UCO COVID RIKS ASSESSMENT LOGISTICS

BEFORE DAY of REHEARSAL

* All members to have their own set of music and to be informed in advance, which pieces to bring, including the founder of the orchestra. Pamela
* Scores to be obtained for Musical Director Pamela
* All members to be aware that they have to assess their own level of risk and that the orchestra cannot eliminate all risk
* All members to have been sent a self-declaration form to complete and bring along. Linda. Blank ones will be available but all members need to know the questions in advance and have the opportunity to prefill to prevent the possibility of queues leading to bunching up. Mark and Honey to bring
* Members to be advised of how to get Lateral flow tests and asked to consider testing themselves before attending. Members to be advised that research shows vaccinations against COVI-19 help reduce transmission and severe illness.
* All members to be told of the rules to follow in advance and to be sent a copy of the risk assessment. Members to be aware that they are required to follow the rules and will be told to leave if they do not comply. If they cannot wear a mask for medical reasons, they must advise the committee in advance.
* Committee to look up latest figures for local case levels to see if it affects the decision to meet. <https://coronavirus.data.gov.uk/> . View the interactive map to look at East Sussex, West Sussex and Kent as that is where most member come from. All Committee to share any concerns with each other as soon as possible and review need to cancel.
* Signs to be prepared Linda: Do not shout, do not play wind or brass at full volume, keep 2m apart at ALL times (3m for wind and brass, and conductor when playing). Wear masks. Observe 1 way and observe breaks as instructed. No sharing of music stands or other items, no mingling. Keep your things with you where you are sat. Only one person in the toilets at a time. Mark and Honey to bring signs
* Register sheet and self-declaration forms to be prepared in advance. Linda
* Ensure there is a stock of hand gel, hand soap, gloves, wipes, spray, blu tac, bags for rubbish, a metal tape measure to help judge 2m and 3m more accurately. Products must be suitable for killing the COVID virus. Mark and Honey to bring them each week. Blank self-declaration forms and signs also need to be brought.
* A spare set to be brought by Linda with another local person in case the allocated person cannot come at the last minute
* Members must bring all they need including music, stand, instrument, refreshments, well-fitting masks, Wind and brass players must bring bell cover for the end of their instruments, clothes to wipe up any remining droplets and bags to take the cloths home in. Consider bringing warmer clothes and pegs due to ventilation. Sharing of music or other items is not allowed.
* Members to be aware of the need to avoid sharing lifts wherever possible. If they do car share, they should open windows, wear masks and sit as far apart as possible.

SETTING UP THE HALL

* Volunteers agreed in advance to arrive early and set up the hall. If early access is not possible, members are to wait outside while hall is set up Usually Mark and Honey who will advise rest of committee if they will be unable to do so. The following bullet points are to be carried out.
* Put a sign on the entrance, asking members to wait until they are invited in, unless they are late, when they should knock on the entrance table and wait.
* Put on mask then hand sanitise on entry and put on disposable gloves. Open all windows, the main entry doors, the hall door leading to the toilets and the exit door which is by the disabled toilet at the other end of the hall. Wash hands or use hand gel thoroughly after doing this.
* Set up a table by the entrance with hand gel, gloves, wipes, spray, cloths bags for rubbish, spare masks, self-declaration forms, pen, and a set of rules.
* Use wipes to go over doors leading to toilets. Put hand soap in toilets if none there.
* Set up chairs spaced as agreed, using metal tape measure to assist. Chairs should face as directly forward as possible, rather than in a semi-circle. The MD must be positioned to be 3m away from the front row, allowing for any projection of wind or brass instrument. All string players must be 2m apart from each other. All wind players, and their instruments when in playing position, must be 3 apart.
* Put up sign by toilet to remind people that only one person is to use the toilets at a time.
* Dispose of gloves if worn and wash their hands thoroughly again
* Allow members entry.
* Ensure you hand in your own self declaration forms

DURING REHEARSAL

* Members must wait 2m apart whilst waiting to come in and wear a mask if chatting.
* Members need to put on their mask before entering. A face shield can be worn in addition, but not instead of a mask. Members who are exempt should have advised the committee in advance.
* As members enter, they are to use hand gel and give in a self-declaration form, each time they attend. This is required for track and trace. Those who have the app should also scan the building QR code. Committee member to observe and direct from a distance.
* Members are asked to go to their seat with all their things, leaving as much as possible in their cars. Those with large instrument cases can have an allocated spot on the opposite side of the hall. Violin and clarinet cases should be with the players.
* Members are to use the wipes or sprays to clean their chair and place the wipes in the orchestra rubbish bag. This should be done at the start and the end of rehearsal. Members are to put their chair away at the end, without getting within 2m of others. Members can bring their own chair if they choose and sanitise it. They must sit where directed.
* A record to be made of all who attend and where they are seated. Record who set up. Linda
* A timer to be set to ensure breaks happen after 30 minutes, with a break outside. David If the weather is unsuitable the committee will decide what happens. If numbers are low, it may be possible to disperse in another part of the building or the rehearsal may need to be cut short. Committee
* Members to be reminded of the rules at the start: hand-gel, good hygiene, place wipes and tissues in orchestra rubbish bag for disposal, maintain 2m apart at all times(brass and wind to be 3m when playing), sit where seated, keep your items where you sit, avoid causing congestions, avoid stopping to chat, wear masks unless you have advised the committee you are exempt, complete self-declaration form, do not shout, wind and brass must not play at full blast volume, wind and brass must wear covers on the end of their instruments, have clothes for drips and bags to take the clothes home, observe 1 way in and out of the hall, observe breaks going outside as instructed, no sharing of any items, keep apart when outside. Only one person at a time in the toilets.
* If anyone is taken ill during rehearsal with any possible COVID 19 symptoms they should let a member of the committee know. They should sit as far away as possible from the orchestra. They should go home if able to drive, or arrange to be collected. They should take a test as soon as they can and advise the committee of the result immediately. The committee may stop the rehearsal and tell attendees to isolate until the result is known. The Town Council must be told
* If anyone attends without notice, a member of the committee will speak to them outside, keeping apart, give them a self-declaration and a set of rules if appropriate for them to stay etc.

AT END OF REHEARSAL

* Members to be directed to clean and put away their own chair whilst keeping apart, and to leave by the one-way system, avoiding touch points and standing to chat.
* Touch points to be wiped again. Table put away and rubbish bag taken for disposal. Windows to be closed. Committee Unused gloves, gel, soap, wipes, spray, masks, rubbish bags, tape measure, blu tac, signs and blank self-declaration forms to be taken by Mark and Honey. Competed self-declaration forms to be taken by Linda.
* Building to be left secure and locked. Key holders

AFTER REHEARSAL

* Anyone with symptoms of COVID-19 or a positive test within the next seven days, must tell the committee immediately who will advise all others who attended and complete NHS test and trace requirements. The
* Self-declaration forms to be kept for 21 days and then destroyed. Linda
* Start the process for the next rehearsal e.g., advise members what music to bring. All

Last updated 23/6/2021