

## GSC Drama Club Covid-19 Protocol

In line with the advice from the Public Health England and NSPCC we have put in place the protective measures below. This is to minimise the risk to children, staff and parents who attend our clubs by reducing the risk of infection and transmission of the coronavirus (COVID-19).

### **IMPORTANT: Covid-19 protocols for staff and artists to minimise transmission of virus**

	<b>Staff</b>	<b>Students and Parents</b>
1. Travel	<p>Ideally you should walk, cycle or use a private vehicle. If unable to avoid public transport please wear a mask, sanitise hands after touching surfaces and maintain good social distancing where possible.</p> <p>Off peak travel times will be taken into account with regards to scheduling.</p>	<p>Ideally you should walk, cycle or use a private vehicle. If unable to avoid public transport please wear a mask, sanitise hands after touching surfaces and maintain good social distancing where possible.</p> <p>Off peak travel times will be taken into account with regards to scheduling.</p>
2. Testing	<p>All staff must take two lateral flow tests a week and email the negative result to the project lead before entering the building. Failure to do so will result in them being turned away.</p> <p>Should a test prove positive, they will notify GSC and commence 10-day isolation and follow all guidance from their GP/NHS.</p> <p>From 16<sup>th</sup> August 2021 there is no need for double vaccinated staff members to self-isolate if they have been in close contact with someone who is covid positive. Instead, they are advised to follow government advice and take a PCR test as soon as possible and only</p>	<p>All secondary school aged students and above are required to take two lateral flow tests a week and email the negative result to the project lead BEFORE the deadline that has been requested. Failure to do so will result in them not being able to participate in that week's class.</p> <p>Should a test prove positive, they will notify GSC and commence 10-day isolation and follow all guidance from their GP/NHS.</p> <p>If the student has had a positive PCR COVID-19 test, they should recommence home testing 90 days after their positive test was taken. Under these</p>

	<p>isolate if it is positive or they have symptoms.</p> <p>Only designated staff are allowed on premises. Any other staff members or parents will be turned away.</p>	<p>circumstances the student is not required to send us their lateral flow test result within this 90-day period.</p> <p>From 19<sup>th</sup> July 2021 under 18's and those double vaccinated are no longer required to self-isolate if they have come into contact with someone who has tested positive for Coronavirus. Therefore, there is no need for the rest of the group to self-isolate if a member tests positive for covid. Instead, GSC will alert all members via email and advise they follow government advice and take a PCR test as soon as possible and only isolate if it is positive and or they have symptoms.</p> <p>Only students are allowed to enter the premises. Parents must stay at the allocated drop off and pick up points.</p>
<p>3. Arrival</p>	<p>Staff may park in the Green Ark car park but must ensure that the gate is locked upon each entry and exit.</p> <p>Please enter through the front of the building (Maps provided).</p> <p>When entering the rehearsal room, you must sanitise your hands using the dispenser provided.</p> <p>Go straight to the rehearsal room.</p> <p>On every entry and exit to the rehearsal room it is</p>	<p>Students and parents must follow the one-way system (Maps provided). They must wait outside the front entrance. A member of staff will meet you and escort your children to the rehearsal room.</p> <p>Nobody may enter until advised to do so. Parents must not come into the building unless absolutely necessary - i.e. in an emergency.</p> <p>Communication can be done via the phone number</p>

	<p>compulsory for you to sanitise your hands using the dispenser provided.</p>	<p>emailed to you a week before the first session.</p> <p>On every entry and exit, we ask for students to sanitise their hands using the dispenser provided.</p>
<p>4. Movement around premises, and between rooms</p>	<p>Masks are advised to be worn if 1m+ distancing cannot be guaranteed and when moving around the space.</p> <p>Staff will stay in their assigned rehearsal room and will not go into other spaces unless required to.</p> <p>To follow the one-way routes designated.</p>	<p>Masks are advised to be worn if 1m+ distancing cannot be guaranteed and when moving around the space.</p> <p>Once in the rehearsal room students will be designated a chair. They must remain in their chair throughout the session unless instructed to move by the facilitator.</p> <p>To follow the one-way routes designated.</p>
<p>5. Costume &amp; Props</p>	<p>Props and costume to be kept to a minimum and not be shared.</p> <p>Ensure that props, costumes, and instruments are not to be passed to anyone else directly but use a designated drop-off point. Ensure anything picked up has been thoroughly disinfected.</p> <p>Students will be asked to provide their own costumes for shows where possible. If GSC provides an item of clothing it is to be cleaned and handled with gloves to avoid cross contamination.</p>	<p>Props and costume will be kept to a minimum and will not be shared.</p> <p>Props, costumes, and instruments are not to be passed to anyone else directly but use a designated drop-off point. Ensure anything picked up has been thoroughly disinfected.</p> <p>All students will be asked to provide their own costumes where possible and will be asked to arrive at the venue/leave the venue wearing them. There will be strictly no sharing of costumes.</p> <p>Do not touch anyone else's props, costume or instruments at any time.</p>
<p>6. Social distancing</p>	<p>GSC advise 1m+ distancing be maintained inside our rehearsal rooms.</p>	<p>GSC advise that individuals adhere to 1m+ distancing inside our rehearsal rooms.</p>

