

## COVID-19 Safety Measures Policy (3)

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Unfortunately whilst the Coronavirus outbreak continues, every workplace will face the risk of COVID-19 transmission. This updated policy outlines the measures we are actively implementing to mitigate the spread of Coronavirus (COVID-19) at Freewheelers Theatre & Media.

All company members, including members, staff, volunteers, PAs/support workers etc must comply with all elements diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions \*. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

Please note this policy is based on our current knowledge and is susceptible to further development and changes in line with government guidelines. If so, we will update you as soon as possible by email.

We have worked with a professional COVID-19 consultancy who have supported us to develop this policy further, as well as to complete a detailed risk assessment and appropriate training for all staff and volunteers.

\*Failure to comply with the measures outlined may result in your inability to participate in face to face workshops.

### Policy Elements

Here we outline the required action we all must take to maximise our protection from a potential COVID-19 outbreak:

- If you are feeling unwell prior to attending, we request that you stay at home. If you have any COVID-19 symptoms, you must be tested immediately and inform a member of staff of the results as soon as possible.
- If you become unwell during a workshop, you will be asked to wait in an isolation room until you are collected.
- If you have a positive COVID-19 result, you must self-isolate at home and follow Government guidelines. You may only return after you have completed your self-isolation period and your symptoms have fully subsided.

## **General hygiene rules:**

We will continue to implement and encourage the following -

- Thoroughly washing hands after using the toilet, before eating, and if individuals cough/sneeze into their hands (follow the 20-second hand-washing rule). There will also be sanitization stations at the entrance and at several points throughout the building.
- Cough/sneeze into sleeve, preferably into elbow. If individuals use a tissue, they must discard it properly and clean/sanitize their hands immediately.
- Individuals must avoid touching their face, particularly eyes, nose, and mouth with their hands to prevent from getting infected.

## **Arrival/ Departure**

- There will be a volunteer/staff member outside the main entrance who will check in one person at a time.
- Temperature checks will be carried out on arrival at the main entrance (drivers/PAs/parents etc who are dropping off members will need to wait in their vehicle or with member if they need support whilst the check is carried out). If your temperature is high, you will be asked to wait in a safe place for 10 minutes before your temperature is checked again. If it remains high, you will be asked to go home and advised to seek a COVID-19 test as soon as possible.
- Everyone must be signed-in by a volunteer/staff member.
- PA's will need to give us contact details for Track & Trace.
- Coats and personal belongings will be handed to a volunteer and stored in a safe place. Canvas bags/rucksacks etc are not permitted and personal belongings, drinks/snacks etc should be bought in a wipeable container/bag, such as a carrier bag.
- Members to be directed into the studio on arrival (no loitering in the foyer to avoid congestion).

## **Workshops**

- Workshops will revert back to their regular workshop spaces throughout The Bridge Centre and other venues.
- Face masks will remain mandatory in workshops and whilst moving around the building, unless exempt for medical reasons. Face masks may be removed when seated for lunch.
- Social distancing will no longer be implemented due to increased numbers, however physical contact will only be permitted for rehearsal/performance purposes when instructed by the Tutor.
- Cleaning of all surfaces and equipment will be carried out between workshops.
- Members staying after Dance for Drama/Media will have their lunch break in the foyer.

## **Other – General**

- We will operate a one-way system around the building with clear signage to direct individuals\*
- The kitchen will be open for hot/cold drinks and storage of lunch in the refrigerator. Hot lunches are not permitted and staff/volunteers are unable to purchase lunch/snacks for members from outside.
- Windows/doors will be kept open for ventilation; we advise individuals to bring an extra jumper/jacket etc on cooler days to keep warm.
- All staff and volunteers to have received two COVID-19 vaccinations plus booster in advance of our return to face to face workshops.
- Twice weekly lateral flow testing for all staff and volunteers, plus additional testing for individuals who are exempt from vaccinations for medical reasons.
- All staff to know how to access emergency contact details on the database so that immediate action can be taken if required.
- Clear responsibilities for all staff & volunteers when onsite.

\*With the exception of wheelchair users in the Media room who are unable to exit via the external door due to the narrow doorframe.