

THE GUILDHALL TRUST COVID-19 POLICY FOR TOURING PERSONNEL AND CONTRACTORS

As legal restrictions are lifted from 19th July, we are pleased to welcome the return of live performance without social distancing in place but want to assure you that we take our responsibility to help limit the risk of infection seriously.

Your safety, and that of our team, remains our priority - so we are implementing a range of measurements and requirements that will continue to help keep us all, and our families, safe.

This company policy includes the measures we are actively taking to mitigate the spread of Covid-19. You are kindly requested to follow all these rules carefully, to sustain a healthy and safe workplace within our venue. This Covid-19 policy is subject to alongside additional governmental guidelines. If so, we will update you as soon as possible by email.

This policy applies to all contractors and touring personnel who will physically work within our venue. All employees entering the venue **MUST** have read this policy before entry. We recommend that those who are responsible for personnel but may not attend the venue, also read through this policy to ensure you understand the requirements of your employees.

Operating Procedures

Before entering the venue, the Technical Manager must have a copy of your own covid-19 risk assessment.

Entry Point:

To enter the venue all personnel must enter through the backstage door at the rear of the building, you should wear a mask and use the alcohol gel provided at the entry door. Please be aware of any persons trying to exit the building and allow the sufficient space for them to do so safely before entering.

Proceed to sign in on the fire register at the stage door, this is mandatory for our evacuation procedures. (Ideally, a list of personnel can be supplied in advance to speed up the signing in process). You will then be given access through to the stage and auditorium.

Exit point:

To permanently exit the venue all personnel should leave their area of work via the backstage door. Please be aware of any persons trying to enter the building. Proceed to sign out on the register at the stage door.

Goods Lift:

The goods lift should only be used for transporting stage, maintenance or catering equipment between floors. It should NOT be used for employee transportation between floors.

General Hygiene:

All contractors and crew have a duty to themselves and their colleagues to maintain good level of hygiene both inside and outside the workplace.

You should wash your hands frequently using the antibacterial soap at all sink areas. Where it is not possible to wash your hands, you should use the alcohol gel provided at one of the sanitization stations

If you are unwell and with the symptoms of Covid-19 you should go home, inform the Stage Manager and follow the current government guidelines. You should not remain within the venue or come into the venue if you suspect you have symptoms of Covid-19.

Respecting Distance & PPE:

A healthy distance between colleagues should remain at all times, 1m wherever possible.

If you need to work in closer distance to a colleague than 1m then you should wear the PPE of a personal visor or mask. All venue staff will also be following these rules.

PPE such as hard hats, safety shoes and hi-vis vests **MUST** still be worn, face masks and visors should not stop you wearing your standard PPE provision. These rules should be adhered to around the whole venue.

Smoking –smoking must be away from the backstage door to avoid congestion at entry doors. If work is being carried out on the loading bay, smoking breaks should be taken away from the building so that workers can carry out their task without inhaling secondary smoke or working in close proximity to others taking a break. Please respect the distance set out by government guidelines within this area and please use the smoking bins provided.

We advise that dinner and lunch is served at staggered intervals to avoid overcrowding of the catering spaces.

Visitors from the audience will not be permitted to attend backstage prior and after shows.

Artists should actively discourage the audience of any standing, dancing, singing or chanting.

There is currently to be no meet & greets in the venue.

Keys And Passes

1 x electronic door pass will be given to the promoter rep at the start of load in. This will be cleaned after each use by venue staff. Some electronic doors may be unlocked until doors open to public to avoid the need of extra passes throughout the day. Fire doors must not be wedged open or blocked

All dressing room doors will be opened prior to arrival to avoid the need for keys to be passed around. If keys are necessary, 1 set of master keys will be provided to the promoter rep for them to unlock when required. Dressing rooms A & B have been changed to code locks to avoid the need for passing around of keys. Visitor passes should be worn throughout the day to give a visible indication you are signed in. The venue holds sticky passes if the production doesn't carry them.

Ventilation

Our extract system will be set to a level that we believe is necessary. These systems will not be turned off or down unless management see it necessary. Extraction and airflow systems will not be turned down or off to avoid the removal of atmospheric haze smoke or other effects.

Lateral Flow Testing & Vaccinations

The Guildhall Trust, in line with government guidance advises that you complete 2 lateral or rapid flow tests a week to keep everyone safe from spreading Covid-19.

We stock a large amount of lateral flow tests at the venue for anyone that wishes to test on the day. Lateral flow tests can also be collected from an asymptomatic community testing facility or a pharmacy to be completed at home. Alternatively, you can visit a community asymptomatic test centre during work hours. The nearest community test centre to the Guildhall is the Somerstown hub but you could also find one local to your home.

Testing is a request and not compulsory, however it is a good mitigation to prevent the spread of Covid-19.

Even if you have had a double vaccination, we will still require you to wear a face covering when working in close proximity to others.

