**15th May Communication from ACE to all NPO’s**

*‘Here are our first steps to help people working as artists, freelancers and in publicly funded cultural organisations:*

*We will refocus some grant programmes to help compensate individual artists and freelancers for lost earnings. This will require further planning. It may take about 10 days before we can announce the details.*

*National Portfolio Organisations (NPOs) and Creative People and Places (CPPs) projects will continue to receive funding but funding conditions will not apply for at least three months with immediate effect. We can also advance grant payments to assist with cashflow.*

*For NPOs and CPPs, the priority is staying in business. In exchange for our support we ask you to honour contracts agreed with freelancers and artists and to think about what help you can offer your communities.’*

**With this in mind, we suggest the following Art House Coronavirus Policy:**

The objectives of this policy are:

1. To keep our staff, studio holders, freelance tutors, freelance artists and the general public safe healthy, informed and supported.
2. To keep The Art House in business and to limit financial damage to the organisation, through
3. To support our community (The Art House, Wakefield, Artists we work with, The Arts and Cultural Sector) to get through this difficult period
4. **In order to keep our staff, studio holders, freelance tutors, freelance artists and the general public safe healthy, informed and supported.**
	1. We will work to limit infection and the spread of Coronovirus by
		1. Keeping people in the building informed as to how to keep infections down
		2. Increasing the cleaning and sanitization of the building
		3. Either limiting access to or closing the building completely if we feel it is in the best interest of our staff, studio holders, stakeholders, the public, or the viability of the organisation itself
		4. Encouraging or mandating staff to work remotely
	2. In the case of building closure, all effort will be made to:
		1. provide staff and studio holders with enough advanced notice to allow for a window of time to collect any necessary belongings
		2. limit any financial hardship for studio holders due to lack of access to their studios, possibly through the suspension of or payment plans for rent
		3. continue to receive post on behalf of studio holders and the organisation
		4. ensure the safety and limit the vulnerability of the building to damage, theft or looting
	3. We will develop a communications plan to provide regular communication and status updates to staff, studio holders, freelancers, stakeholders and Trustees regarding
		1. access to the building
		2. reports of any possible cases of Coronavirus amongst staff or studio holders
		3. cancellation and/or change of artistic and public programming
		4. ways we can support each other and offer help to our community
		5. financial resources and support being made available to help artists, freelancers and others in the creative industries to weather this period
		6. other related topics
	4. We will work particularly hard to protect and support our staff by
		1. Guaranteeing their current employment terms for at least the next six months
		2. Enabling remote working, including the provision of necessary hardware, software, access devices and covering any pre-approved out of pocket expenses for increased and remote communication
		3. Providing pastoral support and signposting to other forms of support
5. **We will work to keep The Art House in business and to limit any financial damage to the organisation, through**
	1. Reviewing the insurance policy
	2. Undertaking risk assessments on the Virus’ impact across all areas of the business and reporting these to Trustees, along with suggested mitigations and contingency plans
	3. Re-budgeting in light of the resulting recommendations from the risk assessment
	4. Reviewing and adjusting the annual programme of artistic and engagement activity, in line with ACE recommendations, and prioritising the critical tasks that are key for sustainability
	5. Communicating regularly with ACE, funders, partners and other stakeholders
	6. Conducting weekly SMT meetings and weekly Staff meetings
	7. Enabling remote working for staff and trustees
	8. Developing a communications plan for the public to keep profile high and communications clear
	9. Conducting weekly briefings between the CEO and Chair
	10. Creating a building management plan to ensure the building is kept safe and secure
	11. The Chair working with Trustees to define an effective system and procedure for rapid Board communication and decision making.
	12. To regularly review the risk register and adapt business management and strategy as necessary
6. **In order support our community (The Art House, Wakefield, Artists we work with, The Arts and Cultural Sector) to get through this difficult period, we will:**
	1. Stay in touch with the Local Authority, especially public health, and make available the Art House and its resources in safe ways that can assist them in managing the crisis and providing help for others
	2. Find creative and safe ways to provide assistance to others in the community, especially those most vulnerable through age, disability, refugee status or economic circumstances
	3. To disseminate helpful information through our networks
	4. To stay calm and model rational, supportive and compassionate behaviour in all of our communications and interactions

**This plan will be reviewed weekly by the SMT, in line with the Risk Register, and updated accordingly**