

Alphabetti Theatre

Covid-19

This document outlines the procedures and processes in place to keep staff and visitors safe while visiting the venue.

Updated: 13.08.20



Objective: *To ensure Alphabetti Theatre can function in a way that is safe for both staff and visitors. As a venue we have put a number of new measures in place, which will be detailed in this document, to ensure everyone who is in and around the building is kept as safe as possible.*

**We understand that the nature of our venue means there are a number of differing groups/individuals entering the venue. Venue bookings for groups or individual activities will all be done through our General Manager, Alex, who will be able to individually assess risk if there are any queries.*

PLEASE DO NOT VISIT THE VENUE IF YOU OR ANYONE YOU HAVE COME INTO CONTACT WITH IS EXPERIENCING SYMPTOMS OF CORONAVIRUS (this includes but is not limited to a NEW contagious cough, a high temperature of 37.8C or above or a loss of smell and taste)

What to expect:

Here will be detailed what you are to expect and what will be expected of you when in the venue. It should be noted that this is subject to change at short notice, either by Management at the venue or from changes to local or national government guidance/instruction.

- **A 'Track and Trace' system is in place for when you arrive at the venue.** Each individual will need to sign in and provided an email and contact number. This is to comply with government guidelines and to keep everyone safe – so we can contact you if an outbreak occurs. In keeping with ethical practise and GDPR this information will be kept by Alphabetti for a maximum of 21 days (as a paper copy in a locked office) and only shared with the NHS if requested. This information will not be used by Alphabetti or any third parties for marketing and will be destroyed at the 21 day point.
- **Room cleaning and Sanitisation.** Each room in the venue will be cleaned and sanitised before and after each booking. This will include all surface areas and door handles. Visitors are encouraged to use the sanitisation equipment that at the hand sanitisation stations.
- **A member of Alphabetti staff will take the temperature of everyone who visits the building using a non-contact Infrared**

Thermometer sensor. Anyone with a temperature of 37.8C or greater will not be able to come into the building.

- **Social Distancing.** In keeping with government and venue guidelines, all visitors must maintain social distancing whenever they can. This should be 2 meters if possible or extra precautions should be taken where 2 meters cannot be achieved. A distance of 1 meter minimum should always be maintained. In certain areas of the building we are enforcing a **KEEP LEFT** system to help maintain social distancing – look out for this.
- **Regular hand washing and use of hand sanitisation stations.** Soap and Hand Sanitiser are both provided and prevalent around the building. We ask all visitors to the venue utilise these with regular hand washing and regular use of hand sanitiser where a sink isn't immediately available. This is particularly important after drinking/eating and when visiting the toilet.
- **Face masks and coverings.** We encourage all of our visitors who can to wear a face mask or covering when moving around the building or where social distancing cannot be maintained (going to the toilet or arriving at the venue) – *we understand that certain individuals are exempt from wearing face coverings and respect not all needs are visible.*
- **Clear numbers when a booking is made.** When making any booking or visiting the venue the numbers of individuals needs to always be clear. If this is a booking then the numbers of individuals must be stipulated before coming to the venue. They must all sign on and be temperature checked upon arrival. *The capacity of people in each booking will be limited and will vary depending on the activity. This is at the discretion of management.*
- **Drinking and Eating while at the venue.** Visitors are encouraged to bring their own mugs and water bottles as well as cutlery that can be used by the individual then taken home. Where this is not possible disposable cups/cutlery can be provided by Alphabetti.
- **Avoiding a build up of people at any point.** People should be conscious and aware of themselves in the space. Staggering activities such as smoking breaks or going to the toilet will help reduce a build up of people in enclosed areas or corridors.
- **Signage and Guidance.** There is new signage around the building. Please follow its direction and the direction of our staff. *Alphabetti have the right to ask anyone to leave at any point in order to keep the venue safe.*

- **Children.** We ask anyone who is bringing children to the venue to supervise them constantly.