



POLICY #8

COVID-19 POLICY

Statement

Covid-19 will be a feature of our lives for the foreseeable future, and so we need to learn to live with it, as well as its consequences, and manage the risk to ourselves and others. Newcastle Musical Theatre Company (NMTC) recognises this, and as no situation is risk free, we resolve to take effective actions to protect ourselves and others around us.

In general, the risk of catching or passing-on Covid-19 is higher in crowded and enclosed spaces where more people may come in closer contact with anyone who may be infectious. There may also be limited fresh air, in which case for both situations, every little action we take will help to keep us, and all those around us, safer.

Advice

In all instances of rehearsal or large gathering which is under our management, we will advise as follows:

- If feeling unwell and symptoms are experienced (a new persistent cough; a high temperature; a change or loss of the sense of taste or smell), a member should take a Covid-19 test and stay away from rehearsal until their result is known
- If receiving any notification of contact with a person testing positive, a member should take a Covid-19 test and stay away from rehearsal until their result is known
- The meeting room/space should be well ventilated and sanitized where possible
- If food and/or drink required, these should be personal and brought by individuals, to be removed by them at the end of the session
- Close contact should be limited and control of numbers to be involved will be monitored and managed. If deemed necessary, arrival and departure of members will be staggered
- Face coverings are optional but we will welcome consideration of their usage
- Regular hand washing and use of sanitizers will be encouraged
- Use of Scripts and Music Scores will be registered for individual and personal use
- ~~Waste bins with liners will be provided for general rubbish~~



- Personal property should not be left unattended
- Signage will be displayed, to be used as a reminder of our advice

Areas of Assessment of Risk

Health and Safety Personnel, appointed by NMTC Board to conduct Risk Assessments under a Covid-19 brief, may find Identifiable Hazards under the following headings. Any other specialised areas for each venue, and deemed necessary by our Health and Safety personnel, will also be assessed.

- a) Action to be advised prior to travelling to Rehearsal/Meeting Room
- b) Possibility of Rehearsal/Meeting exposure to contact with an infected person, including ventilation provision
- c) Cleaning and Sanitizing protocol for Covid-19
- d) Waiting area for candidates in an Audition
- e) Face coverings
- f) Registration of persons attending
- g) Toilet and hand-washing facilities
- h) First Aid provision and Emergency procedure
- i) Individual and personal use of printed material
- j) Removal of personal effects
- k) Removal of waste and rubbish
- l) Fitting of Costumes
- m) Management of numbers for rehearsals and performances in Cast, Crew, Orchestra and other personnel
- n) Performance Management to include Dressing Room provision and allocation ; Costume provision and storage; Props handling; Wig provision, usage and cleaning; Stage make-up provision and application; Musical instruments and Scores;
- o) Liaison with, and familiarisation of the Venue requirements and provision
- p) Backstage management
- q) Signage content and provision

Updates and on-going Advice



Changing government advice will be noted by NMTC and action taken when necessary. Whilst the risks of Covid-19 and new variants continue to exist, members will be encouraged to have their vaccinations in order to keep them, and others as safe as possible. During the period of rehearsals members will also be encouraged to carry out a rapid Lateral Flow Test (LFT) before each rehearsal.

Following an NMTC rehearsal or gathering, if we receive notification of someone testing positive, all attendees will be contacted and advised by a 'warn and inform' message to do a LFT, be vigilant for symptoms. If symptoms do arise, however mild, or LFT proved positive, they should self-isolate, take a PCR test and stay away from NMTC scheduled gatherings, as per the current Government guidelines. Added advice will be that if asymptomatic the same actions should be taken.

In view of any continued Covid-19 national or local risk situations arising, NMTC ask that in all our group gatherings, whether large or small, that everyone be careful and considerate towards fellow members.

October 2021 Compiled by Pauleen Gilbert (NMTC Covid Officer)
Review date:- October 2022 or to update for Government changes
First update:- November 29th 2021