



Winter is back and that means it's time to make sure we're all doing what we can to keep our artists safe and healthy!

## PLEASE...Stay Home if You're Unwell!

Please help us keep the NaAC healthy. Whether it's COVID, a cold, allergies, or some other illness, please stay home if you feel unwell or have any of the following:

- cough
- runny nose
- sore throat
- fever

**Anyone arriving with symptoms will be sent home immediately.**

### Plan Accordingly

Anyone exhibiting symptoms of communicable illness must leave the Centre immediately or, if that's not possible, put on a mask and sit in quarantine with a requirement to be picked up within 30 minutes. If we are unable to reach someone to pick up a symptomatic artist we will send them home in a regular taxi, at their own expense (payment will be required upon arrival). For the safety of the artist, **please ensure we have the most up to date home address on file.**

### COVID Confirmed

Anyone with a confirmed case of COVID must remain away from the centre for 10 calendar days from the onset of your symptoms or until symptoms have cleared – whichever is longer.

## The Lounge

### Personal Belongings

Our space is limited and the colder weather means bigger gear. Your coats and boots are welcome, but please leave unnecessary items, large bags, etc. at home.

### When to Arrive

Artists are welcome to arrive 30 minutes before their session starts and must be picked up/exit the facility once their session ends. If you ride Access Calgary, please make sure that your drop off and pick up times are scheduled correctly.

#### Morning Sessions | 10am-noon

- Arrival may occur between 9:30am and 10:00am
- Departure must occur no later than 12:30pm

#### Afternoon Sessions | 1pm-3pm

- Arrival may occur between 12:30pm and 1:00pm
- \*Departure must occur no later than 3:20pm

\*Our studio closes at 3:30pm. End of day departures occurring after 3:30pm may incur an additional fee (unless artist remains onsite for additional programming).

## Billing, Payments + Cancellations

- Cancellation requires 30 days' notice. If you will be absent for an extended period and do not wish to pay for your spot, please let us know at least 30 days in advance.
- Payments can be made on site by cheque, debit or credit card and cheques may also be mailed or dropped in the red drop box outside our front door; interac e-transfers should be emailed to [payables@accessarts.ca](mailto:payables@accessarts.ca)

**General questions may be directed to Elise Piitz at 403-253-3174 ext. 0 or [elise.piitz@accessarts.ca](mailto:elise.piitz@accessarts.ca)**