

Coronavirus (COVID 19) Company Policy

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, we assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope and Precautions

1. Staff (this included Volunteers and Freelancers)

- All Staff are asked to test twice a week or before coming into the Theatre (for those who work less frequently). These test results must be recorded via the Theatre Royal website - <https://theatreroyal.org/staff-testing/> - This is the Theatre Royal testing log.
- All customer facing staff (Duty Managers, Box Office, Stewards, Bar Stewards, Car Park Stewards, FoH Assistants, Technicians) must continue to wear masks whilst dealing with the Public and Visiting Companies.
- Whilst in the customer serving areas (Bar & Box Office) staff will mainly work behind screens.
- For Non-Customer facing staff It remains at their discretion whether they wish to wear a mask whilst at their desks or moving around the building. But Masks must be worn when mixing with any of the Performing Company, Audiences or Customers.
- If any staff member has any Covid symptoms they are requested to work from home or request sick leave, and get a PCR test. Upon a negative PCR test result they will be able to return to work.
- Once a staff member has tested positive they will require a negative PCR test before they can return to the workplace.
- Anti-viral soap for general use, will be provided in all toilets.
- Sanitising Stations will be at entrances and exit points for general use.
- Vaccination Status will be requested for planning purposes, with access for HR and CEO only.

2. Performing Company (in house)

- All Staff (this includes Production Crew, Cast, Young Company & Chaperones) must test twice a week or before coming into the Theatre (for those who visit less frequently). These test results must be recorded via the Theatre Royal website - <https://theatreroyal.org/staff-testing/> - This is the Theatre Royal testing log.
- All Performing Company members must wear a mask whilst moving around the building.

- Sanitising Stations will be at entrances and exit points for general use.
- Anti-viral soap for general use, will be provided in all toilets.
- Vaccination status will be requested for planning purposes, with access for HR and CEO only.

3. Visiting Company

- We ask each visiting company for their Covid RA / Policy before they visit, and will discuss and agree with them where we feel any alterations may be required to protect both parties.
- We recommend that they operate a rigorous testing regime.
- We recommend that Visiting Company members wear a mask whilst in the building.
- Anti-viral soap for general use, will be provided in all toilets.
- Sanitising Stations will be at entrances and exit points for general use.

4. Public

- We retain a 'Safe Area' of the auditorium which remains socially distanced.
- We recommend that customers to wear a mask whilst in the building.
- All Customer facing staff will be wearing a mask.
- The 'at seat bar service' will continue to be offered in the safe seats and both circles.
- Anti-viral soap for general use, will be provided in all toilets.
- Sanitising Stations will be at entrances and exit points for general use.
- The Auditorium will be sprayed between performances, with sanitiser.
- Tickets will be print at home or show on a phone, these will be scanned to log arrival.
- Contactless payment will be the preferred method of payment at all service points.

5. Contractors

- We will request a copy of their Covid RA / Policy before they visit.
- We request that they wear a mask whilst moving around the building.
- Anti-viral soap for general use, will be provided in all toilets.
- Sanitising Stations will be at entrances and exit points for general use.

Testing and notifying Procedures

If a member of staff notifies us that they have been in contact, pinged by NHS Trace & Trace or have symptoms:

- If they have been pinged or have been in contact with a person testing positive, they will report this to HR who log this on the Covid log (K:\Health & Safety\Covid\Covid Log), checking the vaccination log for their status, if they are:
 - Double Vaccinated
 - or**
 - Under 18
 - and**
 - Not in the same household as their contact that has tested positive

The staff member will need to test immediately (logging this on the TR Testing log) as long as this is Negative, they can continue to work.

If they don't meet the above conditions or have symptoms we must:

- Ask them to stay at home and get a PCR test immediately.
- Record the details in the TR Covid log.
- Identify when they have been in the building over the past 3 days and who they came in contact with.
- Identify which areas they worked in and arrange extra clean/sanitization.
- Identify if they had close contact with the Audience, and if so which zone were they working within. Pull details of Audience members who were in that zone for that show.
- Assess the size of the impact by following contacts across the past 3 days.
- If they came into contact with Visiting Company and Production crew, request them to get tested immediately.
- ***If they are negative-***
 - they can return to work.
- ***If they are positive-***
 - They must self-isolate for 10 days.
 - Ensure that they report their test to NHS Test & Trace
 - HR will contact all staff members that we identified and ask them to stay at home and get tested before they return to the Theatre.
 - If contacted by NHS Test & Trace provide details of all those who identified.

- ***If show staff*** - Make a judgement call on the scheduled remaining shows for that company and TR Staffing ability, potentially cancelling any remaining shows for the next 10 days.
- Notify Public Health England (PHE) within 3 days if shows are cancelled.