

### **Who is this policy for?**

This policy is for hirers, trustees and any person who will be using the Theatre@41 Ltd premises during the re-opening phase of Covid-19 (Starting July 2020). This policy will be updated in line with government guidance as and when this changes. We have used the Government document *Performing Arts: Working Safely* (found [here](#)) as a guide to creating this policy.

This policy is designed to be the 'base' or 'minimum' standard we require whilst in our building and should be adhered to unless a hirers policy has more strict guidelines, then theirs will supersede our own guidance either in part or in full.

### **Managing Risk**

1. Theatre@41 Ltd will provide all hirers with an updated Risk Assessment in relation to Covid-19. This is a supplementary Risk Assessment to our current one.
2. All hirers must provide a new risk assessment for their hire, including Covid-19 risk assessments before their hire takes place. Regardless of whether this is a one-off booking or a continuous booking.
  - a. If a continuous booking, one risk assessment will suffice for duration of the booking period.
3. All hirers must ensure that their insurance covers their use of the building **before** they will be allowed to enter.
4. All hirers must send written confirmation of their acceptance of this policy **before** they will be allowed to enter the building or use the facilities.
5. **Test & Trace:** in line with government guidance all users must take part in test and trace. Data (outlined below) should be shared with Theatre@41 Ltd management to allow contact with other users if a case is confirmed or suspected.
  - a. Please forward on to us no later than **12 hours** after the session has finished
  - b. All data will be kept for a maximum of **21 days** and will then be destroyed in accordance with data protection laws.
  - c. It is your (the hirer/facilitators) duty to inform participants and parents of data collection. Theatre@41 will display a sign in the entrance hallway.
  - d. Data to record:
    - i. Name
    - ii. Contact phone number (if under 16 this should be the parent/carer)
    - iii. Date of visit; time arrived, and time departed
    - iv. How many people this person interacted with (i.e. how many people were in the group)
6. It is the responsibility of the hirer to inform Theatre@41 Ltd management of any suspected or confirmed cases of Covid-19 within 12 hours of receiving the information.
7. **Social Distance:** in line with government guidance **TWO METRES** should always be observed. However, if this is not possible, we have mitigations in place (see refer to the **Conducting Sessions** section)
8. The following rooms will be allowed to be used (only pre-booked):

- a. Gilpin Room (previously Room One),
  - b. Dance Studio (no dance classes to take place)
  - c. Male, Female and Access toilet.
9. We will temporarily reduce numbers allowed in these rooms to be able to allow and maintain safe distances. They are as follows (including facilitators):
- a. Gilpin Room 5
  - b. Dance Studio 8 (**and should be used end on for maximum space**)
  - c. Toilets: (please refer to the **Toilets** section for further guidance).
10. The following rooms/facilities are **out of bounds and must not be accessed**:
- a. John Cooper Studio (including stairwells)
  - b. Dressing Rooms
  - c. Kitchen
  - d. Green Room
  - e. Office
  - f. Access lift
11. **ALL SESSIONS** will be booked in advance. There will be no 'Ad-hoc' usage of the building or other rooms. Hirers must book out the rooms they need to use and will stay in those rooms. They will also manage participants to ensure that no unauthorised room is used during their time in the building.
- a. No meetings are to be held on the premises.
  - b. There will be no access to the building without prior consent from the Board.
12. We will not allow the following activities (in the short term):
- a. Singing or playing of instruments
  - b. Auditions
  - c. Dance classes
13. We will allow socially distanced rehearsals/classes with the following guidance:
- a. Adhere to room numbers
  - b. Practice social distancing
  - c. If social distancing cannot be observed, then limit the amount of time in the rehearsal
  - d. Learn lines/parts in advance to avoid taking scripts into rehearsal rooms
  - e. avoid face to face where possible
  - f. only required performers to attend rehearsals,
14. We will only allow **One Hirer** at any one time until such a time as it is safe to begin allowing multiple hires.

### **Who can return to our building?**

1. Only activities that cannot be performed at home, can return to the building. For the moment these include:
  - Examinations
  - Classes (excluding dance)
  - Socially distanced rehearsals (excluding singing or music).
  - In door performances are **not allowed** to be undertaken in line with current Government guidance.
  
2. The following people **should NOT** return to our building:
  - Anyone showing signs/symptoms of Covid-19
  - Clinically Extremely Vulnerable, Extremely Vulnerable and individuals who are isolating should remain away from our building until Government guidance changes.