	Masks are advised to be worn if 1m+ distancing cannot be guaranteed and when moving around the space.	Masks are advised to be worn if 1m+ distancing cannot be guaranteed and when moving around the space.
7. Tissues & their disposal	Staff to bring their own disposable tissues. Dispose of all used tissues in the bins provided	Students to bring their own tissues. Dispose of all used tissues in the bins provided
8. Distancing whilst supervising	Please only support students with work etc from a distance unless the individual students access needs requires it. 1m grid on the rehearsal room floor to aid with basic blocking and allowing for social distancing.	N/A
9. Ventilation	Windows will be open in all rooms used. Adjust the heating if you are cold. Also make sure you are suitably dressed.	Rooms will be well ventilated so parents please ensure students are suitably dressed for ambient outside temperature
10. Toilets	Use disabled toilets only.  Only one person at a time.  Wash hands thoroughly with soap and running water for 20 seconds.  Staff to clean toilets with detergent at the end of each day, whilst wearing the correct PPE.  Bins will be emptied and disposed of correctly, at the end of each day.	Students will only be allowed to visit the toilet one at a time.  They must wash hands thoroughly with soap and running water for 20 seconds.  Correct handwashing posters are displayed in the toilet area.
11. Personal effects, food etc.	Please do not bring anything you don't need to the workshop.  Bags and coats to be stored outside of the rehearsal room.  Mobile phones will be necessary for communication	Please do not bring anything you don't need for the workshop. Please bring your own water bottle and food that does not need to be kept cold, as there will be no access to a fridge.  Mobile phones are discouraged, and not to be

	and registration, but must be kept away at all other times.	used in the building except in an emergency.  Any items brought will be stored outside of the rehearsal room in a designated space. Access to this area will be one person at a time.
12. Isolation for any student displaying possible symptoms	If any staff experiences symptoms of the virus (persistent cough and/or high temperature) they will place themselves in the kitchen area. They will call another member of staff and contact parents to collect their children ASAP.	If any student experiences symptoms of the virus (persistent cough and/or high temperature) they will be placed in the kitchen area. We will contact parents to collect them ASAP and deep clean their area.
13. Cleaning	GSC will ensure all rooms are subject to intensified cleaning, particularly of all surfaces, and prominent areas of communal contact (handles, light switches, chairs, doors, etc.)  All bins and used PPE will be emptied and correctly disposed of at the end of each day.	N/A
14. First Aid	There will always be a first aider on site.  Training on updated C19 First Aiding information will be provided.	N/A
15. Safeguarding	A designated member of staff will be responsible for safeguarding onsite.  Please reread our safeguarding policy.  Refresh training on safeguarding and new issues arising from C19 will be provided.	Go onto GSC website to read our safeguarding policy.
16. End of class procedures	Staff will dismiss students one at a time, which will	Parents meeting their child after class will need to wait

	allow them to exit the building whilst maintaining good social distance and avoid a bottle neck. Exit is by the rear door. (see map)	in the car park at the back entrance (see map).  Parents are asked to keep 1m+ social distancing whilst waiting or remain in their vehicles. Please drive carefully.
17. Fire Alarm	All students and staff will congregate at the car park behind the building, observing distancing.  Designated teacher will roll call.	All students will be guided to congregate at the back of the building, observing distancing.
18. Further questions and honing procedures	Please email Rob Cann, <a href="mailto:rob@guildford-shakespeare-company.co.uk">rob@guildford-shakespeare-company.co.uk</a> or Ant Stones, <a href="mailto:education@guildford-shakespeare-company.co.uk">education@guildford-shakespeare-company.co.uk</a> if you have any questions or changes you feel we can make.	Please email Rob Cann, <a href="mailto:rob@guildford-shakespeare-company.co.uk">rob@guildford-shakespeare-company.co.uk</a> or Ant Stones, <a href="mailto:education@guildford-shakespeare-company.co.uk">education@guildford-shakespeare-company.co.uk</a> if you have any questions or changes you feel we can make.

Many thanks for your understanding and cooperation.

We will continue to ensure that our workshops are engaging and entertaining whilst ensuring that we do everything we can to ensure the safety of our students, their families and staff. We will review our protocols document weekly, in line with up-to-date Public Health England and Department for Education guidelines.

We will inform students, parents and staff of any changes.

**Rob Cann, GSC Education & Outreach Operations Manager.**

**13/09/2021**