

Please read this policy and our Risk Assessment carefully before you attend so you understand fully what you need to do, and what you can expect from us.

Rehearsals will take place in **The Rose Hall**. The Spire has specified that the hall has a maximum capacity of 50, allowing for social distancing. We will be limiting our numbers to a **maximum of 30** to allow the additional space required to comply with all current guidelines surrounding singing and social distancing. The hall also has excellent ventilation, via a modern and effective air conditioning system which completely refreshes the air five times an hour.

Rehearsals will run for a **reduced time** from **10:15am-11:15am on Tuesday mornings** with **no refreshment breaks** to reduce the risk of social distancing being compromised and to minimise prolonged aerosol exposure.

You may arrive from **10:00am but please no earlier than this**. We ask you to make your way straight to your named chair and Clare or another member of the team will come and collect your payment once you are settled to avoid queues at the door. Please leave your masks on (unless you are exempt) until your payment has been made. We can take either a contactless debit/credit card payment or you can pay exact cash of £4, or cash payments of £20 in advance for 5 sessions- we will be **unable to give change** to reduce contact.

It is vital that NO MINGLING takes place between anyone from different households/support bubbles. This is *essential* for us to comply with the guidelines that allow us to restart rehearsals. To clarify, within current guidelines, as an arts charity holding a planned rehearsal for non-professionals in a Covid-Secure venue, we are exempt from the 'rule of 6' and can have as many attendees as the rehearsal venue can safely hold whilst maintaining social distancing. Each person attending will be treated as an individual 'group of 1' so must **remain 2m apart** at all times. There must be no hugging, hand-shaking, or lingering to chat in or outside the rehearsal venue before or after rehearsals.

Given the ever-changing nature of restrictions and guidelines, **in the event the Committee or Rehearsal Team need to cancel rehearsal**, we will try to give as much notice as possible. **You will be contacted via email in the first instance** and a message will also be left with The Spire. Please check your emails before you set off for rehearsals in case of short notice changes. If you would prefer to be contacted via telephone in the event of a cancellation, please do let us know.

We will aim to offer a **live stream on YouTube alongside all in-person rehearsals**. Whilst we will not exclude anyone from attending, individuals who may be considered at high risk of complications from Covid-19, (including those who have previously been advised to shield), may prefer to take advantage of this online rehearsal option rather than attending in person. Details of these will be sent to all members via email.

Before rehearsals:

- The **day before rehearsal** you will be sent a link to an **online self-certification form** via email. The form is to declare you are not suffering any of the symptoms of Covid-19 and are fit for rehearsal. A **new link will be sent before each rehearsal** and you will need to complete it before every rehearsal you attend. It is vital that you **answer the questions honestly** and accurately **within 24 hours of the rehearsal**. This is for the safety of all participants, volunteers and the rehearsal team. If for any reason you cannot complete the screening form online, please telephone Clare on 07956996656 or alternatively we will ask you the questions at the door. Unfortunately, if you answer **YES** to any of the questions and are showing symptoms of Covid-19 (a high temperature of 37.8°C or above; a new, continuous cough; changes to your sense of taste or smell), or if you have been asked to quarantine or self-isolate in the last 14 days **you MUST NOT attend our in-person rehearsals**.

- **If you have any other contagious illness** such as colds, viruses, or stomach bugs, we ask you not to attend and **join us online instead**. This will help to avoid any unnecessary transmission of illnesses which may make members more susceptible to picking up a more serious illness.
 - We will provide a clean, sterilised copy of all sheet music you need, which will be put on your chair in advance. You **MUST NOT share sheet music outside of anyone in your household/support bubble**.
 - The Spire's communal areas, including toilets, will be open for use and regularly cleaned down before rehearsals.
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On Arrival:

- You will be asked to enter the building via the side entrance (automatic sliding doors) and make your way straight to the Rose Hall. This may be subject to change. The Rose Hall is on the first floor of the building. We encourage you to **use the stairs wherever possible** to access the Rose Hall. If using the lift, you must wear a face covering, use hand sanitiser provided before use and you must not share the lift with anyone from outside your household/support bubble.
 - Please adhere to the current hand hygiene guidance, and wash/sanitise your hands on arrival, after touching shared surfaces and before and after using the bathrooms.
 - You must **wear a face covering** (unless you are medically exempt) when in **any communal areas** of The Spire building, including in corridors and toilets or if moving around the rehearsal room. Please do not wear gloves as the evidence shows that these increase transmission rates. Please instead practice good hand hygiene, and wash/sanitise hands regularly.
 - You must **maintain 2m social distancing** from anyone you do not share a household with **at all times**. There must be **no mingling** between anyone from different households. This is vital for us to be able to start rehearsals again; not complying jeopardises rehearsals for all.
 - There will be **signage and one-way systems** in place within The Spire to help maintain social distancing.
 - You may be asked the screening questions again on arrival and we will need to take an accurate record of attendance for NHS Test and Trace purposes. Details will be kept confidential and only shared in accordance with current Government guidelines.
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During Rehearsals:

- **Chairs will be sanitised and set up at a minimum distance of at least 2m apart** before you arrive. There will be a seating plan and your chair will be labelled with your name. We ask you not to move your chair at all to ensure that the correct distancing is maintained.
- We ask you to make your way straight to your named chair and Clare or another member of the team will come and collect payment once you are settled to avoid queues at the door. **Please leave**

your masks on until payments have been made (unless exempt). We can take either a contactless debit/credit card payment or **if paying by cash please only bring exact money** of £4 per week, or cash payments of £20 in advance for 5 sessions- we will be unable to give change to reduce contact needed.

- **Once seated and paid, you may remove your face covering.** The scientific studies into singing and spread of Covid-19 concluded that social distancing of 2m is sufficient to prevent the spread of droplets and therefore additional mitigations are not required but you are more than welcome to continue to wear a face covering/shield for the whole rehearsal if you would feel more comfortable. If you do wear a face covering to sing, we recommend you bring more than one, as evidence suggests that their effectiveness is reduced as they become damp.
- There will **be no access to kitchen facilities** and we will not be providing refreshments or having a tea break but you are welcome to **bring your own refreshments**.
- Please bring **minimal personal belongings** into the building to reduce the number of items touching shared surfaces.
- Hand sanitiser and disinfectant wipes will be provided both by P&P and at various locations in The Spire although we encourage you to bring your own if possible and use whenever necessary.

After rehearsals:

- At the end of the rehearsal, **please leave your chair in place** and take all belongings with you. There will be **no facilities to dispose of rubbish** (including masks/PPE/food wrappers/drinks containers) at The Spire. Please take this home with you and dispose of it there.
- Please leave the premises promptly **via the main sliding doors** (this may be subject to change).
- Please **do not mingle with other members when leaving**. As mentioned before, 2m social distancing must be maintained at all times; there must be no hugging, hand-shaking, or lingering to chat in or outside the rehearsal venue.
- The details you provide to the online self-certification form are confidential and will be held securely following each rehearsal in accordance with current government guidelines. In the event any attendee tests positive for Covid-19 in the 14 days following a rehearsal, **we may be required to pass your contact details to the NHS Test and Trace Service** who will then decide if you need to take any action.

To confirm, in the event of a positive test result amongst the group, NHS Test and Trace may contact you via email, text or phone call. Text messages will come from the contact '**NHStracing**' and telephone calls from **0300 0135 000 ONLY**.

Please be cautious, the Test and Trace service will never ask for any bank details or payment, details of any other accounts, such as social media, ask you to set up a password or PIN number over the phone, or ask you to call a premium rate number, such as those starting 09 or 087.