



## COVID-19 POLICY

For the duration of the COVID-19 Pandemic, Festival Fresco will take very seriously and fully observe any and all rules and guidelines then in place, whether set by national or local Government, or by any organisation whose premises we are using. We will carefully read all relevant risk assessments and take note of and observe their recommendations. In addition, we will prepare our own risk assessments for every venue we use, whether for in-person meetings, rehearsals or recordings (see Risk Assessment Form attached).

Festival Fresco will ensure that any room or building we use is more than sufficiently large for the number of people using it and is well-ventilated. We will plan seating and other rehearsal/performance arrangements in such a way as to make it easy for everyone to observe appropriate physical distancing.

In any room or building used by the Festival, the Festival will provide or ensure the provision of hand-washing facilities, hand sanitiser, disposable face-masks and cleaning/sanitising equipment, including toilet sanitising materials. Where possible, we will sanitise areas and equipment to be used in advance of each meeting, rehearsal, recording or performance before the start of any activity; and areas and equipment that have been used at the end of each session of activity.

We will clearly communicate all rules and guidelines emerging from risk assessments to all our staff, musicians and volunteers, and to anyone else associated with the Festival, both by providing printed copies of this policy, risk assessments and any other relevant documents, and orally at the start of each session. Reminder notices will also be placed in appropriate positions.

At present (mid-April to 18th May 2021), we ask anyone associated with the Festival to observe the following rules.

### *1) Staff/volunteers (including those involved in recording)*

Staff and volunteers are asked:

- To take a lateral flow COVID Test between 48 hours and 24 hours before any activity which will bring them into contact with other staff, volunteers, musicians or audience members (see <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> for full information about the different ways to do this)
- If the test is positive, to report this finding as soon as possible to a member of the Festival Management Team and not attend the activity
- To wear face-coverings at all times while inside any building being used by the Festival for meetings, rehearsals, recordings or performances, except
  - when staff are acting as performers (see below)

- when one member of staff is addressing a larger group, eg making an announcement, or giving instructions or a briefing, which should be done from a distance of at least three metres from the next nearest person.
- To thoroughly wash and/or sanitise hands on first arrival at any building, and at least once every two hours throughout the duration of their stay in the building.
- As far as possible to maintain physical distancing, for example by: remaining at least one metre, and normally two metres apart from other staff or performers; avoiding touching other staff or performers; and avoiding unnecessary social interaction. (Social interaction is permissible in groups of limited number outdoors, following Government guidelines.)
- To flush toilets with the lid down, sanitise toilets after use, and wash and sanitise hands thoroughly after using the toilet.
- To remain vigilant and remind others to observe rules/guidelines if they see them being broken or have any other concerns.
- To stay behind after sessions to help to sanitise areas that have been used.

Recording staff are fully responsible for the sanitisation of their equipment, especially microphones.

## 2) Performers

Performers are asked to observe all the guidelines above, except that face coverings may be removed for rehearsal and recording. They should be worn at all times when performers move away from their assigned rehearsal/performance positions, even if only for a short time or a short distance.

Performers are fully responsible for the sanitisation of their instruments and any other personal equipment they use.

## 3) Audiences/members of the public

Our 2021 Festival is an online Festival. There will be no audiences in the accepted sense of the word, and we do not anticipate a need for physical interaction with anyone not directly involved in running or performing in the Festival except as follows:

- a) We may, at our discretion, invite no more than 5 family or friends of the Festival to attend any rehearsal or recording session. They will be subject to all the same restrictions as performers and organisers. In addition, they will be asked to sit in and remain in designated seating well away from performers and staff.
- b) When working with children under 5, no more than 10 parents may attend with their children. They will be subject to the same restrictions as staff and performers, but will of course be allowed to sit with their children. The children, and no more than 2 of the session leaders, need not wear masks. Everyone else involved in these sessions will wear masks and take all the other precautions described above and any other precautions prescribed by the relevant risk assessment.

This policy will be reviewed - and may be subject to change - monthly or as occasion demands, until the pandemic is declared over by competent authorities.

Lead Officer	Andrew Kyle
Deputy	Vanessa White
Supervising Trustee	Helen Lacy