**COVID-19**

**PROTOCOL FOR WELCOMING PEOPLE TO THE PLAYHOUSE**

1. Contact tracing details are taken. These must include:

(a) the name and telephone number of each person over the age of 16; *and*

(b) the date of their visit or attendance and the time of their arrival.

1. We check for evidence of:
2. Covid-19 Vaccination (Double or Single) in the form of an NHS Vaccination Card *or*
3. A negative PCR test in the last 48 hrs in the form of an email or SMS from NHS or other government approved testing centres *or*
4. Proof of a negative Lateral Flow Test taken no more than 24 hours in advance. This will be in the form of an official SMS message which you will receive after completing and registering your Lateral Flow Test result at: <https://www.gov.uk/report-covid19-result>.
5. Playhouse inform each visitor (through signage, verbal reinforcement when possible and through public announcement) of the following:
6. Masks must be worn
7. At The Playhouse we do the following to protect public health:
* We clean the building daily
* We fog the public areas of the building with anti-viral fluid once per week
* We provide hand sanitisers – please use them
* We ventilate rooms during activities
1. If you become unwell during the course of your visit please notify a member of staff.

**Working With Tenants and Event Bookers**

1. We make all tenants and event bookers aware of our protocol above.
2. We ask tenants who have groups over 15 to confirm their approach and if necessary compile a risk assessment with them. This is kept on file.
3. We compile a risk assessment with all event bookers for events which involve over 15 people.
4. In the case of tenants they are responsible for implementing their own Covid-19 protocols and abiding by ours in public areas
5. In the case of event bookers The Playhouse is responsible for implementing the protocols above.

**Staff (including freelancers)**

1. Contact tracing as above in point 1
2. Weekly lateral flow tests to be taken and logged. In the instance of a temporary freelancer who spends little time in the building then evidence will be required as per point 2 above.
3. Masks must be worn in the public areas of the building. For internal meetings of less than 15 people and sitting at your desk masks are optional, but must be worn if requested by others and ventilation of rooms is essential. Please note at Box Office/Reception the default is to wear a mask. Breaks are enabled for personal wellbeing needs, however, a mask must be worn when visitors enter the building.