

Guidance Document for workshop leaders, artists, groups using the Rising Sun Arts Centre

19 July 2021 – 16 August 2021

To all workshop leaders, artists, promoters, event organisers - please read this guidance before hosting an event at the Rising Sun. Failure to do this could result in fines of up to £10,000 for the centre.

Entering and exiting the building:

- Enter via the back door
- Leave by the front door
- We encourage people to either scan the official NHS QR code on the wall within the bar or signs in and out on the paper sign-in sheet by the bar
- Ensure that face coverings are worn by workshop leaders, artists, promoters, event organisers wherever possible unless exempt. We recommend and encourage that visitors/audience members also wear face coverings unless seated.
- To minimise the spread of virus, please ensure everyone washes their hands or uses hand sanitiser upon entering and leaving the building

Whilst in the building:

- Please give space to volunteers, visitors/audience and organisers to enable the ability to social distance if they choose
- Please follow the one-way system when moving around the centre
- Use tissues when coughing or sneezing and dispose of them in the bins provided
- Contact points, tables and chairs wiped down before and after use of the room

The maximum number of people in the centre at any one time is 25 people.

Rising Sun Cleaning Policy

- Please understand that the Rising Sun is run entirely by volunteers and there is no paid cleaner at the centre
- It is the responsibility of all of us to maintain a clean and tidy premises
- As a workshop leader / promoter / organiser, it is your responsibility to clean all work surfaces on arrival and exit of the spaces you are using
- The areas you need to clean (depending on use) are: the bar; the kitchen; the lounge; the main hall
- Wipe down tables using blue towels and anti-bac spray provided
- Place the towels in bins after use

Guidance on what to do if someone has symptoms of Covid-19.

Nobody should enter the centre with the following symptoms:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

Anybody with these symptoms should stay at home, self-isolate and order a PCR test via the government website. If you are concerned that you may have symptoms of coronavirus, or you live with someone who has symptoms of coronavirus, follow the [Stay at Home: guidance for households with possible or confirmed COVID-19](#).

What to do if someone tests positive?

- If someone who attends the Rising Sun tests positive for Covid-19, they need to adhere to government guidelines and isolate
- Each person who has had **direct** contact of that person needs to isolate for 10 days
- Direct contact means:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - within one metre for 1 minute or longer
 - been within 2 metres for more than 15 minutes (either as a one-off or as an aggregated time over one day)

Contacts who need to self-isolate will usually be notified and advised to do so by NHS Test and Trace, including by the NHS COVID-19 app. If you believe that you are a contact of someone with COVID-19 but have not yet been notified by Test and Trace, you should carefully follow the guidance on social distancing, hand washing and respiratory hygiene.

If you or someone in a session tests positive for COVID-19, please contact the Centre Manager Larry Watson on 07765 599 433. We will pass on the relevant data to NHS Track and Trace.

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