

Guidelines for Key Holders/Production Staff when using The Lytton Theatre during the Covid 19 restrictions

What follows are the rules we have had to put in place to make The Lytton Theatre “Covid Secure”. If you or any of the people do not take these guidelines seriously and abide to them to the best of your abilities, all activities in the building will have to be suspended until further notice.

If you are not going to abide by the rules please let David Slade know and cancel your activity.

Prep before activity/rehearsal

- Plan your activity to have as few people as possible attending.
- Do not have more than one activity in the building at the same time.
- Only have one activity in an evening or allow enough time for one group to leave and the other to arrive. Including time in the car park. It is suggest half an hour between activities as cleaning will have to take place between rehearsals
- Ensure all people attending the rehearsal have been given the “Guidelines to attending a rehearsal/activity at The Lytton Theatre during the Covid 19 restrictions.”
- If any of the people attending your activity tell you they are not going to abide by the rules, tell them they cannot attend.
- Ensure no high level/vulnerable people attend your activity rehearsal (see appendix A)

When arriving

- If the weather allows prop external entry doors open to minimise contact.
- Prop open all internal doors for your activity rehearsal to minimise contact.
- Ensure the hand sanitiser points have enough gel. If not replenish them.
- Wipe down all surfaces that may be touched during the activity e.g. door handles, light switches etc

When your cast/attendees arrive

- Make sure they abide by the rules in the “Guidelines to attending a rehearsal/activity at The Lytton Theatre during the Covid 19 restrictions.”
- Ask your attendees to fill in the slips for attendance and put them in the box provided.
- Use the Track & Trace QR Code provided on the wall in the bar if you have a suitable phone. If you do not have a suitable device write the date, the times and the number of people attending on a slip, then place in the box provided.

During the rehearsal/activity

- Make sure social distancing rules are applied during the activity
 - Distancing between people of 2 metres
 - They wear masks if in proximity (under 2 metres) of other people
 - No immediate person to person contact, unless they are from the same household.
 - When singing people do not face each other and/or are 2 metres away from other people including production team.
- If anyone shows any symptoms of the virus during the rehearsal ask them to leave and tell them to seek medical advice. Later contact them to see if they are okay. If they are diagnosed with Covid 19 make sure everyone who was at that activity is contacted and let David Slade know.

At the end of the rehearsal/activity

- Ask you attendees to
 - Wipe down any chairs and surfaces they have touched/used
 - Use the hand gel before they leave
- Tell you attendees to leave via the relevant exit. If no one else is expected after you it is the front door. If people are expected it is by the fire exit in the hall.
- Make sure no one hangs around when the activity/rehearsal is over they must leave the premises.
- Using the check list provided in the rooms wipe down/clean where necessary, record and sign.

Leaving the building

- Make everything has been turned off
- After you have locked the front door wipe down the handle.

David Slade

Business Manager - The Stevenage Lytton Players

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APPENDIX A

Definitions:-

High Risk / Vulnerable

There are two levels of higher risk:

- high risk (clinically extremely vulnerable)
- moderate risk (clinically vulnerable)

People at high risk (clinically extremely vulnerable) from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past six months, or are still taking immunosuppressant medicine
- have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- have a serious heart condition and are pregnant

People at moderate risk from coronavirus include people who:

- are 70 or older
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medications that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)
- are pregnant