

# Gradual opening up of our theatre

As of July 4<sup>th</sup> 2020

With the gradual relaxation of Government restrictions comes the gradual opening up of our theatre. The following protocols for accessing and using our spaces need to be carefully read and acted upon by anybody wishing to visit for any reason.

## To visit the Theatre

1. Your first action is to contact PAULINE ARMOUR (07984722308 [armourgg19@gmail.com](mailto:armourgg19@gmail.com)) with precise dates and times.
2. Pauline will confirm that your visit does not clash with anyone else and she will send you a form which you should print off and take with you (there will be forms available in the theatre if you are unable to print a copy).

If your visit involves more than one person you will need to designate a Front of House/marshal who will take final responsibility for ensuring that everyone complies with these protocols.

This form should be completed at the end of your visit and left in the theatre.

**Please do not visit the theatre without following this procedure (we are able to monitor who has used the entry code).**

We want to be seen to be complying with official instructions insofar as we are able (we are aware of the confusion surrounding the easing of lockdown) and want to keep all of our members safe so please be diligent and of course aware!

## When you are at the Theatre

### **Guidelines for the use of the theatre during lockdown for recording/live streaming music/performance without an audience.**

1. Persons attending should be limited to musicians/performers, operatives needed for filming, sound and lighting and Front of House marshal (to be nominated)
2. There should be no hugging, kissing or shaking of hands (elbow nudging is permitted)!
3. The Front of House/Marshal will be responsible for:
  - i. providing antiviral wipes, disinfectant spray, masks, disposable gloves and hazard tape;

- ii. opening up both staircases – IN via the stage door and OUT via the main audience entrance and putting up signs to that effect;
  - iii. keeping open both doors on the ground floor and all doors throughout the first floor with a view to assisting natural ventilation;
  - iv. spraying and wiping all handrails, door plates, handles, knobs and other surfaces likely to be touched before the start of the session and at the end;
  - v. using hazard tape to seal off two toilets leaving the mixed toilet only for use during the session and putting up a sign to that effect. That toilet to be checked for soap and paper; seat, taps and other surfaces to be sprayed and wiped – and the spray and wipes left in the cubicle;
  - vi. having available a bag for disposing of gloves and masks during and after the session – also wipes and spray for use during the session.
4. As people arrive, they should be handed disposable gloves and masks. These need to be worn whilst carrying instruments and equipment into the theatre and disposed of afterwards.
  5. All operatives and musicians should as far as possible remain 2 metres\* apart from one another during the session. If operatives are likely to come close to others during the performance then they should continue to wear masks
  6. All persons will be asked to wash hands after set up prior to the performance and at the end of the session after dismantling equipment.
  7. All persons attending will be asked to use the spray and wipes to clean the seat, taps and other surfaces in the toilet before and after use, and to close the seat lid before flushing.
  8. All operatives and musicians to wear gloves and masks while dismantling and removing equipment and instruments from the theatre.
  9. When the session has finished FoH/marshal will have a plastic bag for the collection and disposal of gloves and masks.

\*Remains at 2 metres in view of the limited natural ventilation inside the theatre