

## **Covid-19 Protocols for Indoor Performances: Audiences**

Following the Government's announcement on Monday 19 July and the relaxing of restrictions in England, we have updated our protocols accordingly.

In line with the advice from the Public Health England, Department for Digital, Culture, Media & Sport, Guildford Borough Council and Events Industry Forum, we have put in place the protective measures below. This is to minimise the risk to staff, artists and audiences who work at and attend our outdoor events by reducing the risk of infection and transmission of the coronavirus (COVID-19).

GSC will monitor all changes in advice from UK Government and amend these protocols accordingly.

<p><b>Travel</b></p>	<p>Ideally audiences should walk, cycle or use a private vehicle. If unable to avoid public transport patrons must wear a mask, sanitise hands after touching surfaces and maintain good social distancing.</p> <p>Off-peak travel times will be taken into account with regards to scheduling.</p> <p>Guildford Borough Car Parks to be used by patrons.</p>
<p><b>Attendance</b></p>	<p>Audiences are not permitted to attend if they have experienced symptoms of Covid-19.</p> <p>Unless fully vaccinated, audiences are also not permitted to attend if a member of their family/bubble, have experienced symptoms or if they know they have come in contact with someone with virus symptoms.</p> <p>If in doubt, individual is to contact GSC team and stay at home.</p> <p>The event will be ticketed (via email confirmations) and only patrons with a valid ticket will be allowed to attend.</p> <p>Telephone numbers and full contact details will be taken at the booking stage for the purposes of Test and Trace.</p> <p>Should there be any available empty seats, these may be sold 'on the door', using contactless payment and full contact details taken to aid Test and Trace.</p> <p>Any members of the public without a valid ticket (electronic only, no physical ticket will be issued) will be turned away and asked to leave.</p>

	<p>Audience details will be kept securely on file for 21 days to comply with Test and Trace protocols.</p> <p>These measures will be communicated to audiences at the time of booking, and re-iterated on their booking confirmation.</p>
<p><b>Arrival – at performance venue</b></p>	<p>Audiences instructed at time of booking not to arrive more than 45 minutes before their scheduled performance.</p> <p>If this happens, they will be asked to go away and come back.</p> <p>Designated Front of House area will be made clear to audiences at the time of booking.</p> <p>Signage will be installed to help with socially distanced queuing.</p> <p>Upon arrival patrons are asked to give their name and the Front of House (FOH) Manager will check this off their printed list.</p> <p>Further safety instructions will be given as necessary, and a steward will show patrons to their seats.</p> <p>FOH Manager and stewards will continue to wear face coverings.</p> <p>FOH Team to carry out lateral flow testing twice a week.</p> <p>Hand sanitiser will be made available.</p> <p>Signage requesting that “<i>GSC expects patrons will take responsibility for their own and others’ welfare.</i>” will be displayed during the event.</p>
<p><b>Seating</b></p>	<p>The event will be all-seated with no standing allowed.</p> <p>Seating will be laid out according to best practice social distancing guidelines.</p> <p>Audiences cannot bring their own seating.</p>
<p><b>Movement around venue</b></p>	<p>Where paths narrow or steps/staircases occur, signs will request patrons to walk single-file and to keep appropriate distances.</p>

	<p>Although no longer a legal requirement, the wearing of face coverings will be strongly recommended by all patrons (unless exempt). Disposable face coverings will be available from Front of House should they be required.</p> <p>Audiences may need to pass others when taking their seats or visiting the toilet. Any risks to be mitigated by wearing face coverings.</p> <p>An open-door policy will be observed, allowing patrons to visit the toilet during the performance, to prevent crowding in the interval.</p> <p>Where one-way routes are designated, audiences instructed to follow signage.</p> <p>Children to be supervised by their parents/guardians/carers at all times.</p> <p>Appropriate ventilation will be observed.</p>
<b>Social distancing</b>	<p>Signage made to remind audiences to respect any social distancing measures outside of their family/bubble at all times.</p> <p>Stage action to take place at least 2m from audience.</p>
<b>Prevention of larger groups gathering</b>	<p>Entry to the venue will be by ticket only; with names checked off upon arrival.</p> <p>Venue stewards to be notified of audience capacity.</p>
<b>Tissues &amp; their disposal</b>	<p>Audiences to bring their own disposable tissues. Dispose of all used tissues in the public litter bins provided.</p>
<b>Toilets</b>	<p>Toilets will be made available onsite for all audience members, with suitable signage and queuing instructions.</p> <p>Toilets will be regularly cleaned.</p>
<b>Personal effects, food etc.</b>	<p>Audiences advised in advance not do not bring anything they do not need to the performance site.</p> <p>There will be a limited bar for sale of alcohol or other refreshments by GSC. Audiences will be able to 'walk-up', and contactless payment will be taken.</p>

**Isolation for any patron displaying possible symptoms**

**When to self-isolate**

Self-isolate straight away and get a [PCR test \(a test that is sent to the lab\) on GOV.UK](#) as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

You should also self-isolate straight away if:

- you've tested positive for COVID-19 – this means you have the virus
- someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)

you've been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)

**When you do not need to self-isolate**

If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old
- you're taking part or have taken part in a COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

Even if you do not have symptoms, you should still:

- get a [PCR test on GOV.UK](#) to check if you have COVID-19
- follow advice on [how to avoid catching and spreading COVID-19](#)
- consider limiting contact with [people who are at higher risk from COVID-19](#)

**Tell people you've been in close contact with that you have symptoms**

	<p>Tell people you've been in close contact with in the past 48 hours that you might have COVID-19.</p> <p>You should tell them to follow advice on <a href="#">how to avoid catching and spreading COVID-19</a>.</p> <p>They do not need to self-isolate unless they're contacted by the NHS Test and Trace service.</p> <p>If they get any symptoms of COVID-19, they should self-isolate and get a test as soon as possible.</p>
<b>First Aid</b>	<p>There will always be a first aider on site. Training on updated COVID-19 First Aid information will be provided.</p>
<b>Safeguarding</b>	<p>A designated member of staff will be responsible for safeguarding. Please read our safeguarding policy. Refresh training on child protection and new issues arising from C19 will be provided.</p>
<b>End of performance procedures</b>	<p>Audiences requested to be respectful of fellow members, i.e. by wearing a face covering and keeping a safe distance.</p> <p>Venue exit will be clearly signposted.</p> <p>Stewards to orchestrate audience exit.</p>
<b>Evacuation</b>	<p>Stewards will be made aware of evacuation procedure and muster point for each venue.</p>
<b>Further questions and honing procedures</b>	<p>Please email Matt Pinches or Sarah Gobran, <a href="mailto:info@guildford-shakespeare-company.co.uk">info@guildford-shakespeare-company.co.uk</a> if you have any questions or changes you feel we can make.</p>

Many thanks for your understanding and cooperation.

We will review our protocols document weekly, in line with up-to-date Public Health England, DCMS and Guildford Borough Council guidelines.

We will inform audiences, staff and artists of any changes.

Updated **14 April 2021**; Revised **09 July 2021**; Revised **07 September 2021**

**Matt Pinches, Producer & GSC Co-Founder**