

Storyhouse COVID Safe Plan

Storyhouse is a library, theatre, cinema, community hub, cultural centre and restaurant.

PEOPLE EXPOSED

- Colleagues
- Contractors
- Visitors / Guests
- Members of the Public

HAZARDS

▲ Spread of COVID-19

Coronaviruses are a large family of viruses with some causing less-severe disease, such as the common cold, and others causing more severe disease such as Middle East respiratory syndrome. Covid-19 is a new illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. According to current evidence, the COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes. Human-to-human transmission is occurring extensively hence, precautions to prevent human-to-human transmission are appropriate. Fever, cough or chest tightness, anosmia, myalgia, fatigue and dyspnoea are the main symptoms reported. A huge programme of vaccination has taken place and the number of hospitalisations/deaths has dropped considerably. From 19th July 2021, many restrictions have been lifted including the compulsory wearing of facemasks in certain areas, the 2m rule and the rule of 6.

CONTROL MEASURES

○ Entrances and Exits

The main public entrances/exits will be manned by staff. Event arrival queues may be managed at the main building entrance outside.

○ Capacity Management

For certain performances, capacity may be limited to eliminate congestion inside and monitored throughout opening hours by staff to ensure no congestion. Queues may be managed outside.

○ Cleaning

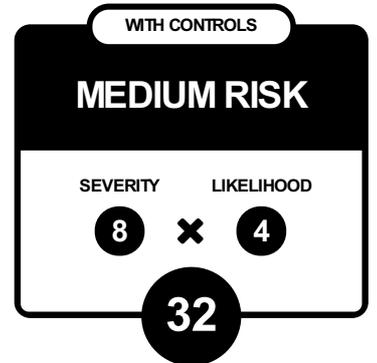
Prior to opening housekeeping will follow a set rota to ensure detailed cleaning of all areas including toilets and washrooms. Staff will follow set cleaning rota's to ensure the regular cleaning and sanitising of all high-volume areas and touch points throughout the day. Staff will pay close attention to cleaning and sanitizing frequently touched surfaces in back-of-house locations, especially to address cleaning and sanitizing shared equipment before and after each use. Signage will display the most up to date NHS guidance on handwashing and hygiene measures to mitigate the risk of spreading COVID-19. Toilet facilities will be checked frequently throughout opening hours and cleaned as necessary. Antibacterial cleaning materials will be available at all touch points such as library self service machines and ticket kiosks to enable visitors to clean before and after use. Auditoriums will be cleaned between shows. Auditoriums will be periodically deep cleaned by an external contractor

○ Hygiene

Hand sanitizer and antibacterial soap will be available at all staff hand wash stations, toilets and hand sanitizer stations will be located at entry/exit points. Staff and guests will be encouraged through signage and instruction to sanitize on entry and at regular intervals throughout the building. You should be washing your hands often, especially: when you get to work or arrive home after you blow your nose, cough or sneeze before you eat or handle food. You should wash your hands for 20 seconds, using soap and water or hand sanitizer. You should also cough or sneeze into tissues before binning them. All cleaning materials will be reviewed and assessed to ensure those clearly identified to kill viruses and bacteria are correctly used.

○ Personal Protective Equipment

All staff coming into close proximity to fellow employees, customers and contractors will be required to wear a face covering. Elsewhere the decision to wear a mask lays with the individual. Different types of masks/ face coverings/visors (i.e. N95) will be required personal protective equipment (PPE) for employees in some positions, particularly those employees in first aid, those cleaning and sanitizing first aid facilities or equipment, or cleaning areas that may have bodily fluids (toilets, if someone is sick, etc.) Perspex screens will be installed at fixed till/information points to separate staff and visitors.



○ **Provision of First Aid/Emergency Situations**

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. In none emergency situations first aid should not be administered and guests/staff advised to seek their own medical attention via the NHS (small cuts etc). In emergency situations or where risk to life is perceived an ambulance should be called. Enhanced PPE will be provided with first aid boxes (N95 masks, eye protection, gloves and apron)

○ **Ventilation**

Where possible and practical to do so doors and windows should be opened in all areas to enable the follow of fresh air. Building ventilation systems will be on at all times and will be serviced regularly as part of a planned maintenance program, air filters will be monitored and changed as necessary.

○ **Limiting Numbers of Employees on Site**

Staff are encouraged to continue to work from home where feasible (see separate home working policy). Meetings and face to face contact should remain virtual where possible.

○ **High Risk Tasks**

Some tasks, such as provision of first aid may require more detailed measures and training to ensure we reduce the risk of transmitting COVID-19. These will be highlighted to you if applicable by your line manager and full training provided. If you are ever unsure you should maintain following the measures as detailed in this risk assessment and consult your line manager.

○ **Testing positive**

If you test positive for coronavirus, you must share information promptly about your recent contacts. You should not come to work and should stay at home. Staff must always sign in when entering the building. Signage displaying this guidance will be displayed to all guests and communicated throughout booking process and pre-visit comms. 2 or more positive staff cases will be classed as an outbreak requiring liaison with local public health

○ **Controlled Zones/Area's - Theatre & BOH**

Anyone who needs to be in the theatre back of house areas (stage, dressing rooms etc) will need to take a covid test and be temperature checked before entering. They will be asked to enter via stage door where you must sanitise your hands. We will use the signing in sheet at the stage door to track who has been in and when. It will also ask you for the date you last had a negative Covid test. We require a negative covid lateral flow test for all those working back of house. This should be taken the morning of the visit.

○ **Asymptomatic COVID - 19 Testing**

Asymptomatic testing will identify more positive cases of COVID-19 and ensure those infected isolate, protecting those who cannot work from home and our vital services. This program is crucial given that around 1 in 3 people have Coronavirus without displaying any symptoms. Staff will be required to take a test every day they come in to the building to work and confirm a negative test result to Storyhouse Team COVID Result submissions inbox. Contractors will be required to confirm a negative test result that day or will be asked to take a test when signing in and register a negative result before BOH access is granted. Lateral Flow Tests kits will be available for home testing from .GOV website, pharmacies, test centers.

○ **Introduction of covid passports**

From November 11th 2021 Storyhouse will adopt covid passport requirements to all live performances held in the garret theatre and main stage. Customers will be asked to obtain a valid covid passport ahead of attending the event. Storyhouse staff/volunteers will complete random spot checks using the NHS app on a tablet. In order to be eligible for a covid passport customers must have one of the following: a negative PCR/LFT within 48hrs prior to the event. Be double vaccinated for at least 14 days. Have had covid within 180 days (positive PCR test needed)