



Virus Protection Protocol

- Head of Working Group Process

The Heads of Working Groups

Performers, Creatives & Backstage Crew - Working Group (as and when called)

Laura Hammond laura.hammond87@outlook.com (from 9th Nov)
Ellie Randall eleanorjrandall@gmail.com (from 9th Nov)
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Production - Working Group (as rota'd)

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Premises and Non Capital Contractors - Working Group

Neil Daines ndaines@wolseytheatre.co.uk

Administration - Working Group

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Communications and Front of House - Working Group

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Creative Learning – Working Group

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Capital Project Visitors - Working Group

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In Advance of a Visit to the New Wolsey Theatre

- As the Head of a Working Group, you are responsible for ensuring that the NWT Covid Secure Policies and Procedures are adhered to by staff within your working group.
- The Head of Working Group must be on site for the full duration of the employee(s)/visitors time on site. This ensures compliance as well as avoiding lone working.
- Each working group has its own Wellness Questionnaire. Every employee/visitor requiring access to the New Wolsey Theatre site must complete this questionnaire no more than 24 hours in advance of his or her visit.

- You have been allocated administration privileges for your working group's questionnaire allowing you to view submissions in real time
- For individuals unable to access the digital form, contact must be made in advance of their visit to confirm their answers to the questions and a digital form must be filled out on their behalf
- Links to the relevant forms and policy information can be found here www.wolseytheatre.co.uk/covid

On Arrival and Whilst on Site

- As a head of working group you should arrive at The New Wolsey Theatre in advance of your employee(s)/visitor(s) and do the following:
 - Take your own temperature using the contactless thermometer, recording the result on the iPad inside the stage door
 - Prepare the areas of the building you will be working in with the relevant cleaning equipment
 - Prop doors open where possible
- You should then meet your employee(s) when they arrive at stage door, take their temperature with the contactless thermometer and record it on the iPad
- Encourage your employee(s)/Visitor(s) to use the hand sanitising station and wear a face covering provided on the sign in board.
- Inform your employee(s)/visitor(s) of the building signage and recap the policy information
- Continue to ensure the Covid Secure Policies/Procedures are adhered to by all employees

If an employee/visitor informs you of covid Symptoms after working at NWT

- An employee/visitor informs you that they have Coronavirus symptoms
- The head of working group informs those who came into contact with this individual (within the last 48 hours) that they may have been exposed to coronavirus and that they should not come to work until test results have been obtained
- If the test results are positive, all effected staff should be told to not return to work for 14 days from the last point of contact they had with the unwell individual
- Employees/visitors should be asked to update the head of working group should the status of their health change

Other Information

There is clear guidance outlined in the three policy documents available at www.wolseytheatre.co.uk/covid for most eventualities.

These documents will continue to change to reflect government guidance.

Peter Hazelwood or David Phillips will be happy to go through the processes and policies with any line manager who would like some more clarity.

These documents are supported by and have been created using a comprehensive supporting risk assessment developed by Peter Hazelwood and David Phillips. This risk assessment clearly shows the steps taken to create the policies and the specific risks they are designed to alleviate.

