

# Buxted Symphony Orchestra - Rehearsal Protocol

**Please read this document carefully before the 26<sup>th</sup> September. Please retain a copy in your Music Case / Folder**

## 1 DECLARATION OF GOOD HEALTH

Before you leave home ask yourself:

- Do I have an unexplained cough?
- Has my sense of taste or smell changed recently?
- Do I have a raised temperature?
- Have I had contact with anyone with Covid-19 symptoms or who has now tested positive for COVID-19 within the last 14 days?
- Have I travelled abroad within the last 14 days?
- Have I had contact with anyone who has travelled abroad within the last 14 days?
- Have you been contacted by the national 'Track and Trace' service and told you should self-isolate within the last 14 days?

You will already have received a questionnaire in which you will have been asked to sign an undertaking that you can answer "No" to all of the above questions.

Bring that signed document to the first rehearsal. It is suggested you retain a copy.

Thereafter, when you arrive at rehearsals you will be invited to declare that you can continue to answer "No" to **all** of the questions (in effect that your original declaration remains unchanged) and your response will be noted and retained for at least 21 days after each rehearsal.

This is in order to enable us to meet our obligations for Track and Trace.

**Err on the side of caution!** If you feel at all unwell at any time between rehearsals please, please make contact with Frances or Linda whose contact details are at the end of this protocol document.

## 2 Personal Protection Equipment

- Please bring with you a face covering and your own hand sanitiser.
- You will need to bring your own refreshments. You are responsible for removing disposable cups etc.
- You will be provided with a chair to sit on which will have had its metal parts cleaned. You may like however to bring a towel or two with which to cover the 2 fabric cushions.

## 3 Clothing

Current guidance for venues advises good ventilation at all times so please dress warmly. You may care to consider ensuring that you wear recently laundered clothing and that when you return home, you wash not only your hands etc, but also your clothing.

## 4 At all times

**Please observe the 2m social distance. It applies to everyone at all times. Please also respect all signage and instructions posted by the Venue.**

When seated you will be at least 2 metres from your neighbour. If you are a wind or brass player you will be seated so that you are 3 metres away from your nearest neighbour.

## 5 On arrival

- Please do not arrive at the door before 09:15.
- Timings. Wind and brass - 09:15, Lower strings - 09:20. Upper strings - 09:25.
- Please wear a face covering when entering the Civic Centre or waiting outside.
- You should enter by the side door (down the alley to the left of the Hall as you approach from Luxford Car Park.
- Don't gather in groups outside the door
- Avoid unnecessary touching of any surfaces. **This means anything that is not yours!** This is to reduce fomite spread (by, or to, you) and the need for us to carry out extra cleaning.
- Check in with Jane at the door. She will confirm your health status and direct you to your seat as per the seating plan for that rehearsal.
- Move directly to your chair which will be labelled.
- Do not touch or move your chair save as is necessary to sit on it. It will have been carefully positioned.
- If you wish to clean it with your own sanitiser, you are free to do so.
- Please carry with you your instrument case and all other possessions and position them behind or beneath your chair.
- Provision will be made for cello cases if necessary.
- In the event of wet weather entry to the hall will be by the main entrance and directly through the foyer and into the hall itself.
- If you are a NHS Covid 19 App user, please note that the QR code for the Centre is displayed on the double doors behind Julian for you to scan.

## 6 In the Hall

- Please keep your mask on until the rehearsal starts. You may prefer to remove it while playing, but only then.
- Make sure you have your music, music stand, pencil and eraser, rosin, mutes, "black holes" etc.
- Do not touch anyone else's chair, instrument, instrument case, music case or any other possession of a member.
- We will provide extra supplies of masks, gloves, cleaning materials and so on.

## 7 During the rehearsal

### (a) **During Playing.**

It is your choice as to whether you wear a mask or other face covering while you are playing. (for those who encounter 57 bars of rest, there is no obligation to replace it. Just breath carefully!).

Players of wind and brass instruments **are required to** provide appropriate coverings for their instrument bells. 2 layers of 80 denier tights are known to provide significant reduction in potential aerosol spread. For those who don't wear tights (or who prefer not to admit to doing so) there are a number of products available on the internet.

Players of instruments which collect spittle are required to bring containers and / or cloths to collect all spit as well as plastic bags in which such materials can be removed.

**Under no circumstances must instruments be emptied onto the floor.**

- ### (b) **During lulls in playing.**
- Please do not talk or chat with other players unless spoken to by Julian or a member of the committee. If you wish to speak please raise **one** hand. If you cannot hear what is being said by Julian who (along with the rest of us) is required not to raise his voice for aerosol reasons, please raise **both hands**.

- (c) **During Breaks.** We plan two breaks in the rehearsal which is scheduled to start at 09:30 and must be finished by 11:30 to facilitate cleaning by the Staff at the Civic Centre and such cleaning as we have agreed is our responsibility.

The purpose of the breaks is twofold.

Firstly, to enable ventilation of the hall to be arranged and secondly to permit anyone wishing to use the loo to do so.

The Disabled toilet is the single such facility being used and it available to *all users of the centre not just us*.

If you can manage therefore not to have to use it then so much the better. It is accessed by the double doors behind the cellos and it will be equipped by the Civic Centre staff with the usual personal sanitisation materials. Please use them.

You may prefer to replace your mask but, in any event, please do not leave you 2 metre square save to use the loo. Do stand up if you wish to stretch your legs!

## **8 At the end of the rehearsal**

Please be aware that the Orchestra's "sanitising" team needs to clean certain areas of the hall (door handles, window catches etc.) before we leave at 11:45. So, therefore:

- Put your face covering back on as soon as the last note has died away!
- Pack up your stand, music and instrument as quickly as possible.
- Stay at your seat until invited to leave the hall by the side door row by row.
- When you do so, exit as quickly as possible.
- Keep your social distance of 2 metres as usual.
- Leave your face covering in place and refrain from chatting until you are well clear of the Civic Centre.

This may all seem a bit draconian but our aim to keep everyone safe so as to be able to return to normality as soon as possible as well as being able to satisfy the Management so as to be able to continue to rehearse.

This Protocol document has been agreed by the committee and will be kept under review. If you have any comment or suggestions to make about it, please let the committee know.

Thank you

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