

Tramshed

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tramshed.org

The logo for Tramshed, featuring the word 'Tramshed' in a bold, blue, sans-serif font, oriented vertically on the right side of the page.

Taking Part and Working Safely At Tramshed, 2.12.20:

These rules have been created to make sure we can continue to offer a safe space for all our team and users during the Covid-19 pandemic. These rules will remain in place and be **updated as necessary** until the government tells us the pandemic is over.

Our spaces are used by many people from a wide cross-section of the community. Some groups are more at risk than others during this time and we ask you to remember that not all vulnerabilities are visible. Please act with kindness and tolerance during this difficult time for all.

We understand London will be under **Tier 2 COVID restrictions** from 2.12.2020. As outlined in Government policy this does not affect activities that are:

- Structured, socially-distanced sessions to take part in with face coverings worn
- Performances for audiences sat in household bubbles with socially-distanced capacity and mandatory face coverings

You can see the government guidelines [here](#). The measures below will continue to ensure our venue is COVID safe.

Instructions to all staff and users:

1. Do not enter the building if you are **feeling unwell** or if you are self-isolating
2. If you **become unwell** with Covid-19 symptoms please leave the building as soon as you can. We advise you to consider a test and ensure you have checked into our venue. You may want to tell people you've been in close contact with in the past 48 hours that you might have coronavirus. If you are able to update us with a test result please email bethan@tramshed.org We will keep your information safe and confidential
3. **Testing and Tracing** – we support the NHS Test and Trace and Contract Tracing systems.
 - We have QR code posters in reception in order that you can check in to the venue
 - We will ask you to sign into the building as usual with your name at reception, but also take a contact number and/or email address
 - We will ask if you have read this information and whether you feel well
 - A register may also be taken by your group lead
4. **Taking Temperatures** – having a high temperature is one of the symptoms of Covid-19. We would like to take temperatures of people arriving at the building using a touch-free infrared thermometer. You don't have to do this but it will help us, and you, to understand if you are free from symptoms
5. **Social distancing** of 2 meters is in place ideally throughout the building and never less than 1 meter. There are signs on each floor to show distances

6. **A one-way** system is in place - front staircase for up, back staircase for down with corridor for exiting through the theatre – please follow the signs
7. Tutors, ushers and **group leaders**, including hirers, are leading on guidelines, to make sure people are following these rules in the building
8. **Ventilation** - The team will make sure there is as much fresh air as possible across our 4 floors. In the levelly accessed ground floor we offer a theatre space which is a black box without windows. When we can we will open the door to the theatre and front door to the building to allow air in. From 1st floor up windows can be opened for a through flow of air
9. **The Lift** - One person at a time in the lift (except for users with a carer), please only use the lift if absolutely necessary
10. **Hygiene** - Please wash your hands well and regularly. There are also hand sanitiser dispensers on all floors at entrances and exits. All staff and visitors are asked to make use of them
11. Unless you are mask exempt everyone aged 11+ must wear a **face covering** in our venue i.e. visiting the loo, walking the corridors, watching a performance, chatting at the end of a session etc. A face covering is something which safely covers the nose and mouth. You can use a mask, scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face. If you are mask exempt for any reason please do not hesitate to ask for a sticker at reception.
12. At the start of **sessions** group leaders will remind everyone of the safety rules
13. People should wear a face covering at all times unless they are doing exercise or an activity and it would stop you from taking part. Tutors and ushers will let you know if wearing the face covering will stop you from taking part. During activities group leaders may also take their face coverings off but Tramshed tutors **MUST** still wear visors.
14. **Signage** – Please note and follow the signs around the building. If anything is not clear please let team members know in person or via our Programme Administrator Tom on thomas@tramshed.org
15. The 3rd Floor (staff offices & kitchen) should only be used by staff, please wait at reception for a staff member if you have a meeting. The kitchen is not available to community users of the building during this time. The urn will be left full, in the space, when required
16. **Regular Cleaning** will happen in the building before it opens and between sessions daily. Please help our staff by cleaning the area you have been using if you can. Materials are available on each floor
17. Groups will be given a **room maximum capacity** set by Tramshed for each space at any one time. This will also be listed on a sign in each room. During this time groups may be asked to use different spaces than they have before. This is to help us work safely with as many people as possible
18. In order for us to help people **reduce contacts** we are ensuring staggered bookings of spaces and we request groups stick to the arrival and leaving times as agreed with Tramshed
19. Tramshed **welcomes suggestions** from all users to maintain the building as a safe space. Please contact our Programme Administrator Tom with any questions, ideas or problems on thomas@tramshed.org