



**Canberra Art Workshop Inc**  
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Brooke Rowe  
Public Health Compliance Officer  
Environmental Health, Health Protection Service, Public Health, Protection & Regulation  
ACT Health Directorate

Dear Brooke

Following our conversation yesterday (17/3/21), I am writing as requested to outline the CAW's response to the COVID 19 pandemic. At the outset, I would emphasis that the CAW has taken a very responsible approach to operating in this difficult environment and I am pleased that we have the opportunity to outline this for you.

The CAW is a community arts not-for-profit organisation run almost entirely by volunteers. We operate from a studio in the M16 ArtSpace.

### **Background**

The CAW closed its face-to-face operations from Monday 23 March until Saturday 10 October requiring rescheduling of our entire program of art groups, classes and workshops. During this time, the CAW used Facebook, Instagram, MailChimp, Zoom and our website to keep members fully informed and to run online art activities and exhibitions. Because of the shutdown, we also gave three months free membership (from 12 to 15 months). The closure also allowed us to install a new kitchenette to improve hygiene arrangements in the studio. We have written to the Chief Minister thanking the ACT Government for giving us rental relief for 9 months in 2020.

### **COVID Plan**

Since recommencing activities in October, CAW has complied with a COVID Plan (registered with M16). A significant element of our plan includes the introduction of an online system for the collection of all payments (built during the closure). This allows us to minimise use of cash, limit numbers in compliance with the required restrictions and ensure an accurate list of all studio attendees (which could be produced for contact tracing purposes if required). The Plan, which has been updated this week, is posted in the studio. It is also summarised in all communications with members and sent to all tutors. It is attached to this email.

### **The ACT Check-in Canberra app**

Ensuring compliance with the ACT Check-in Canberra app has added another layer of complexity for attendees of the studio, causing concern to some. Once you respond with relevant information, I will send out updated advice to all members. It will include the following:

- It is a Government requirement to use the Check-in Canberra app in the CAW studio (it is not necessary to also check in at the M16 entrance).
- In the event that an attendee does not have a smart phone, the convenor of the art group, class or workshop will be required to log the attendee in using the Business Profile / Check in Patron facility in the app....[add directions].
- CAW will continue to maintain an accurate list of attendees in all activities.

I look forward to hearing from you,  
Yours sincerely

Prue Power AM  
Events Manager  
Canberra Arts Workshop

18 March 2021