

# **KEY VOICES COVID POLICY**

This is the policy governing Key Voices' use of the St Dunstan's Church Hall for rehearsals. It has been produced in accordance with the Key Voices COVID-19 Risk Assessment and St Dunstan's Church Hall's own COVID-19 Policy.

## **Summary**

- Government Social distancing rules will be applied and maintained throughout the building.
- The use of sanitizing stations in all areas as directed is compulsory.
- Choir Members must be fully conversant with the following rules of general compliance and must allow for the extra time needed for compliance.
- The likely capacity of the Hall is 30 (to comply with Government Social Distancing rules)

## **General Compliance**

### **1 Before each rehearsal**

- 1.1 Members should give advance notice of their intention to attend in person by e-mailing Maria at mariajohnson1@hotmail.com by the end of the Friday preceding the rehearsal.
- 1.2 All members will be given the option of taking part in the rehearsal using Zoom.
- 1.3 At the time of saying they will attend in person it is members' responsibility to ensure they are free of COVID symptoms.
- 1.4 All members will be encouraged to review the entry questionnaire before attending
- 1.5 Members will be encouraged to take up vaccines and self-test frequently.
- 1.6 Members should print required music in advance where possible.
- 1.7 Members must bring their own refreshments.
- 1.8 A member of the committee will open up the building.

### **2 Setting up the hall**

- 2.1 Designated markers for chairs, leader and keyboard will be placed in accordance with the 2 metre social distancing rule.
- 2.2 Hand sanitizer is provided by St Dunstan's in dispensers at the entrance / exit. Hand washing materials are available in the disabled toilet at the entrance.
- 2.3 St Dunstan's will ensure the hall is cleaned and sanitized before and after choir sessions. Anne will provide a suitable anti-viral product for any additional cleaning during the session.
- 2.4 Maria will provide latex-free disposable gloves if required.
- 2.5 Laptop (provided by Maria) to be connected to the projector and made ready to initiate Zoom session. A spare laptop (provided by Ken) will be available.
- 2.6 The building will be well ventilated by opening windows and propping non fire doors open.
- 2.7 Keyboards to be set up by the individual who will use them.

### **3 Entry to the Hall**

- 3.1 Members should arrive no more than 15 minutes before the rehearsal start time.
- 3.2 Masks must be worn at all times.
- 3.3 Members should remain socially distanced (2 metres) whilst waiting outside, or if preferred, in their car until asked to enter singly and suitably distanced.
- 3.4 Anne and Sheila will be posted inside the entrance to welcome members and explain the procedure.
- 3.5 At the point of entry members must confirm that they can answer 'no' to all questions on the questionnaire (see Appendix). If not, the member will be asked to join the rehearsal via Zoom.

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- 3.6 Anne and Sheila will record the names of those attending (to be confidentially retained for 21 days to comply with NHS Track and Trace requirements).
- 3.7 Members should use the hand sanitizer at the entrance.
- 3.8 Each member will pick up their own chair and place it in a designated position – a committee member will help if required and sanitize the chair if necessary.
- 3.9 Members must place their possessions (coat, bag, music folder) by their own chair.
- 3.10 Members must remain seated until all choir members have arrived. All social interaction must be strictly distanced at all times.

## **4 During the Rehearsal**

- 4.1 All members must observe social distancing.
- 4.2 All members must wear masks throughout (unless exempt).
- 4.3 Two 40 minute singing periods will take place with a 10 minute break
- 4.4 During the break members should file out of building, guided by Maria, via the exit door to allow the room to be ventilated.
- 4.5 During the break Sheila will take payments using the card reader.
- 4.6 After the break members should sanitize their hands when returning to their seats via the entry route.
- 4.7 Music must not be shared.
- 4.8 If anyone develops COVID symptoms during the rehearsal they should let Maria know:
  - the member will be taken to the designated safe area in the Walsingham Room;
  - a COVID first aid kit is available in the kitchen
  - the rehearsal will be abandoned;
  - members will be advised to hand sanitize and to wash their clothes;
  - St Dunstan's Parish Priest will be informed by the Chairman

## **5 Kitchen and Toilets**

- 5.1 The kitchen is not available for use.
- 5.2 Only the disabled toilet at the entrance may be used.
- 5.3 Before entering the toilet, members must sanitize their hands at the sanitizing point.
- 5.4 After using the toilet, members must wash and dry their hands.
- 5.5 Members should exit without touching any surface after drying hands. Surfaces should be re-sanitized if necessary.

## **6 After the Rehearsal**

- 6.1 Members should leave their chair, collect their possessions and any rubbish, and vacate the building, maintaining social distancing.
- 6.2 Members should sanitize hands before exiting.
- 6.3 Masks should be worn until members are clear of the building.
- 6.4 Committee members and volunteers will sanitize and stack chairs and sanitize any other equipment used.
- 6.5 A committee member will check that all doors and windows are closed and securely locked.
- 6.6 Members should alert Maria if they develop COVID symptoms within 7 days of attending a rehearsal and should follow NHS guidelines.

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## Appendix - COVID Questionnaire

The purpose of this questionnaire is to determine if choir members are able to safely join a Key Voices rehearsal.

All of the following questions must be answered. If the answer to any of them is 'yes', the member should not attend the rehearsal and should seek advice on what to do from the NHS app or gov.uk website.

Members must confirm that all answers are negative on entering the rehearsal venue.

		Yes	No
1.	Have you been asked to self-isolate having returned from outside the UK in the last 14 days?		
2.	Are you currently living in the same household as someone who has been advised to self-isolate?		
3.	Have you had direct contact with someone within the past 14 days who has a confirmed COVID-19 infection		
4.	Do you currently have any of the following symptoms? <ul style="list-style-type: none"><li>• A high temperature</li><li>• A new continuous cough</li><li>• A change to your sense of smell or taste</li></ul> (See the NHS app or gov.uk for further details)		