

COVID-19 RULES AND REGULATIONS FROM 6 SEPTEMBER 2021

Summary

The following rules and regulations are in place for the safety of those using our facilities including students, staff, tutors and visitors. These rules have been created using the current government guidance and are subject to change. Our intent is to create a safe working environment with the normal freedoms that we may have expected pre-pandemic. Personal choice is not affected and if you have any concerns regarding these rules and regulations please contact the Court Theatre Training Company office.

Vulnerable Persons

Staff and young persons who are in the vulnerable and high-risk categories are instructed to inform the office immediately and further controls will be implemented, such as, but not limited to additional PPE use and other controls.

Control Measures

Face Coverings

Face coverings are not required to be worn anywhere in the college. However, students, staff or tutors who wish to wear a mask may do so.

Visitors

No visitors to attend the building during teaching hours (Monday – Friday, 9.30-5.30pm) without a prior appointment.

Facilities Control Measures

Communal Facilities, Entrance, Toilets, Stairs
1. Cleaning services have been increased. Toilets and communal areas, along with rehearsal rooms, are cleaned more frequently than before and the cleaning routine is to a higher specification
2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS and Public Health hand washing advice posters displayed
3. Students, tutors and staff are instructed to clean their hands after using the toilet by washing their hands with soap and water for at least 20 seconds and to regularly use hand sanitisers
4. Students, tutors and staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared
5. Ensure that when spills of food or liquids occur, individuals must ensure that the work surfaces are left in a clean and sanitised condition

6. Students, tutors and staff to use their own drinking mugs, cups and glasses to prevent cross contamination

7. Do not touch food and keep hands out of waste bins or receptacles as they may contain contaminated products, food or tissues

Waste

1. Students, tutors and staff are required to have consideration for cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated

2. All waste bins and receptacles are carefully and safely emptied daily by cleaning staff

Contractor Control and Third Parties

1. We will discuss with cleaning contractors or staff, including the duty manager, the additional cleaning requirements

2. Entry to the premises by pre-appointment only

3. Anyone with COVID-19 symptoms are not permitted entry to the premises

Cleaning and Hygiene

1. Students, tutors and staff are instructed to wash their hands with water and soap for 20 seconds and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered

2. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, disabled lift, building equipment buttons, switches, etc). Cleaning staff have been increased in line with the increased cleaning regimes

3. Cleaning regimes have been implemented on a more frequent basis and will take place throughout the day

4. Sufficient hot water, liquid soap and hand sanitiser dispensers are provided throughout the building

5. Students, tutors and staff are required to report anything contaminated or spilt that requires cleaning

Communication and Training

1. Individuals who are unwell and ensuring that those who have coronavirus symptoms, or who have someone in their household who does (unless double vaccinated), do not attend the premises

2. All tutors undertaken COVID-19 training

3. Meetings will be held between management and key members of staff to discuss effective procedures and procedural changes when required



"Train for a life in the theatre by working in the theatre"

Testing

We encourage all students, staff and tutors to continue to test twice weekly. Lateral Flow Device (LFD) tests are available from the office or from the NHS.

Vaccinations

We understand receiving a vaccination is a personal choice, however, we strongly recommend that you do so to protect friends and family and to ensure you do not need to self-isolate in the event of close contact with someone identified as testing positive.

These rules are subject to change on an ongoing basis as announcements are made by various government agencies and students, tutors and staff are expected to follow the above rules. For clarification on any of the above please call the office on 020 7739 6868 or email info@courttheatre.org.uk