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|  |  | |  | | --- | | **Printers Playhouse** | | 49a Grove Road Eastbourne, BN21 4TX | |  | | info@printersplayhouse.co.uk | | www.printersplayhouse.co.uk | |  | | Company Number: 09592300 | |  | |  |

IMPORTANT: Covid-19 protocols for staff, participants, volunteers and students to minimise transmission of the virus

Our immediate focus is to ensure anyone working at, or attending PPH led sessions are as protected as possible from the risk of infection. Therefore, the points below for Staff and volunteers are INSTRUCTIONS not guidance.

Participants will be asked to sign a declaration stating that they have read and agree to the protocol, that they are happy with the measures put in place by PPH and that they accept responsibility for their own well being.

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|  | **Staff & Volunteers** | **Participants** |
| 1. Attendance | Staff and volunteers are not permitted to attend if they, or a member of their family bubble, have experienced symptoms or if they know they have come in contact with someone with virus symptoms. *If in doubt,please inform PPH and stay at home.*  ONLY designated staff and volunteers are allowed on premises. | P are not permitted to attend if they, or a member of their family bubble, have experienced symptoms or if they know they have come in contact with someone with virus symptoms. *If in doubt, please inform PPH and stay at home.*  ONLY P who have booked in advance will be allowed on the premises. |
| 2. Arrival, One way system and Exit | Please enter through our **entrance door,** this is clearly labelled and was our main door.  When entering the building, **firstly** you must sanitise your hands using the dispenser provided. | Please enter through our **entrance door,** this is clearly labelled and was our main door.  When entering the building, **firstly** you must sanitise your hands using the dispenser provided.  Please use your own pen to then sign in. |

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|  | On every entry and exit to the building, sanitise your hands using the dispenser provided.  This is **compulsory.**  Using the one way system leave the building through the Exit only door. | On every entry and exit, P must sanitise their hands using the dispenser provided.  This is **compulsory.**  Using the one way system please leave the building through the Exit only door. |
| 3. Movement around premises, and between rooms | Staff and volunteers will flow around the building as necessary, ensuring social distancing is being adhered too. | P will try and remain at their tables or on their chairs during their sessions.  Table service for drinks will be provided. |
| 4. Social  distancing | Staff who are not already in a ‘bubble’ must stay at least 1+ metres apart from each other, and from P, at all times. Where this is not possible, staff will not stay in the same position for longer than 15 minutes at a time. | P must stay at least 1+ metres apart from each other at all times. P may be part of their own social/family ‘bubble’. |
| 5. Tissues & their disposal | Staff to bring their own disposable tissues. Dispose of all used tissues in the bins provided | P to bring their own tissues. Dispose of all used tissues in the bins provided |
| 6. Ventilation | Windows and external doors will be open in all rooms where possible. The fan should be on to increase ventilation so please make sure you are suitably dressed. | Rooms will be well ventilated with fans on so please ensure you are suitably dressed with lots of layers for changing temperatures. |
| 7. Toilets | Staff to use the toilet when needed, one at a time. Hands must then be washed and sanitized | P to visit the toilet one at a time. Hands to be washed and sanitized. |
| 8. Personal effects, clothing, face coverings. | Please do not bring anything you don’t need into the building. Bar staff will wear face coverings when serving. Mobile phones may be necessary but should be kept away at all other times. | Please only bring the equipment needed for your session. There are no cloak room facilities available. Coats and bags must be kept under the P table. |
| 9. Cleaning | PPH will ensure all rooms are subject to intensified cleaning, particularly of all surfaces, and prominent areas of communal contact (handles, light switches, chairs, doors) in between sessions. | N/A |
| 10. First Aid | There will always be a first aider on site | N/A |
| 11. Safeguarding | A designated member of staff will be responsible for safeguarding onsite. | N/A |
| 12. Choir Protocol | The Choir Director will teach from behind the protective full stage screen.  The CD will be at least 2m from every participant. | Choir members will wear full face visors whilst singing.  There will be no more than 6 singers at any one time.  CM will be facing the same direction and at least 1m apart from each other. |
| 13. Fire Alarm | All staff will follow normal evacuation procedures and guide P out to the muster points in front or behind the building, observing distancing. Where possible the sign in sheet will be collected and a role call taken. | All P will be guided through the evacuation to congregate at the front of the building, or out through the back fire exit as required,observing distancing. |
| 14. Further  questions and honing procedures | Please contact Viv via email,  viv@printersplayhouse.co.uk, with any questions or changes you feel we can make. | Please contact Viv via email,  viv@printersplayhouse.co.uk, with any questions or changes you feel we can make. |

Many thanks for your understanding and cooperation. We will continue to do *everything we can* to ensure the safety of our patrons and work force whilst facilitating the slow return to normal working practice and conditions. We will review our protocols document weekly, in line with up-to-date Government guidelines. We will inform everyone of any changes

Printers Playhouse Limited |49a Grove Road | Eastbourne| BN21 4TX Company Number: 09592300