

## **COVID-19 RULES AND REGULATIONS FROM 5 JANUARY 2022**

### **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.

### **Current Student/Staff Guidance**

Please continually check the [Gov Coronavirus](#) website for the latest updates on restrictions and guidance.

COVID-19 symptoms, as defined by the NHS, are as follows:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal

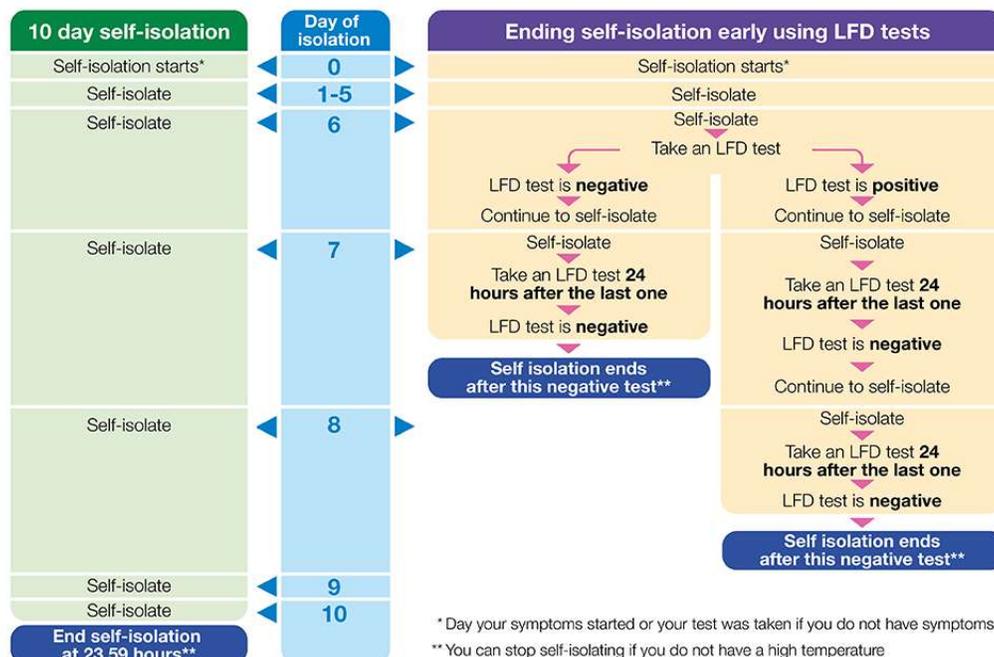
We encourage all students, staff and tutors to continue to test twice weekly. Lateral Flow Device (LFD) home test kits are available from the office or from the NHS. Report test results, whether positive, negative or void, to the NHS to help scientists track the spread of COVID-19 and spot new outbreaks fast.

If you start to develop at least one of the above COVID-19 symptoms you must stay at your current place of residency, self-isolate immediately and arrange to have a PCR test. This can be through the [Gov website](#) or by calling NHS 119. Please follow Public Health England’s [guidance on self-isolating at home](#).

If you test positive, continue to self-isolate and inform the college as soon as possible by texting the COVID-19 Hotline on 07825 868 686 and emailing [info@courttheatre.org.uk](mailto:info@courttheatre.org.uk). If you test negative, return to college when you are feeling well enough.

If you have been informed that you are a contact of a person who has had a positive test result for COVID-19 you must stay at home and self-isolate (unless you are not required to self-isolate – check below if this applies to you). Your isolation period includes the date of your last contact with the person who had a positive test result for COVID-19 and the next 10 full days. This means that if, for example, your last contact with them was at any time on the 15<sup>th</sup> of the month your isolation period ends at 23:59 on the 25<sup>th</sup>.

Example of when to end self-isolation if you have had COVID-19 symptoms or have received a positive COVID-19 test result:



Students will not be penalised for missing class should they need to self-isolate and training will be adapted to ensure students do not miss any vital teaching or assessments.

### When You Do Not Need to Self-Isolate

If you live with or have been in contact with someone with 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

However, you should take an NHS Lateral Flow Device test every day for 7 days to help slow the spread of COVID-19 and follow the guidance on [how to stay safe and prevent the spread of COVID-19](#).

### 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 must be worn by students, staff, tutors and visitors in all communal areas in the college premises unless exempt.

### Visitors

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

### Facilities Control Measures

<b>Communal Facilities, Entrance, Toilets, Stairs</b>
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 handwashing 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

<b>Waste</b>
1. Students, tutors and staff are required to have consideration for cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff from being accidentally contaminated
2. All waste bins and receptacles are carefully and safely emptied daily by cleaning staff

<b>Contractor Control and Third Parties</b>
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

### **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](mailto:info@courttheatre.org.uk)*