### **Conducting Sessions**

Using government guidance, we suggest the following precautions whilst using our building.

1. Please assess the length of your sessions to keep exposure to a minimum and reduce the risk of contamination.
2. Work in 'teams' where possible and don't allow people to swap between teams
3. If you are running consecutive sessions, you must stagger arrival and departure times between groups but also participants.
  - a. Where possible, participants (if being dropped off by parents) should be left at the bottom of the path (next to the guest house) and should make the journey to the front door alone. Parents can stand and wait until their child is in the building with the facilitator, maintaining a social distance.
4. Where there are consecutive classes/sessions please allow a fifteen-minute turnaround time so surfaces can be cleaned (see cleaning guidance for more information)
5. Where consecutive sessions are happening please use the main entrance for arrivals and the rear fire exit for departures. Please ensure you have enough staff to manage this process.
6. Building access doors are to be kept locked to stop ad-hoc access by general public or session participants.
7. Movement in the building should be restricted to:
  - a. arriving
  - b. departing
  - c. use of the toilets.
8. Corridors will be used as a one-way system entry will be via the front door, exit via the back.
  - a. Where there is 'oncoming traffic' (for example if you are moving between dance studio and toilet), common sense should be used to allow one to pass safely before continuing the journey.
9. Kitchen facilities **should not** be used by session participants.
  - a. Facilitators can use the kitchen facilities for refreshments but must ensure that all surfaces are sanitised and cleaned regularly.
  
10. Session participants should not be allowed to leave the building for local amenities. Should they need refreshments, a bottle of water is to be brought with them. If the

session spans a lunch or mealtime then they should bring a personal lunch that does not require refrigeration or heating up.

11. Personal items should be restricted. Things such as coats, bags, phones, wallets, keys should be left at home where possible

### **Health & Safety**

1. In the event of an emergency (i.e. First Aid, Fire, break in) social distancing does not have to be observed as it would be unsafe. However, all hirers policies and procedures should be revised to ensure that they are prepared for all eventualities.
2. Ensure that you have enough fully trained staff onsite to ensure that social distancing rules are being observed.
3. In line with Government guidance there should be no hand shaking, kissing, hugging or any other 'personal' greetings.
4. In the room, please ensure that you have clearly denoted 'safe' areas for work.

### **Cleaning & personal hygiene**

1. Theatre@41 Ltd will commit to the following:
  - a. One weekly full clean
  - b. In the event of bookings on consecutive days; daily sanitisation of toilets, emptying of bins and sanitisation of physical touch points (i.e. handles, doors, light switches) to reduce the risk of spread.
  - c. Hand sanitisation points
  - d. Cleaning materials for hirers to use
  - e. Theatre@41 Ltd will display relevant signage around the building with cues and reminders of how to act in the building.
2. Hirers will commit to the following:
  - a. A pre-wipe down of handles before their session begins
  - b. A post wipe down of all surfaces when their session has finished including toilet areas.
  - c. Facilitators will encourage regular hand washing and sanitisation where necessary
  - d. Facilitators will encourage participants to cough and sneeze into the crook of their arms to reduce the spread of mucus particles.
3. Hirers will ensure that there is enough ventilation in the room they are using by opening windows and propping doors open (not fire doors or front door).
  - a. Equally hirers will ensure that all windows and doors are closed and sanitised when they leave.

### **Toilets**

1. All toilet spaces will be open during your hire (Male, Female and Access)

2. Only **One** person will be allowed in a toilet space at any one time.
  - a. i.e. you can have one person in the male, one person in the female and one person in the access toilet simultaneously but there should never be two people in the same toilet space.
  
3. Once a person has finished using the toilet, they must wash their hands and sanitise.

### **PPE**

1. In our building/setting PPE including face coverings are **not mandatory** or required by law unless social distancing cannot be observed. It is at the sole discretion of the hirer. Please refer to Government guidance for further information.

### **Enforcement & Closure**

1. Should any part of this policy be breached, Theatre@41 Ltd will not hesitate to terminate a hire contract and revoke access to the building. In this event hirers will be invoiced for hours they have used.
2. Should Government advice change and force us to close we will close with immediate effect. Hirers will only be invoiced for hours used.
3. Should a case of Covid-19 be confirmed the venue will close with immediate effect for a deep clean. Contracts will be suspended until the building is fit to reopen again.
4. Should there be more than **two** confirmed cases of Covid-19 within a seven-day period, the Board will close the building with immediate effect, pending review and consideration for reopening.