

**Textile Arts Guild of Richmond
(TAGOR)**

7700 Minoru Gate

Richmond, BC V6Y 1R9

tagor1975@outlook.com

www.tagor.ca



July 26, 2020

Hello members...

Hope you are enjoying your summer and continue to be well, active, creative and re-connecting with your friends as we enter phase 3 of the province's reopening plan.

On that note... I am happy to report the Richmond Art Centre is reopening four of their studios this week. The first day we can use the Fabric Arts Studio is this Thursday, July 30 at 9am – Noon.

In order for you to use the room, you will need to read, understand and comply with the City's COVID-19 Safety Plan guidelines and TAGOR's COVID 19 Safety Plan Rules and Procedures, as outlined in the attached documents. We also require you to read, complete and return the attached TAGOR Health Declaration and Waiver. If you are unable to print the required documents, copies will be available for you to complete, sign and return prior to accessing the Studio.

The City guidelines only allow for seven (7) people to be in the Studio at each booking. In order for TAGOR to establish a registry of attendees, we need to know what your intentions are about using the room during this time period. Once the number of members wanting to return is determined, a registry will be set up and a lottery will be used to select each week's 7 members until everyone has had the opportunity to attend.

The following is our room booked schedule - every Thursday - July 27 – September 30, 2020

| Date | AM | PM | All Day |
|----------|--------|-------|---------|
| Thursday | 9 – 12 | 1 - 3 | 9 - 3 |
| July 30 | X | | |
| Aug 6 | X | | |
| Aug 13 | X | | |
| Aug 20 | X | | |
| Aug 27 | | | **X |
| Sept 3 | X | | |
| Sept 10 | X | | |
| Sept 17 | | | **X |
| Sept 24 | X | | |

**FYI... these are the two (2) all day bookings – August 27 and September 17.

In order for members to access the room, these are the City's guidelines

- must arrive between 8:45 and 9:00 a.m. at the rear door, located at the NE corner of the building, beside the north staff parking lot, opposite Park Towers. Door faces west.
- A staff person will meet and take us upstairs to our room by the freight elevator
 - Latecomers and drop-ins will NOT be admitted.
 - We can leave at any time but re-admittance will NOT be allowed.
 - We will be able to access the washroom but no other parts of the centre.
- Completed Health Declarations and Waivers will be collected.

As more details arise and finalized, they will be forwarded to you and added to our website (see Events/Calendar).

Should you have any questions or concerns, please contact me.

Thank you for your cooperation with the reopening and accessing plans. Looking forward to reconnecting with everyone soon!

Be Safe, Be Creative, Be Connected!

Regards,

Freda

Freda Hopper
TAGOR, President
tagor1975@outlook.com

Please read TAGOR's and the City of Richmond's expectations before signing up to use the Studio.

If you sign up it will be assumed you accept and will adhere to these guidelines. To allow for fair and equitable access by all, a signup sheet will be created and a lottery will be instituted to select the seven (7) eligible members. These members will not be eligible again until others have had the opportunity to use the room. Due to the City's requirements, latecomers and drops-ins will not be admitted during each session.

The City will clean the studio prior to our use. They will provide a checklist to identify high touch areas and **we are responsible** to wipe down these areas using the authorized cleaning materials supplied by the City, as well as any of the areas we had used.

A table will be set up as a 'cutting' table for batting and backing for those that are interested in these supplies.

- If there is a group of members wanting batting and backing ONLY, one person from this group should be designated as the cutter to minimize multiple people handling the needed material/supplies. This person should wear clean gloves while handling the supplies.

In addition to the City's requirements, the attached are our own rules and procedures, which you must practice while on site in the studio:

TAGOR COVID-19 Safety rules and procedures

- You must be a member in good standing to use the Studio and/or the supplies
- If you or anyone in your family are feeling sick or have any symptoms, you must stay home
- You must sign up to attend as only seven (7) people are allowed in the studio at any given time. You must come within the 15 minutes window. No latecomers or drop ins will be admitted.
- Wearing a mask while onsite is encouraged
- Use hand sanitizer and 'clean' gloves prior to handling the communal batting, materials and supplies
- Only one person in the storage cupboard at a time – *while on site - members should take turns taking everything they need out of the cupboard and NOTHING returned until this is done. After all needed supplies are removed then things can be returned to the cupboard*
- Before leaving, allow for at least 30 minutes for clean and wipe down all high touch areas as required by the City, as well, all equipment, supplies, etc. that have been used
- Personal items such as coats, purses or bags should not be placed on the tables but put aside on a separate chair
- Follow the City of Richmond's regulations (attached)



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NOTE: This form is to be completed and returned each time you use the Studio.

TAGOR – Health Declaration for accessing the Fabric Arts Studio

This form must be completed prior to or at your first visit **and each subsequent visit to** the Fabric Arts Studio, after July 1, 2020. Failure to do so will result in denied access to the Fabric Arts Studio,

HEALTH DECLARATION:

Neither I nor anyone in my household has experienced any cold or flu-like symptoms in the last 14 days (including fever, cough, sore throat, respiratory illness, difficulty breathing). If I or anyone in my household experience any cold or flu-like symptoms after submitting this form, I will immediately REPORT the symptoms to our Guild President and NOT RETURN to the Fabric Arts Studio for a minimum period of 14 days after the symptoms have gone away.

Neither I nor anyone in my household have travelled to or had a lay-over in any country outside of Canada in the past 14 days. If I or anyone in my household travel to any country outside of Canada after submitting this form, I will then not visit the Fabric Arts Studio for a minimum of 14 days after the date of return to Canada.

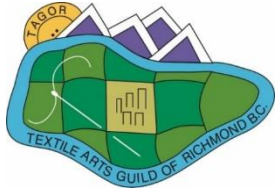
I, the undersigned, have read and understand and agree to abide by TAGOR's COVID-19 Safety rules and procedures, the COVID-19 Safety Plan and COVID-19 policies and procedures as outlined by the City of Richmond found at <https://www.richmond.ca/safety/COVID-19/covid-safety.htm> - then click on Richmond Arts Centre Safety Plan for details when you open the link.

Print name clearly: _____ Date: _____

Signature: _____

Phone numbers: R: _____ Cell: _____

Email: _____



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TAGOR – Waiver for accessing the Fabric Arts Studio

I acknowledge and agree that in consideration of being permitted access to the Fabric Arts studio and use of all textile arts related equipment and supplies provided by the Textile Arts Guild of Richmond (TAGOR)

I do hereby release TAGOR and its directors, officers and sponsors from all liability and **do hereby waive** as against **TAGOR** and its directors, officers and sponsors all recourses, proceedings, claims, and causes of action of any kind whatsoever, including the right to sue, in respect of any and all personal injuries or property losses which I may suffer arising out of or connected with my preparation or participation in **textile arts related activities** notwithstanding that such injuries or losses may have been caused solely or partly by the negligence or breach of duty of TAGOR, or any of its directors, officers or sponsors.

I voluntarily assume all risks and hazards, and acknowledge that participation in any **textile arts related activities shall be entirely at my own risk.**

Print name clearly: _____ Date: _____

Signature: _____